

ABOUT THE ILO

Established in 1919, and since 1946 a specialized agency of the United Nations Organization, the International Labour Organization (ILO) has focused on workplace issues, actively seeking to create decent work for all – work which is freely chosen and performed in an environment of equity and human dignity. While promoting individual and collective rights at work, social protection and occupational safety and health, the ILO encourages social dialogue and supports an open and constructive industrial relations policy between governments, employers and workers.



TABLE OF CONTENTS

1

- 
- 2 LABOUR ISSUES
 - 6 EMPLOYMENT
 - 11 LABOUR LAW AND LABOUR RELATIONS
 - 15 WORKING CONDITIONS
AND OCCUPATIONAL SAFETY AND HEALTH
 - 19 REFERENCE AND TEXTBOOKS
 - 23 ILO HISTORY
 - 24 SELECTED BACKLIST
 - 25 INDEX
 - 28 ILO FIELD OFFICES, DISTRIBUTORS
AND SALES AGENTS
 - 32 ORDER FORM



NEW!

World of Work Report 2012

Better jobs for a better economy

International Institute for Labour Studies

The *World of Work Report 2012* provides a comprehensive analysis of recent labour market and social trends, assesses risks of social unrest and presents employment projections for the next five years. While employment has begun to recover slowly, job quality is deteriorating and there is a growing sense of unfairness. Moreover, given the pressure on governments to rein in expenditure, policy efforts have focused on structural reforms to boost employment creation. However, if policy instruments are not carefully designed, they could exacerbate the employment situation and aggravate further equity concerns, with potentially long-lasting adverse consequences for both the economy and society.

The following questions are addressed:

- To what extent has the slow recovery aggravated social conditions, including falling incomes, deepening poverty and worsening inequality?
- Have countries gone too far, too fast with fiscal consolidation?
- What can be expected from recent labour market reforms?
- How can investment be boosted so as to ensure a long-lasting recovery in both the economy and jobs?
- Why has the business-as-usual scenario maintained its centrality despite the increasing risk of social unrest?

This report calls for a carefully designed policy approach that takes into consideration the urgent need to create quality jobs while at the same time laying the ground for a more productive, fairer economy and labour market.

May 2012

Paperback – 120 pp.

ISBN 978-92-9251-009-1

ISSN 2049-9280

CHF 50; USD 50; GBP 30; EUR 35



NEW!

Confronting Finance

Mobilizing the 99% for economic and social progress

Edited by Nicolas Pons-Vignon and Phumzile Ncube

The Global Labour Column has become a valuable source of analysis of current economic trends that affect working people all over the world. This anthology brings together critical pieces on many issues (fiscal strategies, finance policies, social protection, strategies for job creation and much more), encompassing different regions and various perspectives.

Jayati Ghosh, Jawaharlal Nehru University, New Delhi

The unfolding economic crisis has unequivocally proved that neoliberal policies were no better for growth than for social progress. As poverty and inequality are rising to alarming levels in Europe, the old continent seems at a loss to respond. Political leaders seem content to liquidate the social gains made by workers' struggles. A small minority, possibly even smaller than 1 per cent, associated with the financial sector, stands to benefit from a deepening of neoliberalism.

This new anthology of essays from the Global Labour Column explores Europe's turmoil and challenges the deep-rooted consequences of neoliberalism in the North and the South. It sheds light on new movements and ideas which are emerging to defend and mobilize workers, and points to encouraging new policies and directions which could lay the foundations of a new order that would put decent work and life at its core. A number of these come from the South, from which the North may have much to learn.

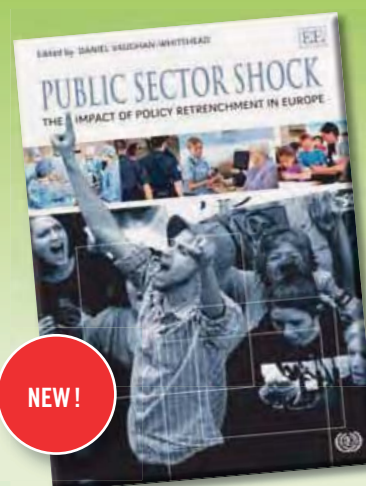
June 2012

Paperback – 130 pp.

ISBN 978-92-2-126213-8

CHF 30; USD 30, GBP 18; EUR 22

Also available in French and Spanish



NEW!

Public Sector Shock

The impact of policy retrenchment in Europe

Edited by Daniel Vaughan-Whitehead

After a first series of policy responses to the 2008–09 crisis aimed at sustaining domestic demand through expansionary anti-crisis packages, most European governments – starting with Greece, Ireland, Bulgaria and Romania, and followed by many others – have since put in place a series of restrictive budgetary policies aimed at reducing their budget deficits. With these new policies, jobs and wages have been cut significantly in the public sector, as have education and training programmes. These reforms have given rise to waves of protest throughout Europe.

The goal of this volume is to study this “public sector shock”. While budgetary reforms seek to ensure more balanced and sound economic policy, they may generate new work inequalities among public sector employees, most particularly among women, who account for a considerable proportion of public sector employment. Cuts in education and training may also have an impact on the quality of human capital in both the public and private sectors, despite the fact that the recent crisis has shown the value of education as employees with better skills and training are more likely to maintain their jobs and incomes.

On the basis of a comparative and comprehensive assessment, illustrated by case studies in education, health and public administration, policy issues are discussed with the aim of finding the right mix of public sector reforms.

Co-published with Edward Elgar.

March 2013

Paperback – 570 pp.

ISBN 978-92-2-126568-9

CHF 80; USD 85, GBP 53; EUR 66



NEW!

World Report on Child Labour 2012

Economic vulnerability, social protection and child labour

How can we reduce child labour in the less favourable circumstances of a global economic slowdown? This new flagship report, the first in a series to be published annually by the ILO's International Programme on the Elimination of Child Labour, brings together research on child labour and social protection, identifying policies that are designed to achieve multiple social goals. Included are analyses of national child labour trends based on the latest survey data, discussions of the role of poverty and economic shocks in rendering households vulnerable to child labour, and detailed consideration of income transfers, public employment programmes, social insurance and microcredit initiatives as they have been implemented around the world. The report distils a broad range of research in economic and social policy and should be of interest to those looking for ways to combat poverty in the present and reduce its burden on the next generation.

December 2012
Paperback – 100 pp.
ISBN 978-92-2-126234-3
CHF 50; USD 50; GBP 30; EUR 35
Also available in French and Spanish



Making Globalization Socially Sustainable

Edited by Marc Bacchetta and Marion Jansen

Globalization is widely seen as a powerful engine that has the potential to promote growth and development. For many years, however, concerns have also been raised about the effects of globalization on jobs and wages. This has led to questions about the social sustainability of globalization.

This volume consists of contributions by leading academic experts who analyse the various channels through which globalization affects jobs and wages. Together, the nine chapters in this volume summarize state-of-the-art knowledge on themes related to the social dimension of globalization. It represents a step in the direction of a better understanding of the mechanisms through which globalization affects workers and of the measures that governments can take to give globalization a strong social dimension.

This book will be of value to all those who are interested in the debate on the social sustainability of globalization, including workers and employers, policy-makers, academics and other trade and labour specialists.

Co-published with the WTO.

September 2011
Paperback – xvi + 320 pp.
ISBN 978-92-2-124583-4
CHF 50; USD 50; GBP 35; EUR 42



Social Protection Floor for a Fair and Inclusive Globalization

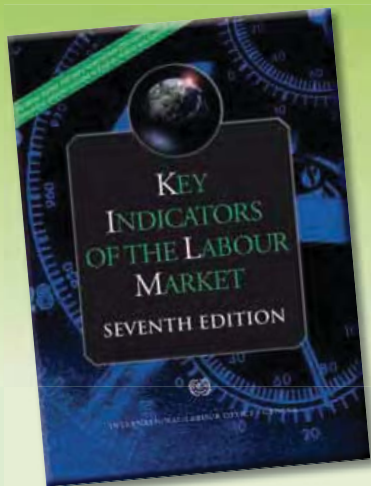
In many ways the power of the social protection floor lies in its simplicity. The floor is based on the idea that everyone should enjoy at least basic income security sufficient to live, guaranteed through transfers in cash or in kind, such as pensions for the elderly and persons with disabilities, child benefits, income support benefits and/or employment guarantees and services for the unemployed and working poor. Together, cash and in-kind transfers should ensure that everyone has access to essential goods and services, including essential health services, primary education, housing, water and sanitation.

This report, prepared under the guidance of Ms Michelle Bachelet and members of the Advisory Group, shows that the extension of social protection, drawing on social protection floors, can play a pivotal role in relieving people of poverty and deprivation. It can in addition help people adapt their skills to overcome the constraints that block their full participation in a changing economic and social environment, contributing to improved human capital development and stimulating greater productive activity. The report also shows how social protection has helped to stabilize aggregate demand in times of crisis and to increase resilience against economic shocks, contributing to accelerate recovery towards more inclusive and sustainable development paths.

October 2011
Paperback – 200 pp.
ISBN 978-92-2-125337-2
CHF 40; USD 45; GBP 30; EUR 35

The dollar (USD) rates apply in the USA, the pound sterling (GBP) rates apply in the UK, and the euro (EUR) rates in the EU only. In all other countries the Swiss franc (CHF) rates or the equivalent in convertible currencies are applicable

Prices and titles may be subject to change without notice



Key Indicators of the Labour Market (KILM)

Seventh edition (includes trilingual CD-ROM in English, French and Spanish)

Key Indicators of the Labour Market (KILM) is a wide-ranging reference tool that offers the general user instant and uncomplicated access to data and analysis on the world's labour markets. Harvesting information from international data repositories as well as regional and national statistical sources, the KILM offers data for over 200 countries from 1980 up to the latest available year.

The 18 key labour market indicators cover employment (status, sector, hours, etc.), the lack of work and the characteristics of job-seekers, education, wages and compensation costs, labour productivity and working poverty. Taken together, the indicators provide a strong foundation from which to address key questions related to productive employment and decent work. This seventh edition adds two new indicators, employment by occupation and average monthly wages; expands access to global and regional aggregates of key labour market indicators; and analyses specifically part-time work as it relates to gender equality.

With three formats available – print, interactive software (CD-ROM) and an online database – accessing the country-level data for the 18 key labour market indicators, as well as the accompanying analysis, is now easier than ever.

2012
Paperback – x + 800 pp.
ISBN 978-92-2-125377-8
CHF 275; USD 275; GBP 180; EUR 200



Social Justice and Growth: The role of the minimum wage

International Journal of Labour Research, Vol. 4, Issue 1

This issue of the *International Journal of Labour Research* is dedicated to campaign and policy developments relating to the question of minimum wages around the world, a question which has drawn renewed interest in recent years as a lever not only to reduce poverty and inequality, but also to stimulate the economy. The issue seeks to reflect a variety of experiences starting with the “living wage” campaigns in the United States, policy efforts to strengthen the minimum wages in both Brazil and India, the Asia Floor Wage initiative aiming to set a common real wage floor in the garment industry in South-East Asia, and the current debate on a minimum wage for Europe. Finally, analysts from the ILO provide a short and highly useful guide on minimum wage setting methodology.

June 2012
Paperback – 125 pp.
ISSN 2076-9806
CHF 45; USD 42; GBP 27; EUR 30
Also available in French and Spanish



The Spread of Precarious Employment: Trends, effects and perspectives

International Journal of Labour Research, Vol. 4, Issue 2

Recent decades have been marked by the worldwide spread of precarious forms of employment: temporary contracts, agency work, and casual labour have accounted for a major share of job growth. Thus growth in recent times, far from favouring the development of decent work, has often fostered new forms of precarity. This issue of the *International Journal of Labour Research* examines the trends and the reasons that lie behind this expansion, as well as their effects on workers and various segments of the labour force such as youth and women and inequality. It also considers the consequences of this development on workers' capacity to organize, and what strategies trade unions can envisage to reverse this trend.

November 2012
Paperback – 125 pp.
ISSN 2076-9806
CHF 45; USD 42; GBP 27; EUR 30
Also available in French and Spanish

RELATED
TITLES



The Global Crisis

Causes, responses and challenges

2011 – xx + 240 pp.
ISBN 978-92-2-124579-7
CHF 50; USD 50; GBP 25;
EUR 35
Available in Spanish



Social Security for Social Justice and a Fair Globalization

Report 100 VI

2011 – 182 pp.
ISBN 978-92-2-123117-2
CHF 15; USD 15; GBP 10;
EUR 11
Available in Arabic, Chinese, French, German, Spanish and Russian



Cooperating out of Child Labour

2009 – viii + 44 pp.
ISBN 978-92-2-122262-0
CHF 15; USD 15; GBP 9;
EUR 10



World of Work Report 2011

Making markets work for jobs

2011 – xviii + 140 pp.
ISBN 978-92-2-9014-974-3
CHF 50; USD 50; GBP 30;
EUR 35
Available in Spanish



International Labour Migration

A rights-based approach

2010 – 350 pp.
ISBN 978-92-2-119120-9
CHF 50; USD 50; GBP 30;
EUR 33
Available in Spanish



The Financial and Economic Crisis

A decent work response

2009 – xx + 80 pp.
ISBN 978-92-2-9014-900-2
CHF 25; USD 25; GBP 15;
EUR 16
Available in French & Spanish



There Is an Alternative

Economic policies and labour strategies beyond the mainstream

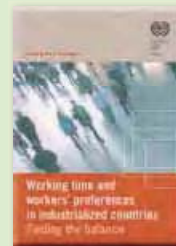
Edited by N. Pons-Vignon
2011 – xvi + 130 pp.
ISBN 978-92-2-124581-0
CHF 30; USD 30; GBP 18;
EUR 22
Available in French & Spanish



In Search of Decent Work – Migrant Workers' Rights

A manual for trade unionists

2010 – viii + 136 pp.
ISBN 978-92-2-121692-6
CHF 35; USD 32; GBP 20;
EUR 23
Available in French & Spanish



Working Time and Workers' Preferences in Industrialized Countries

Edited by Jon C. Messenger
2007 – xvi + 232 pp.
ISBN 978-92-2-119697-6
CHF 45; USD 40; GBP 20;
EUR 30



Don't Waste the Crisis

Critical perspectives for a new economic model

Edited by Nicolas Pons-Vignon
2010 – xx + 96 pp.
ISBN 978-92-2-123442-5
CHF 30; USD 28; GBP 18;
EUR 22



Building Decent Societies

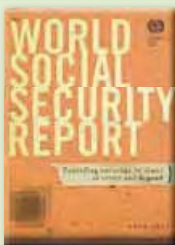
Rethinking the role of social security in development

Edited by Peter Townsend
2009 – xxii + 386 pp.
ISBN 978-92-2-121995-8
CHF 110; USD 105; GBP 65;
EUR 75
Available in Spanish



Employment and Social Protection in the New Demographic Context

2010 – x + 176 pp.
ISBN 92-2-122689-5
CHF 30; USD 30; GBP 20;
EUR 22
Available in French & Spanish



World Social Security Report 2010/11

Providing coverage in times of crisis and beyond

2010 – xiv + 277 pp.
ISBN 978-92-2-123268-1
CHF 50; USD 50; GBP 30;
EUR 35



Microfinance and Public Policy

Outreach, performance and efficiency

Edited by Bernd Balkenhol
2007 – xxiii + 263 pp.
ISBN 978-92-2-119347-0
CHF 115; USD 90; GBP 55;
EUR 80
Available in French & Spanish



Edward Phelan and the ILO

2009 – xii + 326 pp.
ISBN 978-92-2-121983-5
CHF 50; USD 50; GBP 35;
EUR 35



Extending Social Security to All

A guide through challenges and options

2010 – 190 pp.
ISBN 978-92-2-123064-9
CHF 50; USD 50; GBP 30;
EUR 35



Cooperating out of Poverty

The renaissance of the African cooperative movement

Edited by Patrick Develtere, Ignace Pollet and Frederick Wanyama
2008 – xiv + 372 pp.
ISBN 978-92-2-120722-1
CHF 35; USD 35; GBP 18;
EUR 23



Active Labour Market Policies Around the World

Coping with the consequences of globalization
Peter Auer, Ümit Efendioğlu and Janine Leschke
2008 – xii + 104 pp.
ISBN 978-92-2-120456-5
CHF 35; USD 29.95;
GBP 18; EUR 25



Global Employment Trends 2013

The annual *Global Employment Trends* (GET) reports provide the latest global and regional estimates of employment and unemployment, employment by sector, vulnerable employment, labour productivity and working poverty, while also analysing country-level issues and trends in the labour market.

Global Employment Trends 2013 highlights how the crisis is increasingly raising trend unemployment rates, partly driven by sectoral shifts of jobs that had been triggered by the crisis. Despite historically low interest rates in many advanced economies, investment and employment have not shown tangible signs of recovery. Depressed growth prospects have started to spread to the developing world, where low productivity and wage growth continue to remain an issue in most regions, preventing improvements in employment and disposable incomes, in particular among poorer countries, and adding to a rise in global inequality.

The report argues that in countries with high and rising unemployment, job guarantee programmes for targeted labour market groups should be the preferred policy measure. Moreover, rising labour market discouragement and structural unemployment should be tackled with new skills and training initiatives to help jobseekers find employment in alternative industries and to promote their employability more broadly. Other possible areas of intervention are further investments in public infrastructure in developing countries and a swift implementation of financial market regulation to help stabilize the macroeconomic environment and stimulate job creation.

January 2013
Paperback – 140 pp.
ISBN 978-92-2-126655-6
ISSN 2304-4365

CHF 30; USD 35; GBP 22; EUR 25
Also available in French and Spanish



Global Employment Trends for Women 2012

Part of the *Global Employment Trends* series, this publication delivers the most current information on emerging trends and key challenges facing women in labour markets around the world.

Women face particular challenges both in terms of the sectors in which they wish to work as well as the conditions they work under. Promoting gender equality and empowering women is vital to achieving decent work for all and finally stamping out the discrimination that has plagued labour markets. This publication considers a wide variety of quantitative data collected from around the globe, organizing it into a format that projects the causes and effects of gender-related employment trends. It also analyses policies that affect gender and employment.

The *Global Employment Trends for Women 2012* report focuses on the gender dimensions of labour underutilization and gender inequalities. As the global jobs crisis continues unabated, the report analyses trends in employment opportunities and the extent of unemployment, but it is also concerned with developments in employment quality. To this end, the report analyses recent trends and gender gaps in different employment categories, including sectoral and occupational segregation in labour markets. It also illustrates the main factors at the household level that influence female labour market outcomes, presents examples of good practices and highlights key policy areas for reducing gender-based inequalities around the world.

October 2012
Paperback – 70 pp.
ISBN 978-92-2-126657-0
ISSN 2304-439X
CHF 25; USD 27; GBP 17; EUR 20



Global Employment Trends for Youth 2012

Incorporating the most recent labour market information available, *Global Employment Trends for Youth* sets out the youth labour market situation around the world. It shows where progress has or has not been made, updates world and regional youth labour market indicators and gives detailed analyses of medium-term trends in youth population, labour force, employment and unemployment.

This year's report shows that the impacts of the crisis have been disproportionately severe for young people around the world, and that those in developed economies have been especially hard hit. With nearly 75 million youth unemployed worldwide, the youth unemployment rate has remained close to the crisis peak in 2009, and medium-term projections suggest little improvement. Particularly worrisome is the increase in those youth who have withdrawn from the workforce, and in those who are neither in education nor in employment.

The report offers valuable lessons learned from in-depth regional and gender analysis as well as recommendations on youth employment policies. Ideally, these will shape future developments, as countries continue to prioritize youth in their national recovery policy agendas.

May 2012
Paperback – viii + 56 pp.
ISBN 978-92-2-126325-8
ISSN 2304-4387
CHF 25; USD 27; GBP 17; EUR 20

To place
your order locally,
see pages 28–31

Fax: (+41)
022 799 6938
pubvente@ilo.org
www.ilo.org/publns



NEW!

Working Towards Sustainable Development

Opportunities for decent work and social inclusion in a green economy

A green economy is necessary if sustainable development is to be realized. However, as this report emphasizes, a green economy can also, if accompanied by the right policy mix, create more and better jobs, lift people out of poverty and promote social inclusion. In fact, the growth model of the past few decades has been inefficient, not only economically, but also from environmental, employment and social perspectives. It overuses natural resources, is environmentally unsustainable and has failed to meet the aspirations of a large proportion of society seeking productive, decent work and dignified lives.

A new development model – one which puts people, fairness and the planet at the core of policy-making – is urgently needed, and is eminently achievable. More fundamentally, this report demonstrates that employment and social inclusion must be integral parts of any sustainable development strategy and must be included in policies that address climate change and ensure the preservation of the environment. In particular, the report assesses the sectoral, employment and income implications of the transition to a green economy. It highlights the necessary conditions, policy prescriptions and good practices required to ensure that the green economy is characterized by gains in job quality, reductions in poverty and improvements in social inclusion.

June 2012
 Paperback – 288 pp.
 ISBN 978-92-2-126378-4
 CHF 60; USD 65; GBP 40; EUR 50
 Also available in Spanish



Towards a Greener Economy

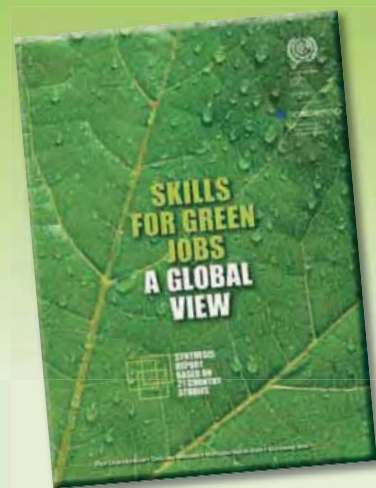
The social dimensions

International Institute for Labour Studies

In reaction to the deep crisis that hit the global economy in 2008, the European Commission and the ILO combined efforts to examine policies that will lead not only to a quicker recovery but also to a more sustainable, environmentally friendly and equitable global economy. This is particularly relevant given the uneven and fragile nature of the recovery process across and within countries. These efforts culminated in the publication of two Synthesis Reports.

This second report aims to promote a clearer understanding of the nature of the green economy and its implications for labour markets, especially the reallocation of jobs from high- to low-polluting sectors. It shows that a double dividend in terms of increased decent work opportunities and a greener economy is possible, provided that complementarities between environmental, economic and social policies are adequately exploited. The report discusses the green policy measures that EU countries are currently undertaking, with a view to identifying any gaps in the policy mix. It also presents model estimates on the likely transmission mechanisms arising from these measures.

November 2011
 Paperback – xvii + 102 pp.
 ISBN 978-92-9014-986-6
 CHF 25; USD 28; GBP 19; EUR 20



Skills for Green Jobs: A global view

Synthesis report based on 21 country studies

Olga Strietska-Ilina, Christine Hofmann, Mercedes Durán Haro and Shinyoung Jeon

The shift to a green economy is increasing the pace of change in labour markets and skill needs. This study shows that economies moving towards greener production can seize the potential for job creation if they deal effectively with the coming structural change and transformation of existing jobs.

The report examines the experiences of 21 developed and developing countries – representing 60 per cent of the world population – in adjusting their training provision to meet new demands of a greener economy. It shows that while few new occupations emerge in the transition to greener work, massive change occurs in existing occupations, with carbon-intensive industries typically losing jobs.

Successful transitions from old to new, greener industries and occupations will require efficient retraining and skill upgrading. A key element of the transformation must be training initiatives targeted to segments of the population typically at a disadvantage in the labour market. To avoid future skill shortages, the report recommends that countries devise strategies based on well-informed policy decisions, social dialogue, and coordination among ministries and between employers and training providers.

October 2011
 Paperback – xxix + 442 pp.
 ISBN 978-92-2-125091-3
 CHF 60; USD 70; GBP 45; EUR 50



Assessing Green Jobs Potential in Developing Countries

A practitioner's guide

Andrew Jarvis, Adarsh Varma and Justin Ram

Analysis of how a transition to a sustainable, low-carbon economy might affect employment is vital to informing policies that enable a just transition to a green economy. However, to date there are few studies of how to achieve such assessments for developing countries. A key bottleneck is the scarcity of information, particularly employment and production data on green jobs as well as on linkages with the rest of the economy.

Part of the ILO's Global Green Jobs Programme, *Assessing Green Jobs Potential in Developing Countries* provides practical solutions tailored to the considerations of developing countries that can help fill these information gaps. The book adopts a menu approach, providing policy-makers with a range of options that take into account time and resource constraints as well as policy priorities. Though meant to stand on its own, the guide can also serve as a companion to a series of country studies published separately by the ILO, which provide country-specific details on how the guide can be applied.

November 2011
Paperback – x + 82 pp.
ISBN 978-92-2-124571-1
CHF 30; USD 30; GBP 20; EUR 22



NEW!

The Labour Markets of Emerging Economies

Has growth translated into more and better jobs?

Sandrine Cazes and Sher Verick

This volume focuses on the labour market situation, trends and regulations in emerging economies, devoting attention to how they have dealt with both short-term issues, namely the global financial crisis, and longer-term structural challenges – as well as the gaps that still remain.

The past few decades have witnessed the economic and geopolitical rise of a number of large middle-income countries around the world, which have to varying degrees embarked on a rapid path to economic development. Even during the recent global crisis, “emerging economies” such as Brazil, China, India, Indonesia and Turkey have been able to grow strongly, resulting in a decline in poverty. However, despite the economic progress made, improvements in the labour market have not been as impressive. Indeed, informality, working poverty and vulnerable employment, all different indicators of decent jobs deficits, continue to be the norm for most workers in these countries.

Part I of the volume provides a comparative perspective on labour market trends and the institutional and regulatory environment, referencing a range of countries including China and India. Part II includes in-depth case studies of Brazil, Indonesia, South Africa and Turkey. Overall, the volume – which contains much new quantitative data as well as many lessons for policy-makers – shows that countries with effective policies and institutions in place are better equipped to tackle labour market challenges.

Co-published with Palgrave Macmillan as part of the Advances in Labour Studies series.

March 2013
Hardback – 250 pp.
ISBN 978-92-2-124565-0
CHF 100; USD 105; GBP 65; EUR 80



NEW!

Domestic Workers Across the World

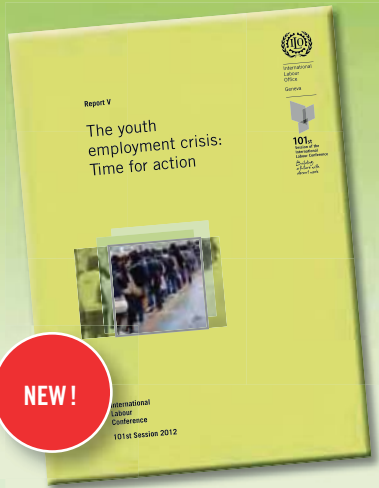
Global and regional statistics and the extent of legal protection

The adoption of new international labour standards on domestic work (Convention No. 189 and its accompanying Recommendation No. 201) by the ILO at its 100th International Labour Conference in June 2011 represents a key milestone on the path to the realization of decent work for domestic workers. This publication sheds light on the magnitude of domestic work, a sector often “invisible” behind the doors of private households and unprotected by national legislation.

The volume presents national statistics and new global and regional estimates on the number of domestic workers. It shows that domestic workers represent a significant share of the labour force worldwide and that domestic work is an important source of wage employment for women, especially in Latin America and Asia. It also examines the extent of inclusion or exclusion of domestic workers from key working conditions laws. In particular, it analyses how many domestic workers are covered by working time provisions, minimum wage legislation and maternity protection. The results demonstrate that under current national laws, substantial gaps in protection still remain.

The volume concludes with a summary of the main findings and a reflection on the relevance of the newly adopted international standards to extend legal protection to domestic workers.

December 2012
Paperback – 65 pp.
ISBN 978-92-2-125273-3
CHF 35; USD 40; GBP 28; EUR 30



NEW!

The Youth Employment Crisis: Time for Action

Report V

Over the last two decades, youth unemployment on average has remained at three times that of adult unemployment, and in some regions this proportion is now as high as five times the adult rate. The youth employment crisis – and the unprecedented proportions it has assumed – prompted the ILO's Governing Body to put this topic on the agenda of the 101st Session of the International Labour Conference for a general discussion.

Chapter 1 of this report reviews the characteristics of the youth employment crisis in its quantitative and qualitative dimensions across different regions and countries, and discusses new emerging challenges such as educated unemployment and the increasing "detachment" of youth from labour markets. Chapter 2 analyses the patterns of interventions and policies implemented by countries and highlights the key lessons that can be drawn from the global financial crisis. It underscores the significance of policy coherence and coordination at national and global levels and also points to a major deficiency – that of limited voice and participation by youth themselves in forging their present and future. Chapter 3 briefly reviews the ILO's strategy of support to constituents, and the main global and regional partnerships focusing on youth employment. Chapter 4 presents the conclusions emerging from this review and analysis, and points to some possible ways forward.

March 2012

Paperback – 116 pp.

ISBN 978-92-2-124499-8

CHF 20; USD 22; GBP 14; EUR 17

Also available in French, Spanish, German, Arabic, Chinese and Russian



NEW!

China: From an active employment policy to Employment Promotion Law

Coping with economic restructuring and labour market adjustments

China has enjoyed spectacularly high GDP growth rates for over three decades, thanks to the massive economic, social and institutional reforms put in place during a period of intensifying globalization. The reforms, influenced by China's accession bid to the WTO, took on the challenge of developing a socialist market economy whilst increasingly integrating it with the global economy. While rapid growth and modernization were the key considerations of the economic reforms, policy initiatives were put in place to balance the "opening" of the economy with domestic labour and social development. The goal of full employment was central to China's people-oriented development strategy, entailing reforms to labour policies and institutions that included the implementation of an active employment policy and the subsequent passing of the Employment Promotion Law. Much has been written about the successes of China's growth and its economic reforms, but little is known about the concurrent social and labour market changes. This study provides a unique account of China's move towards increased participation in the market economy and how the Government coped with the massive labour adjustments that came with the restructuring process.

November 2011

Paperback – xvi + 78 pp.

ISBN 978-92-2-125442-3

CHF 25; USD 28; GBP 19; EUR 20



NEW!

Eurozone Job Crisis: Trends and policy responses

Studies in Growth with Equity

International Institute of Labour Studies

It is often argued that the cost of social equity is less economic growth, highlighting the supposed trade-off between these two goals. The crisis that erupted in 2008, which was preceded by rising social inequalities, has shown that this is simply not the case. In fact, if properly designed, equity-enhancing policies can also promote prosperity and reduce the risk of future crises. The aim of the Studies in Growth with Equity series is to show how such policy complementarities can be achieved.

This study provides the latest trends on the employment situation in EU countries and examines the labour market reforms adopted by various governments.

Employment remains depressed in the majority of Eurozone countries and a further 4.5 million jobs may be lost, questioning the primacy of fiscal goals as the backbone of the policy strategy. Addressing the jobs crisis in the Eurozone requires, first, repairing the financing system urgently; second, promoting growth and jobs, taking into account initial country conditions, including through well-designed investment and income policies, effective employment programmes, notably youth guarantees, realistic fiscal plans to support jobs while meeting deficit goals in the medium term; and third, greater policy coordination in the Eurozone to support the common currency. A jobs pact is vital for the stability of the Eurozone as a single-currency area.

July 2012

Paperback – 60 pp.

ISBN 978-92-9251-013-8

CHF 15; USD 15; GBP 10; EUR 12

RELATED
TITLES



2011 Labour Overview
Latin America and the Caribbean
2011 – 140 pp.
ISBN 978-92-2-125889-6
ISSN 1020-4318
CHF 15; USD 15; GBP 8;
EUR 10
Available in Spanish



Building a Sustainable Job-Rich Recovery
2011 – xvii + 98 pp.
ISBN 978-92-2-9014-984-2
CHF 25; USD 28; GBP 19;
EUR 20



Trade and Employment in the Global Crisis
Marion Jansen and Erik von Uexkull
2010 – 174 pp.
ISBN 978-92-2-123334-3
CHF 25; USD 25; GBP 15;
EUR 16
Available in Spanish



The Evolving World of Work in the Enlarged EU
Progress and vulnerability
Edited by François Eyraud and Daniel Vaughan-Whitehead
2007 – x + 582 pp.
ISBN 978-92-2-119547-4
CHF 80; USD 65; GBP 35;
EUR 50



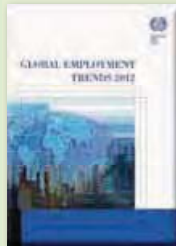
Towards Decent Work in Sub-Saharan Africa
Monitoring MDG employment indicators
Edited by Theo Sparreboom and Alana Albee
2011 – xviii + 190 pp.
ISBN 978-92-2-124942-9
CHF 80; USD 95; GBP 60;
EUR 65



Spain: Quality jobs for a new economy
Studies in Growth with Equity
2011 – xii + 141 pp.
ISBN 978-92-2-101498-0
CHF 30; USD 28; GBP 20;
EUR 22
Available in Spanish



Tunisia: A new social contract for fair and equitable growth
Studies on Growth with Equity
2011 – xii + 124 pp.
ISBN 978-92-9251-000-8
CHF 30; USD 28; GBP 20;
EUR 22
Available in French



Global Employment Trends 2012
Preventing a deeper jobs crisis
2012 – 120 pp.
ISBN 978-92-2-124924-5
CHF 30; USD 35; GBP 22;
EUR 25
Available in French, Italian and Spanish



Brazil: An innovative income-led strategy
Studies in Growth with Equity
2011 – xii + 130 pp.
ISBN 978-92-2-101498-3
CHF 30; USD 28; GBP 20;
EUR 22
Available in Portuguese



Growth, Employment and Poverty Reduction in Indonesia
Iyanatul Islam and Anis Chowdury
2009 – xvi + 188 pp.
ISBN 978-92-2-122001-5
CHF 40; USD 40; GBP 25;
EUR 27



Global Employment Trends 2011
The challenge of a jobs recovery
2011 – xi + 99 pp.
ISBN 978-92-2-124545-2
CHF 50; USD 48; GBP 30;
EUR 33
Available in French & Spanish



The Global Employment Challenge
Ajit K. Ghose, Nomaan Majid and Christoph Ernst
2008 – xiv + 290 pp.
ISBN 978-92-2-120305-6
CHF 50; USD 40; GBP 22;
EUR 30
Available in Spanish



Flexicurity
A relevant approach in Central and Eastern Europe
Sandrine Cazes and Alena Nesporova
2007 – xiv + 262 pp.
ISBN 978-92-2-119215-2
CHF 35; USD 29.95;
GBP 15.95; EUR 25



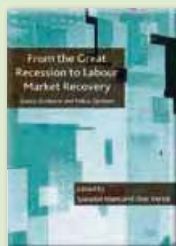
Global Employment Trends for Youth
2010 – 80 pp.
ISBN 978-92-2-123855-3
CHF 40; USD 39; GBP 25;
EUR 28



Promotion of Sustainable Enterprises
Graeme Buckley, Michael Henriques and José Manuel Salazar-Xirinachs
2009 – xxxii + 258 pp.
ISBN 978-92-2-121200-3
CHF 50; USD 50; GBP 25;
EUR 30
Available in Spanish



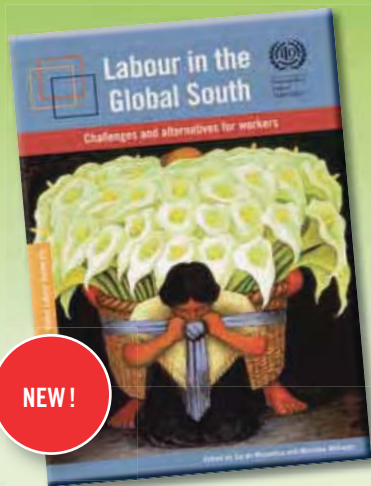
Globalization and Informal Jobs in Developing Countries
Marc Bacchetta, Ekkehard Ernst and Juana Paola Bustamante
2009 – 140 pp.
ISBN 978-92-2-122719-9
CHF 35; USD 35; GBP 20;
EUR 23
Available in French & Spanish



From the Great Recession to Labour Market Recovery
Issues, evidence and policy options
Edited by Iyanatul Islam and Sher Verick
2011 – xx + 310 pp.
ISBN 978-92-2-124031-0
CHF 110; USD 105;
GBP 65; EUR 75
Available in Spanish



Job-rich Growth in Asia
Strategies for local employment, skills development and social protection
Cristina Martinez-Fernandez, Kees Van Der Ree, Sylvain Giguère and Aurelio Parisotto
2011 – 128 pp.
ISBN 978-92-2-124089-1
CHF 30; USD 33; GBP 20;
EUR 24



NEW!

Labour in the Global South

Challenges and alternatives for workers

Edited by Sarah Mosoetsa and Michelle Williams

Labour in the Global South is an exciting contribution to the new field of global labour studies. It identifies in ten clearly written chapters the innovative and creative responses to the challenges facing labour worldwide.

Edward Webster, University of Kassel and University of the Witwatersrand

The twenty-first century has posed serious challenges to workers – formal and informal, organized and unorganized – around the world. It has also brought to the fore extraordinarily creative responses, forcing us to think beyond our common understandings of “labour”, effective trade union strategies and forms of power.

Challenging the global North’s dominance in the literature, *Labour in the Global South* presents alternative approaches as well as creative responses to the challenges facing labour in the South, in countries such as Argentina, Bangladesh, Brazil, India, South Africa and Uruguay. The volume devotes particular attention to areas often neglected by organized labour: the relationship between ecology, climate change and jobs; unionizing service work; the dynamics of trade union–political party alliances; gender; and new forms of solidarity. It brings together a group of distinguished labour scholars and practitioners who make an important advance with their rich empirical case studies.

September 2012
Paperback – 232 pp.
ISBN 978-92-2-126238-1
CHF 40; USD 45; GBP 30; EUR 35



NEW!

Effective Protection for Domestic Workers

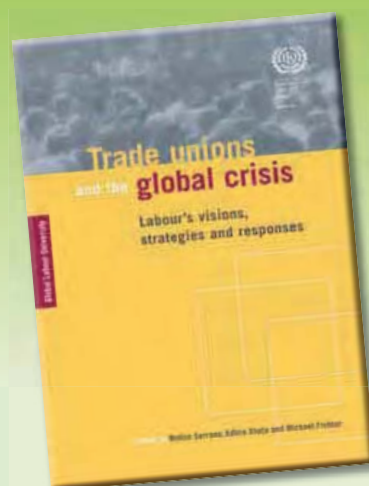
A guide to designing labour laws

At the 100th International Labour Conference in June 2011, the ILO adopted Convention No. 189 and Recommendation No. 201 on decent work for domestic workers. Because domestic workers are often excluded from the protection of labour laws or are treated less favourably than other wage workers, implementing the basic principles embodied in Convention No. 189 calls for an assessment and strengthening of national labour laws.

This guide is a practical tool for those involved in national legislative processes and in the design of labour laws, including government officials and representatives of workers’ and employers’ organizations. With Convention No. 189 as its underlying framework, it provides specific guidelines and complements these with examples drawn from a wide range of existing national labour laws concerning domestic workers.

The guide’s first part discusses alternative approaches to regulating domestic work, the nature and characteristics of domestic work, the forms of employment relationships that may exist, and their implications for regulation. Subsequent chapters focus on substantive areas of regulation, namely, formalizing the employment relationship, working time, remuneration, fundamental principles and rights at work, protection from abuse and harassment, and protection of migrant domestic workers and child domestic workers.

May 2012
Paperback – 100 pp.
ISBN 978-92-2-125275-7
CHF 45; USD 50; GBP 35; EUR 40



Trade Unions and the Global Crisis

Labour’s visions, strategies and responses

Edited by Melisa Serrano, Edlira Xhafa and Michael Fichter

In a context of sustained economic crisis ... there are no clear roadmaps for the alternative, a sustainable society that can only be forged through innovative mobilization. We are fortunate, therefore, for the rich offerings in this book that examine the crisis and craft inspiring elements of a vision for a more economically and environmentally viable society. Based on well-informed research, this fine collection of writings also points toward the innovative strategies labor unions and their allies need in the battles ahead.

Lowell Turner, Cornell University

If the recent global economic crisis has debilitated labour in many parts of the world, many segments of the trade union movement have been fighting back, combining traditional and innovative strategies and articulating alternatives to the dominant political and economic models.

Trade Unions and the Global Crisis offers a composite overview of the responses of trade unions and other workers’ organizations to neoliberal globalization in general and to the recent financial crisis in particular. The essays here, by trade unionists and academics from around the world, explore the state of labour in Brazil, China, Nepal, South Africa, Turkey, North America and Europe. The authors offer a rich range of short-term strategies and actions, medium- and long-term policies, and alternative visions that challenge the current development paradigm. This book makes a stimulating contribution to the continuing debate on labour’s role as an economic, political and social force in building a more democratic and just society.

September 2011
Paperback – xxxii + 257 pp.
ISBN 978-92-2-124926-9
CHF 40; USD 45; GBP 30; EUR 35

To place your order locally, see pages 28–31

Fax: (+41) 022 799 6938
pubvente@ilo.org
www.ilo.org/publns



The Role of Collective Bargaining in the Global Economy

Negotiating for social justice

Edited by Susan Hayter

Susan Hayter has put together a first-rate set of authors and chapters on the positive role collective bargaining and employee voice have to play in the global economy of the twenty-first century. Examples from numerous countries illustrate how negotiation and dialogue can lead to a win-win outcome of improved economic performance and enhanced equality and social justice.

Bruce Kaufman, Georgia State University, USA

Participation in the global economy can contribute to growth and development but, as the recent financial crisis demonstrated, such participation can also threaten employment, wages and labour standards. This volume examines the role that collective bargaining plays in ensuring that participation in the global economy is balanced, fair and just.

Collective bargaining is often seen either as an impediment to the smooth functioning of markets, or as ineffective. This book focuses on the other side of the story and demonstrates the positive contribution that collective bargaining can make to both economic and social goals. The various contributions examine how this fundamental principle and right at work is realized in different country settings and how its practice can be reinforced across borders. The volume also highlights the numerous challenges in this regard and the critically important role that governments play in rebalancing bargaining power in a global economy. The chapters are written in an accessible style and deal with practical subjects.

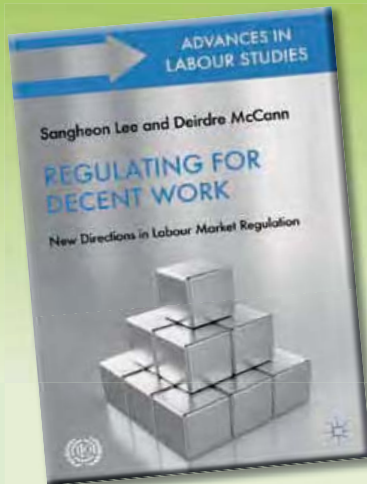
Co-published with Edward Elgar.

June 2011

Paperback – x + 316 pp.

ISBN 978-92-2-124099-0

CHF 50; USD 50; GBP 30; EUR 33



Regulating for Decent Work

New directions in labour market regulation

Edited by Sangheon Lee and Deirdre McCann

Regulating the labour market is a distortion for some, a panacea for others. This book provides the ingredients for those who wish to transcend simple positions. Drawing on empirical, interdisciplinary and comparative perspectives, this unique collection establishes the moral and economic case for regulation, identifies the circumstances that make regulation effective, and reveals the gap between “law on the books” and “law in action”. A significant resource for scholars and policy-makers who are engaged in thinking about regulation as part of a just regime market.

Guy Mundlak, Tel Aviv University

This book is an international and interdisciplinary response to the neoliberal ideologies that have shaped labour market regulation in recent decades. It draws on contributions by leading experts across a range of disciplines, including economics, law, political science and industrial relations. International in scope, it includes chapters on both advanced economies and the developing world. The volume identifies central themes in the contemporary regulation of labour, including the role of empirical research in assessing and supporting labour market interventions, the regulation of precarious work and the emergence of new types of labour markets. Each theme is explored through key contributions by leading experts. The book advances the academic and policy debates on post-crisis labour regulation by identifying new challenges, subjects and theoretical perspectives. In contrast to the dominant deregulatory approaches, it calls for labour market regulation to be reinvigorated.

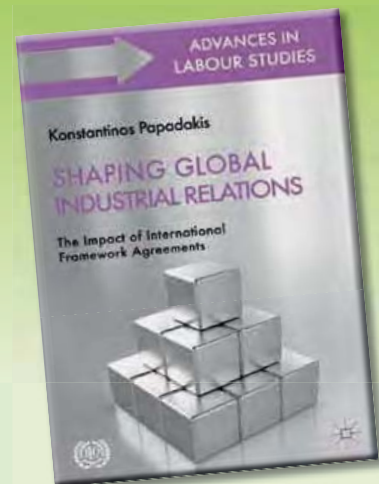
Co-published with Palgrave Macmillan as part of the Advances in Labour Studies series.

July 2011

Hardback – xvi + 364 pp.

ISBN 978-92-2-124559-9

CHF 110; USD 110; GBP 70; EUR 75



Shaping Global Industrial Relations

The impact of international framework agreements

Edited by Konstantinos Papadakis

In recent years, many multinational enterprises have adopted corporate codes of conduct with social provisions. Increasingly, they are now signing international framework agreements (IFAs) with global unions representing workers by sector of activity. In addition to regulating labour-management relations across global value chains, these agreements aim to promote compliance with ILO core labour standards. *Shaping Global Industrial Relations* assesses the phenomenon of IFAs, examining their impact around the world as well as their effectiveness in fostering labour-management dialogue.

This book brings together the contributions of 15 specialists, both academics and practitioners, covering the 80-plus IFAs that existed in July 2010. Particular attention is paid to the negotiation and implementation of IFAs, and a number of case studies illuminate the managerial motivation behind the adoption of these agreements. The authors evaluate the consequences of IFAs and assess their potential as a model for cross-border industrial relations in the future.

Co-published with Palgrave Macmillan as part of the Advances in Labour Studies series.

September 2011

Hardback – xx + 308 pp.

ISBN 978-92-2-124587-2

CHF 110; USD 110; GBP 67.50; EUR 85



Report of the Committee of Experts on the Application of Conventions and Recommendations

Report III (1A)

The Committee of Experts is an independent body composed of legal experts charged with examining the application of ILO Conventions and Recommendations by ILO member States. This annual report of the Committee is divided into the following parts.

The Reader's note provides indications on the Committee of Experts and the Committee on the Application of Standards of the International Labour Conference (their mandate, functioning and the institutional context in which they operate). Part I, the General Report, describes how the Committee of Experts undertakes its work and the extent to which member States have fulfilled their constitutional obligations in relation to international labour standards; it also covers issues of general interest arising from the Committee's work. Part II gives observations concerning particular countries covering the sending of reports, the application of ratified Conventions and the obligation to submit instruments to the competent authorities. In Part III, the General Survey, the Committee of Experts examines the state of the legislation and practice regarding specific areas covered by certain Conventions and Recommendations. Published as a separate volume, this year it concerns fundamental Conventions in light of the Declaration on Social Justice for a Fair Globalization, 2008. Finally, an Information document on ratifications and standards-related activities, also a separate document, supplements the information in the report.

March 2012
Paperback – xxxi + 1024 pp.
ISBN 978-92-2-124487-5
CHF 50; USD 55; GBP 35; EUR 40
Also available in French, Spanish, German, Arabic, Chinese and Russian



Giving Globalization a Human Face

General Survey on the fundamental Conventions concerning rights at work in light of the ILO Declaration on Social Justice for a Fair Globalization, 2008. Report III (1B).

The General Survey seeks to give a global picture of the law and practice in member States in terms of the practical application of ratified and non-ratified Conventions, describing the various positive initiatives undertaken in some countries, in addition to certain serious problems encountered in the implementation of their provisions. The Survey covers all member States regardless of whether or not they have ratified.

This General Survey covers the eight fundamental Conventions:

- Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87);
- Right to Organise and Collective Bargaining Convention, 1949 (No. 98);
- Forced Labour Convention, 1930 (No. 29);
- Abolition of Forced Labour Convention, 1957 (No. 105);
- Minimum Age Convention, 1973 (No. 138);
- Worst Forms of Child Labour Convention, 1999 (No. 182);
- Equal Remuneration Convention, 1951 (No. 100); and
- Discrimination (Employment and Occupation) Convention, 1958 (No. 111).

March 2012
Paperback – xviii + 400 pp.
ISBN 978-92-2-124489-9
CHF 30; USD 33; GBP 20; EUR 25
Also available in French, Spanish, German, Arabic, Chinese and Russian



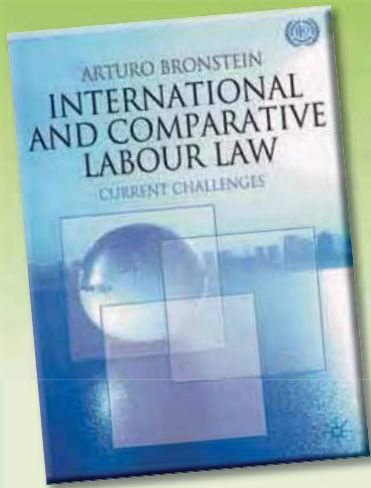
Fundamental Principles and Rights at Work: From commitment to action

Recurrent discussion under the ILO Declaration on Social Justice for a Fair Globalization and the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work. Report VI.

Freedom of association and the effective recognition of the right to collective bargaining, the elimination of all forms of forced or compulsory labour and the elimination of discrimination in respect of employment and occupation are recognized by the ILO and the international community as fundamental principles and rights at work. These four categories of principles and rights are embedded in the ILO Constitution and the Declaration of Philadelphia, and have been expressed and developed in eight ILO Conventions recognized as fundamental.

This report provides a dynamic global picture relating to the four categories of fundamental principles and rights at work during the preceding period and serves as a basis for assessing ILO action and determining priorities. It is part of the challenge before the ILO and its constituents to ensure that the crisis does not interrupt progress towards full and universal respect of fundamental principles and rights at work and that they are made part of strategies to beat the crisis. This report provides a basis to harness the combined commitment of the ILO's tripartite constituents and the Organization's own capacities to get that job done.

March 2012
Paperback – 120 pp.
ISBN 978-92-2-124507-0
CHF 15; USD 15; GBP 10; EUR 11
Also available in French, Spanish, German, Arabic, Chinese and Russian



International and Comparative Labour Law

Current challenges

Arturo Bronstein

Written by a leading expert in labour law, this invaluable study provides a comprehensive analysis of the challenges facing labour law in the twenty-first century across the globe. It focuses in particular on labour law and international trade, the employment relationship and the fundamental rights of the person in the employer–employee relationship, work in the informal economy and outsourced work, as well as discussing the most noteworthy changes in labour law at the regional level.

The international nature of global supply chains means that nationally defined labour laws are increasingly unable to provide effective protection against inhumane working conditions. The author offers different approaches to improving the effectiveness of labour law in the globalized era, including the ratification of ILO Conventions, the harmonization of labour legislation in areas with an important trade market, the inclusion of social clauses in international trade agreements, and the application of corporate social codes across supply chains.

Co-published with Palgrave Macmillan.

2009

Paperback – 320 pp.

ISBN 978-92-2-121202-7

CHF 80; USD 80; GBP 40; EUR 50

Also available in Spanish

RELATED TITLES



The Employment Relationship

A comparative overview

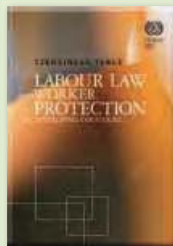
Edited by Giuseppe Casale

2011 – 320 pp.

ISBN 978-92-2-123302-2

CHF 50; USD 48; GBP 30;

EUR 33



Labour Law and Worker Protection in Developing Countries

Edited by Tzehainesh Tekle

2010 – xxxvi + 304 pp.

ISBN 978-92-2-122999-4

CHF 60; USD 55; GBP 35;

EUR 40

Available in Spanish



Fundamentals of Labour Administration

Giuseppe Casale and Alagandram Sivananthiran

2010 – xvi + 92 pp.

ISBN 978-92-2-122999-5

CHF 30; USD 28; GBP 18;

EUR 20

Available in French & Spanish



Blunting Neoliberalism

Tripartism and economic reforms in the developing world

Edited by Lydia Fraile

2009 – 240 pp.

ISBN 978-92-9014-896-8

CHF 110; USD 100;

GBP 65; EUR 75

Available in Spanish



The Global Evolution of Industrial Relations

Events, ideas and the IIRA

Bruce Kaufman

2004 – xxvi + 726 pp.

ISBN 92-2-114153-5

CHF 100; USD 74.95;

GBP 42.95; EUR 65



International Labour Standards Electronic Library

ILSE 2012

CD-ROM

ISSN 1020-9972

CHF 25; USD 25; GBP 16;

EUR 16

Trilingual E/F/S



In Defence of Labour Market Institutions

Cultivating justice in the developing world

Edited by Janine Berg and David Kucera

2008 – xvi + 293 pp.

ISBN 978-92-2-119319-7

CHF 125; USD 95; GBP 60;

EUR 80



Compendium of Maritime Labour Instruments

2008 – x + 308 pp.

ISBN 978-92-2-120612-5

CHF 40; USD 30; GBP 18;

EUR 25

Available in French & Spanish



Trade Union Responses to Globalization

Edited by Verena Schmidt

2007 – xx + 195 pp.

ISBN 978-92-2-119860-4

CHF 30; USD 24.95;

GBP 14.95; EUR 20



Fundamental Rights at Work and International Labour Standards

2003 – 134 pp.

ISBN 92-2-113375-3

CHF 27.50; USD 16.95;

GBP 11.95; EUR 20

Available in French & Spanish



From Conflict to Cooperation

Labour market reforms that can work in Nepal

Robert Kyloh

2008 – 220 pp.

ISBN 978-92-2-120166-3

CHF 30; USD 24.95;

GBP 12.95; EUR 20



Glossary of Labour Law and Labour Relations (with Special Reference to the European Union)

Edited by Gianni Arrigo and Giuseppe Casale

2005 – xi + 278 pp.

ISBN 92-2-115731-8

CHF 50; USD 37.95;

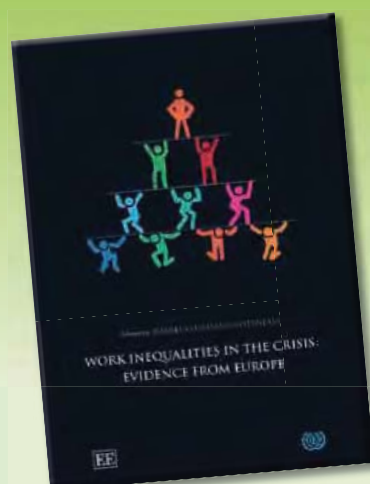
GBP 21.95; EUR 33



NEW!



NEW!



Global Wage Report 2012/13

I read the Global Wage Report with much interest – and with much admiration. The ILO seems to have got it absolutely right, particularly in terms of length and in terms of the balance between technical and non-technical content and between words and numbers.

Adrian Wood, University of Oxford

The Global Wage Report comes at a most opportune moment. The wave of unrest that swept through industrialized countries and gained its climax in the Arab Spring countries was rooted in declining wages and increased inequality. Wage policies aiming to stimulate growth and increase productivity are beneficial to labour and capital alike. The ILO is uniquely positioned to take the lead in breaking new ground with such economic and social policies.

Samir Radwan, former Minister of Finance, Egypt

Wages are a major component of decent work, yet serious knowledge gaps remain in this increasingly important area. The *Global Wage Report*, published biennially, is divided into two parts. Part I provides policy-makers, social partners and academics with information on regional and global trends in wage statistics and wage policies. This information is illustrated and enriched with country-specific examples and noteworthy policy initiatives. Part II offers readers deeper yet accessible insights into a single wage-related issue, for instance minimum wage fixing, collective bargaining and in-work benefits, or the macroeconomic dimensions of wages. The report also contains a rich statistical appendix that can be accessed through the ILO website, which researchers around the world can use in their own analyses.

November 2012
Paperback – xvi + 106 pp.
ISBN 978-92-2-126236-7
ISSN 2305-1450
CHF 50; USD 50; GBP 30; EUR 35
Also available in French, Japanese, Portuguese, Russian and Spanish

Work Sharing

New developments during the Great Recession and beyond

Edited by Naj Ghosheh and Jon C. Messenger

Work sharing is a labour market instrument based on the reduction of working time, which is intended to spread a reduced volume of work over the same (or similar) number of workers in order to avoid layoffs. In times of economic crisis, work sharing can also permit businesses to retain their skilled workforces, thus minimizing firing and (re)hiring costs, preserving functioning plants and bolstering staff morale during difficult times. If work-sharing policies are properly designed and implemented, the result can be a “win-win-win” solution for workers, businesses and governments.

This volume presents the concept and history of work sharing, how it can be used as a strategy for preserving jobs and also its potential for increasing employment – including the complexities and trade-offs involved. Work-sharing programmes used during the Great Recession of 2008–09 are analysed for several European countries (Germany’s *Kurzarbeit*, and measures in Austria, Belgium, France and the Netherlands) and other countries around the world (Japan, Turkey, the United States and Uruguay). The volume synthesizes the lessons learned from these recent experiences and their implications for policy, and also considers how work sharing might go beyond being solely a crisis response tool to contribute to improved individual well-being, more sustainable economies, and ultimately, more equitable societies.

Co-published with Edward Elgar.

March 2013
Paperback – 250 pp.
ISBN 978-92-2-124563-6
CHF 45; USD 48; GBP 30; EUR 37

Work Inequalities in the Crisis

Evidence from Europe

Edited by Daniel Vaughan-Whitehead

This volume provides an in-depth overview of the effects of the crisis on inequalities in the world of work. It examines these inequalities multidimensionally, looking at employment, wages and incomes, working conditions and social dialogue, and investigates whether the crisis may halt the progress made in Europe towards better quality jobs and working conditions.

The volume includes assessments of national trends in 30 European countries and 14 country case studies by noted European specialists on individual enterprises or sectors as well as policy solutions adopted at the national and local levels. By providing an accessible survey of the policies proposed and adopted, this volume contributes to identifying policy responses that strengthen economic competitiveness, preserve social cohesion and do not aggravate or deepen inequalities in the current circumstances. It also sheds light on a further aspect of the crisis poorly documented thus far, namely its microeconomic effects on different types of workers and the areas of work that directly matter to them.

Co-published with Edward Elgar.

November 2011
Paperback – xvi + 570 pp.
ISBN 978-92-2-124885-9
CHF 90; USD 90; GBP 50; EUR 60

Discount for developing countries

Customers from developing countries can benefit from special discounts on the regular prices indicated in this catalogue and may be able to pay in local currency through an ILO field office. Please contact your local ILO field office, distributor or bookseller (see pages 28–31) or email us at pubvente@ilo.org for more information.



Guidelines for the use of the ILO International Classification of Radiographs of Pneumoconioses (OSH 22)

ILO Standard Digital Images (ILO 2011-D) in DICOM Format

In the continuing struggle to protect the health of workers occupationally exposed to airborne dusts, the ILO has for many years sought to improve the understanding of pneumoconiosis problems. The *Guidelines for the use of the ILO International Classification of Radiographs of Pneumoconioses* (revised edition 2011) is the latest version of a well-established publication designed to standardize classification methods and facilitate international comparisons of pneumoconiosis statistics and research reports.

The revised (2011) edition of the *Guidelines* extends the applicability of the ILO scheme to classifications of results from digital radiographic images of the chest. The ILO Standard Digital Images (ILO 2011-D), which derive from the ILO (2000) standard radiographs, have been produced for this purpose.

The earlier (2000) *Guidelines* for classification of conventionally acquired “film-screen” radiography remain applicable. The relevant text from the earlier edition is reproduced in this edition, and the associated sets of standard radiographs remain available from the ILO.

November 2011
 Paperback – xii + 48 pp.; DVD + CD-ROM
 ISBN 978-92-2-125049-4
 CHF 185; USD 200; EUR 150



Stress Prevention at Work Checkpoints

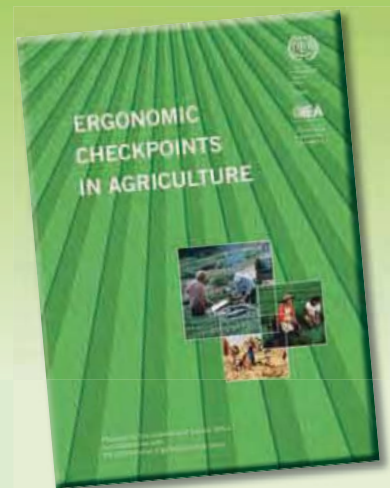
Practical improvements for stress prevention in the workplace

Work-related stress is one of the most important issues in many countries. The negative impacts of stress are multiform and can include circulatory and gastrointestinal diseases as well as physical, psychosomatic and psychosocial problems. These in turn can lead to poor work performance, high accident and injury rates, and low productivity.

It is therefore of vital importance to optimize work conditions and organization. This manual includes easy-to-apply checkpoints for identifying stressors in working life and mitigating their harmful effects. It also provides guidance on linking workplace risk assessment with the process of stress prevention. The checkpoints in this volume are good practice for enterprises and organizations in general, and they are especially useful for companies and organizations that wish to incorporate stress prevention into their overall occupational safety and health policy and management systems. Each of the checkpoints – illustrated in full colour – describes an action, indicates why it is necessary and how to carry it out, and provides further hints and points to remember.

This publication is essential reading for national authorities, company and organizational managers, trade unions, occupational safety and health practitioners, and other parties with an interest in workplace stress prevention.

January 2012
 Paperback – xvi + 120 pp.
 ISBN 978-92-2-125637-3
 CHF 35; USD 35; GBP 25; EUR 30



Ergonomic Checkpoints in Agriculture

Prepared by the ILO in collaboration with the International Ergonomics Association

Agriculture is one of the most hazardous sectors in both developing and developed countries. Increasing attention is being given to applying practical actions in rural and agricultural settings to reduce work-related accidents and diseases, improve living conditions and increase productivity. Reports from many countries have shown the feasibility and effectiveness of ergonomic improvements that have changed the working and living conditions in rural and agricultural settings. This manual is intended to present practical and concrete guidance on easy-to-implement ergonomic improvements, most particularly in developing countries.

The result of long-term collaboration between the ILO and the International Ergonomics Association, the manual compiles 100 illustrated examples of practical ergonomic improvements that can be achieved at low or no cost. The examples focus on ergonomically designed tools and on best techniques for handling materials and arranging workstations, physical environments, welfare facilities, teamwork methods and community cooperation. This manual is an invaluable training tool, since participatory approaches directly involving farmers are the key to applying ergonomic solutions effectively in agricultural workplaces and rural settings.

December 2011
 Paperback – 260 pp.
 ISBN 978-92-2-125448-5
 CHF 40; USD 45; GBP 35; EUR 40

To place your order locally, see pages 28–31

Fax: (+41) 022 799 6938
 pubvente@ilo.org
 www.ilo.org/publns



NEW!



NEW!



Guidelines for Port State Control Officers carrying out inspections under the Work in Fishing Convention, 2007 (No. 188)

Those who work on fishing vessels often face extraordinary and unpredictable hazards, frequently working long hours in harsh conditions. The Work in Fishing Convention, 2007 (No.188), aims to ensure that these seafarers have decent conditions of work on board, including occupational safety and health protection, medical care and social security. The Convention also provides that living and working conditions on fishing vessels may be inspected while such vessels are in foreign ports.

This book is an important international resource for the implementation of these port State responsibilities and for the harmonization of inspections of foreign fishing vessels. The guidelines include an overview of the features and key concepts of Convention No.188, outline the port State control responsibilities under this Convention and the guidance in its accompanying Recommendation No.199, and specify the professional profile and qualifications required of port State control officers. They examine all aspects of conducting port State inspections as well as basic requirements, indicative sources of information and examples of non-conformities for specific inspection areas. The guidelines also cover the actions that may be taken by port State control officers when finding non-conformities with respect to the Convention.

January 2012
Paperback – xvi + 80 pp.
ISBN 978-92-2-125357-0
CHF 25; USD 30; GBP 20; EUR 22
Also available in French and Spanish

e-OSH 2012

Electronic library on occupational safety and health (DVD-ROM)

Everything you want to know about safety and health at work in two clicks. This invaluable trilingual DVD-ROM, developed by the Occupational Safety and Health Branch (SAFEWORK) of the ILO, gives you quick access to a wide range of ILO documents on occupational safety and health at work, in English, French and Spanish.

e-OSH 2012 gives you quick access to the following ILO documents:

- Conventions and Recommendations
- Codes of practice
- ILO Encyclopaedia
- International Chemical Safety Cards
- OSH series (e.g., List of occupational diseases (revised 2010), Radiation protection of workers)
- Reports of the World Day and World Congress on Safety and Health at Work
- Training materials and videos

June 2012
DVD
ISBN 978-92-2-026481-2
ISSN 2227-4340
CHF 75; USD 80; GBP 50; EUR 60
Trilingual: English/French/Spanish

Safety and Health in Agriculture

An ILO code of practice

Agriculture is one of the most hazardous of all economic sectors and many agricultural workers suffer occupational accidents and ill health each year. It is also the largest sector for female employment in many countries, especially in Africa and Asia. Agriculture employs some 1 billion workers worldwide, or more than one third of the world's labour force, and accounts for approximately 70 per cent of child labour worldwide.

This code of practice is intended to raise awareness of the hazards and risks associated with agriculture and promote their effective management and control; to help prevent occupational accidents and diseases and to improve the working environment in practice; to encourage governments, employers, workers and other stakeholders to cooperate to prevent accidents and diseases; and to promote more positive attitudes and behaviour towards occupational safety and health in agriculture throughout the sector.

The code was adopted by an international group in October 2010 and was endorsed and approved by the ILO Governing Body in March 2011.

November 2011
Paperback – 348 pp.
ISBN 978-92-2-124970-2
ISSN 2305-1507
CHF 45; USD 50; GBP 30; EUR 40
Also available in French and Spanish

Discount for developing countries

Customers from developing countries can benefit from special discounts on the regular prices indicated in this catalogue and may be able to pay in local currency through an ILO field office. Please contact your local ILO field office, distributor or bookseller (see pages 28–31) or email us at pubvente@ilo.org for more information.

RELATED
TITLES



Global Wage Report 2010/11
Wage policies in times of crisis
 2010 – xiv + 106 pp.
 ISBN 978-92-2-123621-4
 CHF 50; USD 50; GBP 30;
 EUR 35
Available in French, Spanish, Chinese, Portuguese and Russian



Guidelines for Flag State inspections under the Maritime Labour Convention, 2006
 2009 – 80 pp.
 ISBN 978-92-2-121741-1
 CHF 15; USD 15; GBP 10;
 EUR 10
Available in French & Spanish



Globalization, Flexibilization and Working Conditions in Asia and the Pacific
Edited by Sangheon Lee and François Eyraud
 2008 – xxx + 452 pp.
 ISBN 978-92-2-120029-1
 CHF 150; USD 120;
 GBP 59.95; EUR 110



The Minimum Wage Revisited in the Enlarged EU
Edited by Daniel Vaughan-Whitehead
 2010 – viii + 544 pp.
 ISBN 978-92-2-121987-3
 CHF 90; USD 85; GBP 50;
 EUR 60



Guidelines for Labour Inspection in Forestry
 2006 – xi + 104 pp.
 ISBN 92-2-118081-6
 CHF 30; USD 22.95;
 GBP 13.95; EUR 22
Available in French & Spanish



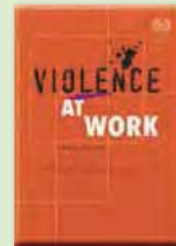
The Fundamentals of Minimum Wage Fixing
François Eyraud and Catherine Saget
 2005 – ix + 140 pp.
 ISBN 92-2-117014-4
 CHF 30; USD 24.95;
 GBP 11.95; EUR 20



Offshoring and Working Conditions in Remote Work
Edited by Jon C. Messenger and Naj Ghosheh
 2010 – 304 pp.
 ISBN 978-92-2-123001-4
 CHF 110; USD 100;
 GBP 67.50; EUR 75
Available in Spanish



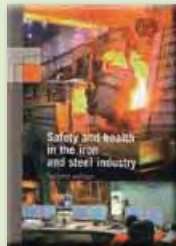
Safety and Health in Underground Coalmines
ILO code of practice
 2009 – xxvii + 354 pp.
 ISBN 978-92-2-120162-5
 CHF 40; USD 32; GBP 17;
 EUR 25
Available in French & Spanish



Violence at Work
Third edition
Duncan Chappell and Vittorio Di Martino
 2006 – xxiv + 360 pp.
 ISBN 92-2-117948-6
 CHF 30; USD 19.95;
 GBP 14.95; EUR 22



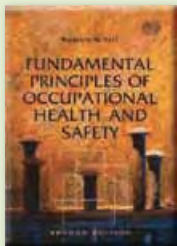
Ergonomic Checkpoints
Second edition
 2010 – 350 pp.
 ISBN 978-92-2-122666-6
 CHF 45; USD 40; GBP 28;
 EUR 30



Safety and Health in the Iron and Steel Industry
ILO code of practice
 2005 – xxiii + 211 pp.
 ISBN 92-2-117535-9
 CHF 40; USD 30;
 GBP 16.95; EUR 26
Available in Spanish



Food at Work
Workplace solutions for malnutrition, obesity and chronic diseases
Christopher Wanjek
 2005 – xv + 448 pp.
 ISBN 92-2-117015-2
 CHF 60; USD 50;
 GBP 27.95; EUR 40



Fundamental Principles of Occupational Health and Safety
Second edition
Benjamin Alli
 2008 – 160 pp.
 ISBN 978-92-2-120454-1
 CHF 40; USD 34.95;
 GBP 16.95; EUR 25



Safety and Health in Ports
ILO code of practice
 2005 – xxxii + 496 pp.
 ISBN 92-2-115287-1
 CHF 40; USD 30;
 GBP 16.95; EUR 26
Available in French & Spanish



Collected Publications on HIV/AIDS and the World of Work
 2008 – CD-ROM
 ISBN 978-92-2-021477-0
 CHF 50; USD 50; GBP 25;
 EUR 30
Trilingual E/F/S



Guidelines for Port State Control Officers carrying out inspections under the Maritime Labour Convention, 2006
 2009 – 80 pp.
 ISBN 978-92-2-121743-5
 CHF 15; USD 15; GBP 10;
 EUR 10
Available in French & Spanish



Approaches to Attribution of Detrimental Health Effects to Occupational Ionizing Radiation Exposure and their Application in Compensation Programmes for Cancer (OSH 73)
 2010 – 140 pp.
 ISBN 978-92-2-122413-6
 CHF 35; USD 32; GBP 20;
 EUR 23



ILO List of Occupational Diseases (Revised 2010) (OSH 74)
 2010 – 92 pp.
 ISBN 978-92-2-123795-2
 CHF 35; USD 35; GBP 22;
 EUR 25
Available in French & Spanish



International Standard Classification of Occupations 2008 (ISCO-08)

This volume presents the structure and definitions of all groups in the International Standard Classification of Occupations 2008 (ISCO-08) and their correspondence with ISCO-88.

ISCO-08 is a four-level hierarchically structured classification that covers all jobs in the world. Developed with the benefit of accumulated national and international experience as well as the help of experts from many countries and agencies, ISCO-08 is fully supported by the international community as an accepted standard for international labour statistics.

ISCO-08 classifies jobs into 436 unit groups. These unit groups are aggregated into 130 minor groups, 43 sub-major groups and 10 major groups, based on their similarity in terms of the skill level and skill specialization required for the jobs. This allows the production of relatively detailed internationally comparable data as well as summary information for only 10 groups at the highest level of aggregation. Each group in the classification is designated by a title and code number and is associated with a definition that specifies the scope of the group.

The classification is divided into two volumes: Volume I presents the structure and definitions of all groups in ISCO-08 and their correspondence with ISCO-88, which it supersedes, while Volume II provides an updated and expanded index of occupational titles and associated ISCO-08 and ISCO-88 codes.

March 2012
Hardback – x + 476 pp.
ISBN 978-92-2-125952-7
CHF 65; USD 70; GBP 45; EUR 55



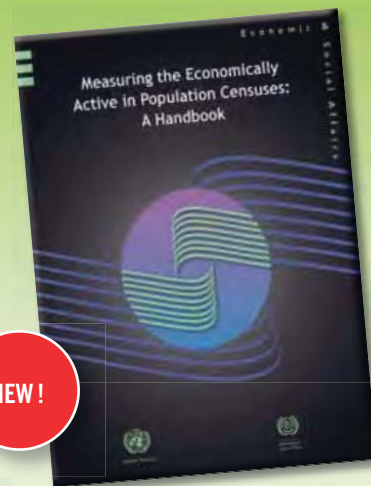
Manual on the Measurement of Volunteer Work

This manual presents a data collection strategy for measuring volunteer work that is cost-effective and reliable. It provides a definition of volunteer work, a measurement methodology to identify volunteer workers and their characteristics, and an estimation methodology to value their work. The 18th International Conference of Labour Statisticians discussed and approved the Manual in 2008, making this the first-ever internationally sanctioned guidance to national statistical agencies for generating official statistics on volunteer work, using a common definition and approach.

The manual is meant to serve as a reference for statisticians as well as a guide to researchers, policy-makers and others who wish to understand and use the resulting statistics. It is intended to help raise awareness of the need for statistics on volunteer work, a crucial labour resource that improves the quality of life everywhere in the world. It is, therefore, an integral part of ILO's commitment to decent work.

Under the auspices of the ILO Department of Statistics, the manual was prepared by researchers at the Johns Hopkins Center for Civil Society Studies in cooperation with an international Technical Experts Group and with support from United Nations Volunteers. Its publication coincides with the 10th anniversary of the United Nations International Year of the Volunteer.

November 2011
Paperback – vi + 120 pp.
ISBN 978-92-2-125070-8
CHF 25; USD 30; GBP 18; EUR 20



Measuring the Economically Active in Population Censuses: A Handbook

This handbook provides guidance on the measurement of economic characteristics in population censuses, based on relevant experiences of countries, with a particular focus on the questions used and the requirements for processing of responses.

Measuring the Economically Active in Population Censuses is intended to provide census planners with a variety of approaches to assess the questions and methods of collecting economic characteristics used in their national census, as they evaluate the performance in the past decade and plan for the 2010 round of censuses (2005–14).

Users of census results may also find the present text useful when evaluating the quality of census results.

Co-published with the United Nations.

January 2012
Paperback – xii + 340 pp.
ISBN 978-92-2-124105-8
CHF 50; USD 56; GBP 35; EUR 40
Also available in French and Spanish

Discount for developing countries

Customers from developing countries can benefit from special discounts on the regular prices indicated in this catalogue and may be able to pay in local currency through an ILO field office. Please contact your local ILO field office, distributor or bookseller (see pages 28–31) or email us at pubvente@ilo.org for more information.



Protecting the Poor

A microinsurance compendium

Volume I

Edited by Craig Churchill

...Enables policy-makers, insurers, academics and NGOs an opportunity to study the various initiatives taken in different countries and profit from these experiences. I congratulate the publishers for bringing out this excellent compendium.

C.S. Rao, Chairman, Insurance Regulatory and Development Authority, India

This compendium provides an invaluable summation of the state of the art and will hopefully encourage people with relevant skills and unfettered minds to look at what they can contribute to grassroots risk management.

Rodney Lester, Program Director, Financial Markets for Social Safety Net, World Bank

Essential reading for insurance professionals, practitioners and anyone involved with offering insurance to low-income persons, this volume covers the many aspects of microinsurance in detail including product design, marketing, premium collection and governance.

It also discusses the various institutional arrangements available for delivery such as the community-based approach, insurance companies owned by networks of savings and credit cooperatives and microfinance institutions. The roles of key stakeholders are also explored and the book offers insightful strategies for achieving the right balance between coverage, costs and price.

Co-published with Munich Re Foundation.

2006

Hardback – 688 pp.

ISBN 978-92-2-119254-1

CHF 100; USD 80; GBP 45; EUR 80

Also available in French and Spanish (paperback)



NEW!

Protecting the Poor

A microinsurance compendium

Volume II

Edited by Craig Churchill and Michal Matul

Microinsurance is a critical tool to help poor people manage risks efficiently. The increasing interest for base-of-the-pyramid insurance is fuelling the rapid development of innovative products and delivery mechanisms that combine sustainability and value to clients. This volume comes at the right time to pull together key lessons so far and distil the latest innovations from an impressive roster of market leaders.

Tilman Ehrbeck, CEO, Consultative Group to Assist the Poor (CGAP)

This insightful compendium makes a critical contribution to advancing financial inclusion and the impact of microinsurance around the globe, furthering the understanding and discussions among regulators, supervisors and key stakeholders in improving inclusive insurance markets.

Yoshi Kawai, Secretary General, International Association of Insurance Supervisors (IAIS)

Offering a synthesis of new trends and practices in the growing market of microinsurance, this second volume of *Protecting the Poor* will be an invaluable resource for policy-makers and practitioners alike. It covers the numerous innovations that have emerged in recent years to meet the challenges of providing insurance to low-income people, from new products and delivery channels to consumer education tools, while examining institutional changes in regulations, providers and schemes.

As the microinsurance community dramatically evolves and millions more low-income households have access to better insurance cover, this timely second volume will be an invaluable resource for policy-makers, insurers, academics and NGOs.

Co-published with Munich Re Foundation.

April 2012

Hardback – xxii + 640 pp.

ISBN 978-92-2-125744-8

CHF 100; USD 110; GBP 70; EUR 85



NEW!

Perspectives on Labour Economics for Development

Edited by Sandrine Cazes and Sher Verick

This book seeks to provide comprehensive, but non-technical, coverage of labour market issues in a developing country context to help policy-makers and other readers improve their capacity to understand these topics and develop appropriate and effective policy responses.

In developing countries, labour markets play a central role in determining economic and social progress since employment status is a key determinant to exiting poverty and promoting inclusion. Yet the reality in most developing countries is that the labour market fails to create the jobs in the formal economy that would help individuals and their families prosper. Recognizing these challenges, governments and other stakeholders have increasingly prioritized policies and programmes to promote decent work. However, this requires navigating a range of complex issues and debates surrounding the linkages between development processes and labour market outcomes.

This volume consists of three main thematic parts. Part I provides a broad overview of key issues, including characterizing the employment challenge in developing countries and the link between economic growth, distribution, poverty and employment. Drawing on the literature and country examples, Part II analyses the specific topics of wages, migration and education. The final section shifts to a more normative focus, addressing labour market institutions and policies, along with systematic approaches to quantifying labour markets in developing countries.

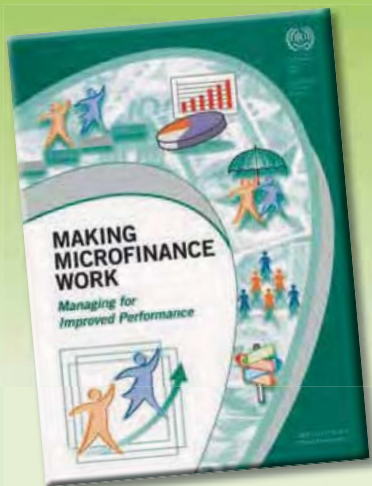
Perspectives on Labour Economics for Development is an invaluable reference for policy-makers in middle- and low-income countries as well as an ideal handbook for teachers and students of economics and development.

November 2012

Paperback – 270 pp.

ISBN 978-92-2-126714-0

CHF 45; USD 48; GBP 30; EUR 37



Making Microfinance Work

Managing for improved performance

Craig Churchill and Cheryl Frankiewicz

This training manual provides a valuable overview of the key management principles necessary to optimize the services of microfinance institutions (MFIs) and brings together useful lessons from numerous MFIs worldwide to help managers strengthen the performance of their unit, branch or institution.

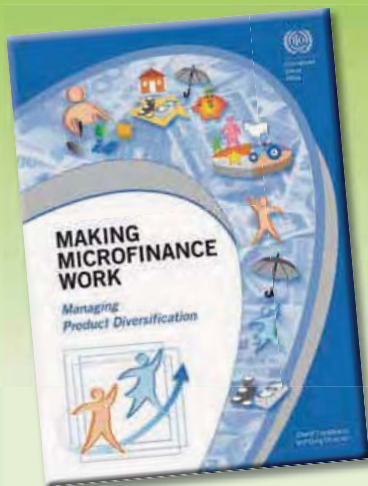
Either used alone, or as part of a management training course, this manual offers an arsenal of tools and advice. The book examines the markets and marketing of MFIs and captures the different ways in which managers can communicate the value of their products and services. It introduces effective methods for enhancing efficiency and productivity which minimize the trade-offs MFIs invariably face as they try to provide services over the long term.

The topic of managing risks is also covered. This manual offers strategies to prevent risk from occurring and, if it does occur, explains how to rectify the situation. Practical techniques for allocating costs and determining prices are also highlighted, as well as the importance of plans, budgets and reports.

In a clear, easy-to-follow presentation, the book includes illustrations and case studies to assist managers in applying the concepts outlined in the text. An extensive list of additional reading and useful Internet resources is also provided.

2006

Paperback – xiv + 420 pp.
ISBN 978-92-2-118657-1
CHF 50; USD 40; GBP 20; EUR 35



Making Microfinance Work

Managing product diversification

Cheryl Frankiewicz and Craig Churchill

This textbook accompanies a course designed for middle and senior managers in microfinance institutions (MFIs). It is relevant for institutions that have already diversified and are looking for ways to manage their diversification more effectively, as well as institutions that have not yet diversified and are looking for guidance on where and how to begin. This course is also useful to funding agencies and technical assistance providers that are trying to support MFIs' diversification efforts.

This is the second volume of a training programme, building on the highly acclaimed *Making Microfinance Work: Managing for improved performance*. The content includes chapters on various product options, including savings, insurance, leasing, money transfers and even grants and non-financial services. It also explores how to combine different product menus to serve specific market segments, such as the ultra-poor, youth, women, SMEs, as well as persons in rural areas and post-crisis environments. This book concludes with discussions about managing partnerships to enable MFIs to expand their product offerings, and strategies to overcome the challenges of delivering a diverse product portfolio. It provides specific suggestions to manage diversification, including adapting the institutional culture, redistributing responsibilities, empowering staff, communicating with clients, re-engineering systems and managing change.

August 2011

Paperback – x + 602 pp.
ISBN 978-92-2-124140-9
CHF 70; USD 70; GBP 45; EUR 54



KEY TEXTBOOK

Management Consulting

A guide to the profession

Fourth edition

Edited by Milan Kubr

In praise of the fourth edition:

The consulting industry is going through profound changes. Practitioners and clients both need to be aware of these changes in order to ensure that client value continues to be delivered. Milan Kubr's book is a great starting point to understanding the state of the industry and how it's evolving.

Wayne Cooper, Publisher of Management Consulting International and Consultants News, and CEO of Kennedy Information

Management Consulting: A guide to the profession is the most comprehensive capture of the body of knowledge of management consulting. The text is the most thorough guide for those who want to develop the competence leading to certification in this profession.

E. Michael Shays, CMC, FIMC, Executive Director, International Council of Management Consulting Institutes, and Chairman, Institute of Management Consultants, USA

It is the most complete book on all phases of management consulting I have come across... The book has a life beyond the course and former students tell me that it becomes a reference book after it has been used as a textbook.

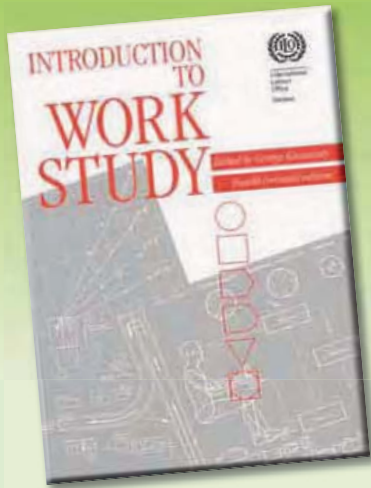
Dr Erik K. Winslow, Chairman, Management Science Department, George Washington University, USA

2002

Hardback – xxiii + 904 pp.
ISBN 92-2-109519-3
CHF 120; USD 85; GBP 50; EUR 90
Also available in French and Spanish

The dollar (USD) rates apply in the USA, the pound sterling (GBP) rates apply in the UK, and the euro (EUR) rates in the EU only. In all other countries the Swiss franc (CHF) rates or the equivalent in convertible currencies are applicable

Prices and titles may be subject to change without notice



RELATED TITLES

KEY TEXTBOOK
Introduction to Work Study

Fourth revised edition
Edited by George Kanawaty

This highly successful book, which describes the basic techniques of work study as practiced in many parts of the world, has been widely recognized as the best available introduction to the subject for work study practitioners, teachers and students.

This publication provides training in method study and work measurement and covers not only "machine shops" but also process industries, the services sector and office work. Reference is made throughout to the use of information systems and computerization to solve work study problems. It also covers production management approaches and their relation to work study. Numerous illustrations and examples of work study practice are included as well.

1992 – 541 pp.
ISBN 92-2-107108-1
CHF 40; USD 36; GBP 24.95; EUR 25.50
Also available in French and Spanish



Combating Forced Labour
A handbook for employers and business
2008 – 7 booklets
ISBN 978-92-2-121712-1
CHF 35; USD 35; GBP 18; EUR 23



Restructuring for Corporate Success
A socially sensitive approach
Edited by Nikolai Rogovsky
2005 – vii + 141 pp.
ISBN 92-2-115430-0
CHF 35; USD 29.95; GBP 15.95; EUR 25



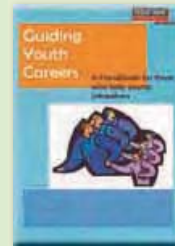
Ageing
Managing diversity and equality at the workplace
2008 – CD-ROM
ISBN 978-92-2-121017-7
CHF 40; USD 40; GBP 25; EUR 25
Trilingual E/F/S



A Guide to Worker Displacement
Some tools for reducing the impact on workers, communities and enterprises
Gary Hansen
2009 – viii + 78 pp.
ISBN 978-92-2-122103-6
CHF 30; USD 30; GBP 16; EUR 20



Work and Family
Managing diversity and equality at the workplace
2008 – CD-ROM
ISBN 978-92-2-121019-1
CHF 40; USD 40; GBP 20; EUR 25



Guiding Youth Careers
A handbook for those who help young jobseekers
2008 – xiii + 114 pp.
ISBN 978-92-2-120313-1
CHF 15; USD 15; GBP 8; EUR 10



Building Rural Roads
Bjørn Johannessen
2008 – 468 pp.
ISBN 978-92-2-120977-5
CHF 45; USD 40; GBP 27; EUR 30



Forced Labour and Human Trafficking
Handbook for labour inspectors
2008 – x + 62 pp.
ISBN 978-92-2-121321-5
CHF 25; USD 25; GBP 12; EUR 16



Rural Skills Training
A generic manual on training for rural economic empowerment
2009 – 300 pp. + CD-ROM
ISBN 978-92-2-122329-0
CHF 50; USD 50; GBP 33; EUR 35



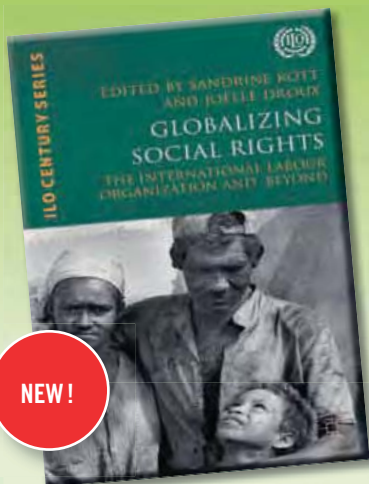
Forced Labour and Human Trafficking
Casebook of court decisions
A training manual for judges, prosecutors and legal practitioners
2009 – viii + 110 pp.
ISBN 978-92-2-122177-7
CHF 35; USD 32; GBP 18; EUR 23



Vocational Education and Training Institutions
A management handbook and CD-ROM
Designed and edited by Vladimir Gasskov
2006 – 366 pp. + CD-ROM
ISBN 92-2-117104-3
CHF 45; USD 34.95; GBP 19.95; EUR 30
Available in Spanish



The Right to Decent Work of Persons with Disabilities
Arthur O'Reilly
2007 – xii + 152 pp.
ISBN 978-92-2-120144-1
CHF 30; USD 22.95; GBP 12.95; EUR 20
Available in French & Spanish



Globalizing Social Rights

The International Labour Organization and beyond

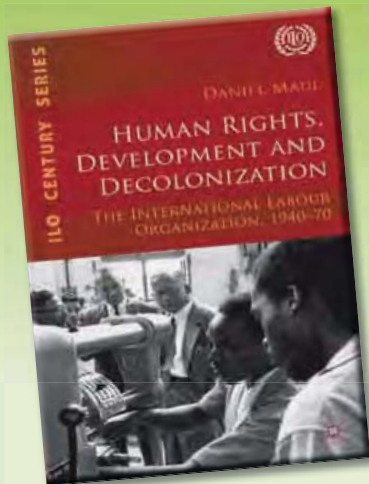
Edited by Sandrine Kott and Joëlle Droux

Focusing on the ILO, this volume explores its role as creator of international social networks and facilitator of exchange between various national and international actors since its establishment in 1919. It emphasizes the role played by the ILO in the international circulation of ideas, expertise and practices that foster the emergence and shaping of international social models, and examines the impact of its methods and models on national and local societies. By analysing the case of the ILO, the authors rethink the influence of international organizations in the shaping of the contemporary world and the emergence of a global civil society.

This collection brings together a variety of new scholarship by a group of highly qualified and internationally renowned scholars in the field of global history and the history of international organizations.

Co-published with Palgrave Macmillan as part of the ILO Century Series.

December 2012
Hardback – 368 pp.
ISBN 978-92-2-126618-1
CHF 105; USD 110; GBP 70; EUR 90



Human Rights, Development and Decolonization

The International Labour Organization, 1940–70

Daniel R. Maul

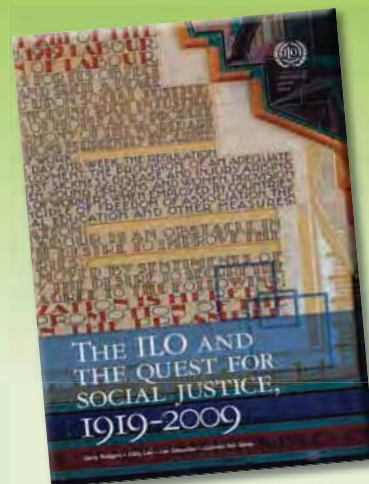
A breakthrough in historical scholarship on international politics in the twentieth century in general and on the role of international organizations, human rights and development in particular.

Corinna R. Unger, Jacobs University Bremen, Germany

The significance of international organizations as historical actors is one of the least researched aspects twentieth-century history. Daniel Maul's study of the role of the ILO during the core phase of decolonization (1940 to 1970) opens up new perspectives on the topic. Clearly presented, methodologically innovative and based on a wide range of sources, the book makes clear the multifarious ways in which the ILO contributed, both as a political hub and a forum for debate and as an independent actor, to the debates which accompanied the dissolution of the European colonial empires and the processes of post-colonial nation-building that followed. Maul takes an innovative look at the history of decolonization, post-colonial nation-building and the enduringly relevant international human rights and development discourses that these processes spawned.

Co-published with Palgrave Macmillan as part of the ILO Century Series.

December 2011
Hardback – 464 pp.
ISBN 978-92-2-121991-0
CHF 85; USD 100; GBP 70; EUR 80



The International Labour Organization and the Quest for Social Justice, 1919–2009

Gerry Rodgers, Eddy Lee, Lee Swepston and Jasmien van Daele

This book tells the story of the International Labour Organization, founded in 1919 in the belief that universal and lasting peace goes hand in hand with social justice. Since then the ILO has contributed to the protection of the vulnerable, the fight against unemployment, the promotion of human rights, the development of democratic institutions and the improvement of the working lives of women and men everywhere. In its history the ILO has sometimes thrived, sometimes suffered setbacks, but always survived to pursue its goals through the political and economic upheavals of the last 90 years.

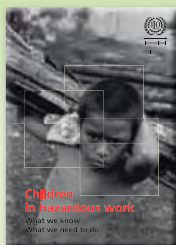
The authors have between them many years of experience of working in and studying the ILO. They explore some of the main ideas that the ILO has developed and championed, and tell how they were applied, and to what effect, at different times and in different parts of the world. There are chapters on rights at work, the quality of employment, income protection, employment and poverty reduction, a fair globalization and today's overriding goal of decent work for all. The book ends with reflections on the challenges ahead in a world where the present economic crisis underlines the urgency of global action for social justice.

Hardback edition available in North America, co-published by ILR Press.

2009
Paperback – xvi + 272 pp.
ISBN 978-92-2-121955-2
CHF 50; USD 50; GBP 35; EUR 35
Also available in French and Spanish

To place
your order locally,
see pages 28–31

Fax: (+41)
022 799 6938
pubvente@ilo.org
www.ilo.org/publns



Children in Hazardous Work

What we know, what we need to do

2011 – xvii + 86 pp.
ISBN 978-92-2-124918-4
CHF 15; USD 15; GBP 9;
EUR 10
Available in French & Spanish

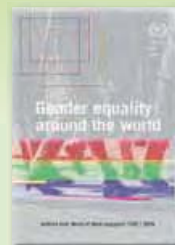


Concealed Chains

Labour Exploitation and Chinese Migrants in Europe

Edited by Yun Gao

2010 – xvi + 196 pp.
ISBN 978-92-2-121993-4
CHF 40; USD 36; GBP 24;
EUR 26



Gender Equality Around the World

Articles from *World of Work* magazine 1999–2006

2007 – viii+152 pp.
ISBN 978-92-2-119317-3
CHF 25; USD 19.95;
GBP 9.95; EUR 18
Available in French



Children's Views of Child Labour

2011 – 154 pp.
ISBN 978-92-2-024976-5
CHF 14; USD 14; GBP 9;
EUR 10
Trilingual E/F/S



Give Girls a Chance

Tackling child labour, a key to the future

2009 – xiv + 70 pp.
ISBN 978-92-2-122374-0
CHF 15; USD 15; GBP 9;
EUR 10



A Manual for Gender Audit Facilitators

The ILO participatory gender audit methodology

2007 – 150 pp.
ISBN 978-92-2-119825-3
CHF 40; USD 30; GBP 18;
EUR 26
Available in French & Spanish



Indigenous and Tribal Peoples' Rights in Practice

A guide to ILO Convention No. 169

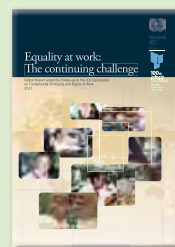
2009 – 200 pp.
ISBN 978-92-2-122378-8
CHF 30; USD 28; GBP 17;
EUR 20
Available in French & Spanish



Maternity at Work

A review of national legislation findings from the ILO's Conditions of Work and Employment Database

2010 – xii+108 pp.
ISBN 978-92-2-122927-8
CHF 20; USD 18; GBP 12;
EUR 13
Available in French & Spanish



Equality at Work: The continuing challenge

Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work

2011 – 70 pp.
ISBN 978-92-2-123091-5
CHF 30; USD 30; GBP 20;
EUR 23
Available in French & Spanish



Eliminating Child Labour

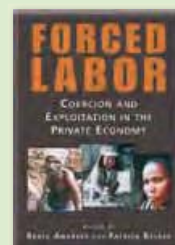
Guides for employers

2007 – 3 guides
ISBN 978-92-2-120080-2
CHF 60; USD 50; GBP 29;
EUR 39
Available in French & Spanish



Safe Maternity and the World of Work

2007 – 36 pp.
ISBN 978-92-2-120403-9
CHF 15; USD 15; GBP 8;
EUR 10
Available in French & Spanish



Forced Labor

Coercion and exploitation in the private economy

Edited by Beate Andrees and Patrick Belsler
2009 – xvi + 230 pp.
ISBN 978-92-2-120164-9
CHF 25; USD 22.50;
GBP 17; EUR 17
Available in Spanish



Training Manual to Fight Trafficking in Children for Labour, Sexual and other Forms of Exploitation

2009 – 4 books + CD-ROM
ISBN 978-92-2-122069-5
CHF 40; USD 36; GBP 24;
EUR 27
Available in French & Spanish



Workplace Solutions for Childcare

Catherine Hein and Naomi Cassirer

2010 – xii + 464 pp.
ISBN 978-92-2-122035-0
CHF 40; USD 40; GBP 25;
EUR 28
Available in Spanish



Fighting Forced Labour

The example of Brazil

Patricia Trindade Maranhão Costa
2009 – xviii + 122 pp.
ISBN 978-92-2-122292-7
CHF 25; USD 23; GBP 15;
EUR 17



Accelerating Action Against Child Labour

Global Report under the follow-up to the ILO Declaration on Fundamental Principles and Rights at Work

2010 – xx + 84 pp.
ISBN 978-92-121873-9
CHF 35; USD 35; GBP 23;
EUR 23
Available in Arabic, Chinese, French, German, Spanish and Russian



Philosophical and Spiritual Perspectives on Decent Work

Edited by Dominique Peccoud

2004 – xviii + 174 pp.
ISBN 92-2-114155-1
CHF 27.50; USD 19.95;
GBP 12.95; EUR 20
Available in Arabic, Chinese, French, German, Spanish and Russian



Working for Better Times

Rethinking work for the 21st century

Edited by Jean-Michel Servais, Patrick Bollé, Mark Lansky and Christine Smith
2007 – xii + 724 pp.
ISBN 978-92-2-117956-6
CHF 60; USD 49.95;
GBP 29.95; EUR 42
Available in French

- A**
- Accelerating Action Against Child Labour*24
- Active Labour Market Policies Around the World*5
- Ageing*.....22
- Albee, Alana.....10
- Alli, Benjamin18
- Andrees, Beate.....24
- Arrigo, Gianni14
- Assessing Green Jobs Potential in Developing Countries*8
- Approaches to Attribution of Detrimental Health Effects to Occupational Ionizing Radiation Exposure and their Application in Compensation Programmes for Cancer (OSH 73)*.....18
- Auer, Peter.....5
- B**
- Bacchetta, Marc3, 10
- Balkenhol, Bernd5
- Belser, Patrick24
- Berg, Janine.....14
- Blunting Neoliberalism*14
- Bollé, Patrick24
- Brazil: An innovative income-led strategy*.....10
- Bronstein, Arturo14
- Buckley, Graeme.....10
- Building a Sustainable Job-rich Recovery*.....10
- Building Decent Societies*.....5
- Building Rural Roads*22
- Bustamante, Juana Paola10
- C**
- Casale, Giuseppe14
- Cazes, Sandrine.....8, 10, 20
- Cassirer, Naomi24
- Chappell, Duncan18
- Children in Hazardous Work*.....24
- Children's Views of Child Labour*24
- China: From an active employment policy to Employment Promotion Law*.....9
- Chowdury, Anis.....10
- Churchill, Craig20, 21
- Collected Publications on HIV/AIDS and the World of Work*18
- Combating Forced Labour*.....22
- Compendium of Maritime Labour Instruments*.....14
- Concealed Chains*24
- Confronting Finance*.....2
- Cooperating out of Child Labour*.....5
- Cooperating out of Poverty*.....5
- Costa, Patrícia Trindade Maranhão24
- D**
- Develtere, Patrick5
- Di Martino, Vittorio18
- Domestic Workers Across the World*8
- Don't Waste the Crisis*5
- Droux, Joëlle23
- E**
- Edward Phelan and the ILO*5
- Efendioğlu, Ümit.....5
- Effective Protection for Domestic Workers*11
- Eliminating Child Labour*.....24
- Employment and Social Protection in the New Demographic Context*5
- Employment Relationship, The*.....14
- e-OSH 2012*17
- Equality at Work*24
- Ergonomic Checkpoints*.....18
- Ergonomic Checkpoints in Agriculture*.....16
- Ernst, Christoph10
- Ernst, Ekkehard.....10
- Eurozone Job Crisis: Trends and policy responses*.....9
- Evolving World of Work in the Enlarged EU, The*.....10
- Extending Social Security to All*5
- Eyraud, François.....10, 18
- F**
- Fichter, Michael11
- Fighting Forced Labour*24
- Financial and Economic Crisis, The*.....5
- Flexicurity*.....10
- Food at Work*.....18
- Forced Labor*.....24
- Forced Labour and Human Trafficking: Casebook of court decisions*22
- Forced Labour and Human Trafficking: Handbook for labour inspectors*.....22
- Fraile, Lydia14
- Frankiewicz, Cheryl21
- From Conflict to Cooperation*.....14
- From the Great Recession to Labour Market Recovery*10
- Fundamental Principles and Rights at Work*.....13
- Fundamental Principles of Occupational Health and Safety*.....18
- Fundamental Rights at Work and International Labour Standards*14
- Fundamentals of Labour Administration* 14
- Fundamentals of Minimum Wage Fixing, The*18
- G**
- Gao, Yun24
- Gasskov, Vladimir22
- Gender Equality Around the World*24
- Ghose, Ajit K.10
- Ghosheh, Naj15, 18
- Giguère, Sylvain10
- Give Girls a Chance*24
- Giving Globalization a Human Face*13
- Global Crisis, The*5
- Global Employment Challenge, The*10
- Global Employment Trends 2011*10
- Global Employment Trends 2012*10
- Global Employment Trends 2013*6
- Global Employment Trends for Women 2012*.....6
- Global Employment Trends for Youth (2010)*10
- Global Employment Trends for Youth 2012*6
- Global Evolution of Industrial Relations, The*14
- Globalization, Flexibilization and Working Conditions in Asia and the Pacific*18
- Globalization and Informal Jobs in Developing Countries*10
- Globalizing Social Rights*.....23
- Global Wage Report 2010/11*18
- Global Wage Report 2012/13*15
- Glossary of Labour Law and Labour Relations (with Special Reference to the European Union)*14

<i>Growth, Employment and Poverty Reduction in Indonesia</i>	10	<i>International Standard Classification of Occupations 2008 (ISCO-08)</i>	19	<i>Manual on the Measurement of Volunteer Work</i>	19	
<i>Guidelines for Flag State inspections under the Maritime Labour Convention, 2006</i>	18	<i>International Labour Standards Electronic Library (ILSE) 2012</i>	14	Martinez-Fernandez, Christina.....	10	
<i>Guidelines for Labour Inspection in Forestry</i>	18	<i>Introduction to Work Study</i>	22	<i>Maternity at Work</i>	24	
<i>Guidelines for Port State Control Officers carrying out inspections under the Maritime Labour Convention, 2006</i>	18	Islam, Iyanatul	10	Matul, Michal.....	20	
<i>Guidelines for Port State Control Officers carrying out inspections under the Work in Fishing Convention, 2007 (No. 188)</i>	17	J			Maul, Daniel R.	23
<i>Guidelines for the use of the ILO International Classification of Radiographs of Pneumoconioses (OSH 22)</i>	16	Jansen, Marion	3, 10	McCann, Deirdre	12	
<i>Guide to Worker Displacement, A</i>	22	Jarvis, Andrew	8	<i>Measuring the Economically Active in Population Censuses</i>	19	
<i>Guiding Youth Careers</i>	22	Jeon, Shinyoung	7	Messenger, Jon C.....	5, 15, 18	
H			Job-rich Growth in Asia	<i>Microfinance and Public Policy</i>	5	
Hansen, Gary	22	Johannessen, Bjørn	22	<i>Minimum Wage Revisited in the Enlarged EU, The</i>	18	
Haro, Mercedes Durán.....	7	K			Mosoetsa, Sarah.....	11
Hayter, Susan	12	Kanawaty, George	22	N		
Hein, Catherine	24	Kaufman, Bruce	14	Ncube, Phumzile.....	2	
Henriques, Michael.....	10	<i>Key Indicators of the Labour Market (KILM)</i>	4	Nesporova, Alena.....	10	
Hofmann, Christine.....	7	Kott, Sandrine.....	23	O		
<i>Human Rights, Development and Decolonization</i>	23	Kubr, Milan	21	<i>Offshoring and Working Conditions in Remote Work</i>	18	
I			Kucera, David.....	O'Reilly, Arthur.....	22	
<i>ILO List of Occupational Diseases (OSH 74)</i>	18	Kyloh, Robert	14	P		
<i>In Defence of Labour Market Institutions</i>	14	L			Papadakis, Konstantinos	12
<i>Indigenous and Tribal Peoples' Rights in Practice</i>	24	<i>Labour in the Global South</i>	11	Parisotto, Aurelio.....	10	
<i>In Search of Decent Work – Migrant Workers' Rights</i>	5	<i>Labour Law and Worker Protection in Developing Countries</i>	14	Peccoud, Dominique.....	24	
<i>International and Comparative Labour Law</i>	14	<i>Labour Markets of Emerging Economies, The</i>	8	<i>Perspectives on Labour Economics for Development</i>	20	
<i>International Journal of Labour Research</i>	4	<i>Labour Overview, 2011</i>	10	<i>Philosophical and Spiritual Perspectives on Decent Work</i>	24	
<i>International Labour Migration</i>	5	Lansky, Mark.....	24	Pollet, Ignace.....	5	
<i>International Labour Organization and the Quest for Social Justice, 1919–2009, The</i>	23	Lee, Eddy	23	Pons-Vignon, Nicolas	2, 5	
		Lee, Sangheon	12, 18	<i>Promotion of Sustainable Enterprises</i>	10	
		Leschke, Janine	5	<i>Protecting the Poor, Volume I</i>	20	
		M			<i>Protecting the Poor, Volume II</i>	20
		Majid, Nomaan	10	<i>Public Sector Shock</i>	2	
		<i>Making Globalization Socially Sustainable</i>	3	R		
		<i>Making Microfinance Work: Managing for improved performance</i>	21	Ram, Justin	8	
		<i>Making Microfinance Work: Managing product diversification</i>	21	<i>Regulating for Decent Work</i>	12	
		<i>Management Consulting</i>	21	<i>Report of the Committee of Experts on the Application of Conventions and Recommendations</i>	13	
		<i>Manual for Gender Audit Facilitators, A</i> ..	24	<i>Restructuring for Corporate Success</i>	22	

- Right to Decent Work of Persons with Disabilities, The*22
- Rodgers, Gerry.....23
- Rogovsky, Nikolai.....22
- Role of Collective Bargaining in the Global Economy, The*12
- Rural Skills Training*22
- S**
- Safe Maternity and the World of Work*24
- Safety and Health in Agriculture*17
- Safety and Health in Ports*18
- Safety and Health in the Iron and Steel Industry*.....18
- Safety and Health in Underground Coalmines*.....18
- Saget, Catherine.....18
- Salazar-Xirinachs, José Manuel10
- Schmidt, Verena.....14
- Serrano, Melisa11
- Servais, Jean-Michel24
- Shaping Global Industrial Relations*12
- Sivananthiran, Alagandram.....14
- Skills for Green Jobs*7
- Smith, Christine24
- Social Justice and Growth: The role of the minimum wage*4
- Social Protection Floor for a Fair and Inclusive Globalization*3
- Social Security for Social Justice and a Fair Globalization*.....5
- Spain: Quality jobs for a new economy*...10
- Sparreboom, Theo10
- Spread of Precarious Employment, The*...4
- Stress Prevention at Work Checkpoints* ..16
- Strietska-Ilina, Olga7
- Swepton, Lee.....23
- T**
- Teklè, Tzehainesh14
- There Is an Alternative*5
- Towards a Greener Economy*.....7
- Towards Decent Work in sub-Saharan Africa*10
- Townsend, Peter5
- Trade and Employment in the Global Crisis*.....10
- Trade Union Responses to Globalization*.14
- Trade Unions and the Global Crisis*.....11
- Training Manual to Fight Trafficking in Children for Labour, Sexual and other Forms of Exploitation*24
- Tunisia: A new social contract for fair and equitable growth*.....10
- V**
- Van Daele, Jasmien.....23
- Van Der Ree, Kees10
- Varma, Adarsh8
- Vaughan-Whitehead, Daniel ..2, 10, 15, 18
- Verick, Sher8, 10, 20
- Violence at Work*18
- Vocational Education and Training Institutions*22
- Von Uexkull, Erik.....10
- W**
- Wanjek, Christopher.....18
- Wanyama, Frederick.....5
- Williams, Michelle11
- Work and Family*22
- Work Inequalities in the Crisis*15
- Working for Better Times*24
- Working Time and Workers' Preferences in Industrialized Countries*.....5
- Working Towards Sustainable Development*.....7
- Workplace Solutions for Childcare*24
- Work Sharing*15
- World of Work Report 2011*5
- World of Work Report 2012*2
- World Report on Child Labour 2012*3
- World Social Security Report 2010/11*5
- X**
- Khafa, Edlira11
- Y**
- Youth Employment Crisis, The*9

● ILO FIELD OFFICES, DISTRIBUTORS AND SALES AGENTS

Payment in local currency can be made through
the following ILO offices, distributors and sales agents

ALGERIA

Bureau de l'OIT à Alger
Rue Sidi-Merzouk 6
Chemin El Bakri, Ben Hakoun
BP 226 (Alger-Gare)
Alger
Tel: (+213 21) 79 44 99
Fax: (+213 21) 79 44 99
Email: registry@alger.ilo.sita.net

ARGENTINA

Oficina de la OIT en Buenos Aires
Avenida Córdoba 950
Pisos 13 y 14
1054 Buenos Aires
Tel: (+54 11) 4393 7076
Fax: (+54 11) 4393 7062
Email: buenosaires@oit.org.ar

AUSTRALIA

**ILO Publications
International Labour Office**
Route des Morillons 4
CH-1211 Geneva 22
Switzerland
Tel: (+41) 22 799 7828
Fax: (+41) 22 799 6938
Email: pubvente@ilo.org
www.ilo.org/publns

ILO Office in Suva
(for enquiries only)
FNPF Place, 8th Floor
343-359 Victoria Parade
P.O. Box 14500
Suva
Tel: (+679) 331 3866
Fax: (+679) 330 0248
Email: suva@ilo.org

AUSTRIA

Planetis sarl
Chemin des Pins 16
1273 Arzier
Switzerland
Tel: (+41) 22 366 5177
Fax: (+41) 22 366 5178
Email: info@planetis.ch

BANGLADESH

ILO Area Office in Dhaka
House 12, Road 12
Dhanmondi R.A.
G.P.O. Box 2061
Dhaka 1209
Tel: (+880 2) 811 4705
Fax: (+880 2) 811 4211
Email: dhaka@ilodhaka.org

BELGIUM

(for enquiries only)
**Bureau de l'OIT pour l'Union européenne
et le Benelux**
Rue Aimé-Smekens 40
1030 Bruxelles
Tel: (+32 2) 736 5942
Fax: (+32 2) 735 4825
Email: brussels@ilo.org

Editions Bruylant-Academia SA

Grand Place 29
1348 Louvain La Neuve
Tel: (+32 10) 45 23 95
Fax: (+32 10) 45 44 80
Email: promotion@academia-bruyant.be
www.academia-bruyant.be

BRAZIL

Escritório da OIT no Brasil
SEN Lote 35
Brasília - DF 70800-400
Tel: (+55 61) 2106 4626
Fax: (+55 61) 3322 4352
Email: vendas@oitbrasil.org.br

CAMEROON

Bureau de l'OIT à Yaoundé
Boîte postale no 13
Yaoundé (Cameroun)
Tél: (+237) 22.20.50.44 / 22.21.51.81
Fax: (+237) 22.20.29.06 / 22.21.74.46
Email: yaoundé@ilo.org

CANADA

Renouf Publishing Company Ltd.
22-1010 Polytek Street
Ottawa, ON K17 973
Email: orders@renoufbooks.com
www.renoufbooks.com

Les Editions La Liberté Inc.
TI 9812.00.00.00 Tax exempt
Centre Innovation
2360 Chemin Sainte Foy
Québec, QC G1V 4H2
Tel: (+1 418) 658 3640
Sans frais: +1 800 567 5449
Fax: (+1 418) 658 3763
Email: liberte@mediom.qc.ca

CHILE

Oficina de la OIT en Santiago
Av. Dag Hammarskjöld 3177
Vitacura
Santiago
Tel: (+56 2) 580 5500
Anexo-Interno 580-5537
Telefax: (+56 2) 580 5580
Email: ventas@oitchile.cl

CHINA

ILO Office in Beijing
1-10 Tayuan Diplomatic Office Building
14 Liangmahe Nanlu
Chao Yang District
Beijing 100600
Tel: (+86 10) 6532 5091
Fax: (+86 10) 6532 1420
Email: beijing@ilo.org.

CNPIEC (Book and Serials Dept.)

16 Gongti East Road
Beijing 100020
Tel: (+86 10) 6586 6995
Fax: (+86 10) 6508 9188
www.cnpbook.com

CONGO, Democratic Republic of the

Bureau de l'OIT à Kinshasa
Building LOSONIA (Nations Unies),
3^e étage
Boulevard du 30-Juin
Boîte postale 7248
Kinshasa I
Tel: (+243) 817 006 113
Fax: (+243) 880 54 07
Email: kinshasa@ilo.org

COSTA RICA

Oficina de la OIT en San José
San Pedro de Montes de Oca
Apartado postal 502-2050
Montes de Oca
San José
Tel: (+506) 2207 8700
Fax: (+506) 2224 2678
Email: centrodocumentacion@oit.or.cr

CÔTE D'IVOIRE

Bureau de l'OIT à Abidjan
Boulevard Lagunaire
Commune du Plateau
01 B.P. 3960
Abidjan 01
Tel: (+225) 2031 8900
Fax: (+225) 2021 2880
Email: abidjan@ilo.org

DENMARK

Bierman & Bierman ApS
Vestergade 126
7200 Grindsted
Tel: (+45) 7532 0288
Fax: (+45) 7532 1548
Email: mail@bierman.dk

EGYPT

ILO Office in Cairo
9, Taha Hussein Street
Zamalek
11211 Cairo
Tel: (+20 2) 27 35 01 23
Fax: (+20 2) 27 36 08 89
Email: cairo@ilo.org

The Middle East Readers' Information Center (MERIC)

9 Ebad El Rahman Street, Massaken
Sheraton (3rd floor)
Heliopolis
Cairo
Tel: (+20 2) 7353818
Fax: (+20 2) 7369355
Email: publishing@mericonline.com
www.mericonline.com

ETHIOPIA

ILO Regional Office for Africa
Africa Hall, Menelik II Avenue, 5th floor
PO Box 2788
Addis Ababa
Tel: (+251 1) 1544 44 80
Fax: (+251 1) 1544 55 73
Email: addisababa@ilo.org

FIJI

ILO Office in Suva
 FNPF Place, 8th Floor
 343-359 Victoria Parade
 P.O. Box 14500
 Suva
 Tel: (+679) 331 3866
 Fax: (+679) 330 0248
 Email: suva@ilo.org

FINLAND

Akateeminen Kirjakauppa
 P.O. Box 23
 00381 Helsinki
 Tel: (+358 9) 121 4430
 Fax: (+358 9) 121 4242
 Email: tilaukset@akateeminen.com
 www.akateeminen.com

FRANCE

**ILO Publications
 International Labour Office**
 Route des Morillons 4
 CH-1211 Geneva 22
 Switzerland
 Tel: (+41) 22 799 7828
 Fax: (+41) 22 799 6938
 Email: pubvente@ilo.org
 www.ilo.org/publins

GERMANY

IAA Büro
 Karlplatz 7
 10117 Berlin
 Tel: (+49 30) 280 926 68
 Fax: (+49 30) 280 464 40
 Email: berlin@ilo.org

GREECE

G.C. Eleftheroudakis SA
 17 Panepistimiou Street
 105 64 Athens
 Tel: (+30 210) 325 8440
 Fax: (+30 210) 323 9821
 Email: elebooks@books.gr

HONG KONG, Special Administrative Region, China

Tsimshatsui
 Kowloon
 Tel: (+852) 2366 8001
 Fax: (+852) 2739 4975
 Email: swindon@netvigator.com
 www.swindonbooks.com

Sin Min Chu Publishing Co.

39 Ma Tau Wai Road, Tower A
 Hunghom Commercial Centre
 Room 1015, Hunghom
 Kowloon
 Tel: (+852) 334 9327
 Fax: (+852) 765 8471
 Email: sinminc5@netvigator.com
 www.sinminchu.com.hk

HUNGARY

(for enquiries only)
ILO Office in Budapest
 Mozsar utca 14
 PF 936
 1386 Budapest
 Tel: (+36 1) 301 49 00
 Fax: (+36 1) 301 49 06
 Email: budapest@ilo.org

Librotrade Kft

Pesti út 237
 P.O. Box 126
 1173 Budapest
 Tel: (+36 1) 254 0254
 Fax: (+354 5) 700 777
 Email: books@librotrade.hu
 www.librotrade.hu

ICELAND

Bóksala Stúdentá
 Saemundargotu 4
 101 Reykjavík
 Tel: (+354 5) 700 777
 Fax: (+354 5) 700 778
 Email: boksala@boksala.is
 www.boksala.is

INDIA

ILO Office in New Delhi
 Theatre Court (3rd floor)
 India Habitat Centre
 Lodi Road
 New Delhi 110 003
 Tel: (+91 11) 2460 2101/06
 Fax: (+91 11) 2460 2111
 Email: sro-delhi@ilo.org

INDONESIA

ILO Office in Jakarta
 Jalan M.H.Thamrin 14
 P.O. Box 1075
 Jakarta 10010
 Tel: (+62 21) 391 31 12
 Fax: (+62 21) 310 07 66
 Email: jakarta@ilo.org

IRAN, Islamic Republic of

Kowkab Publishers
 P.O. Box 19575-511
 Teheran
 Tel: (+98 21) 2258 3723
 Fax: (+98 21) 2258 3723
 Email: info@kkme.com
 www.kkme.com

IRELAND

TSO, The Stationery Office
 P.O. Box 29
 Norwich NR3 1GN
 United Kingdom
 Tel: (+44 870) 600 5522
 Fax: (+44 870) 600 5533
 Email: customer.services@tso.co.uk
 www.tsoshop.co.uk

ITALY

ILO Office in Rome
 Via Panisperna 28
 Villa Aldobrandini
 00184 Rome
 Tel: (+39 06) 678 4334
 Fax: (+39 06) 679 2197
 Email: rome@ilo.org

JAPAN

ILO Office in Tokyo
 The United Nations Building, 8th floor
 53-70
 Jingumae 5-chome, Shibuya-ku
 Tokyo 150-0001
 Tel: (+81 3) 5467 2701
 Fax: (+81 3) 5467 2700
 Email: tokyo@ilo.org

Kinokuniya Company Ltd.

Tokyo 156-8691
 Tel: (+81 3) 3439 0124
 Fax: (+81 3) 3439 1094
 www.kinokuniya.co.jp

Maruzen Company Ltd

P.O. Box 5050
 Tokyo International 100-3191
 Tel: (+81 3) 3272 3884
 Fax: (+81 3) 3272 3923
 www.maruzen.co.jp

KENYA

See Tanzania

KOREA, Republic of**ILO Publications**

International Labour Office
 Route des Morillons 4
 CH-1211 Geneva 22
 Switzerland
 Tel: (+41) 22 799 7828
 Fax: (+41) 22 799 6938
 Email: pubvente@ilo.org
 www.ilo.org/publins

KUWAIT**ILO Representative in Kuwait**

P.O. Box 27966 Safat
 13140 Kuwait
 Tel: (+965) 2537 78 43
 Fax: (+965) 2537 78 40
 Email: beheri@ilo.org

LEBANON**ILO Regional Office for Arab States**

Kantari, Justinian Street
 Aresco Center, 12th Floor
 P.O. Box 11-4088
 Riad el Solh Beirut 11072150
 Tel: (+961 1) 75 24 00
 Fax: (+961 1) 75 24 05
 Email: beirut@ilo.org

LUXEMBOURG

ILO Publications
International Labour Office
 Route des Morillons 4
 CH-1211 Geneva 22
 Switzerland
 Tel: (+41) 22 799 7828
 Fax: (+41) 22 799 6938
 Email: pubvente@ilo.org
 www.ilo.org/publns

MADAGASCAR

Bureau de l'OIT à Antananarivo
 Maison Commune des Nations Unies
 Rue Dr. Raseta
 Zone Galaxy Andraharo
 Boîte postale 683
 101 Antananarivo
 Tel: (+261 20) 23 300 92
 Fax: (+261 20) 23 300 87
 Email: antananarivo@ilo.org

MALAYSIA

MDC Book Distributors SDN BHD
 Wisma MDC, 2717 & 2718
 Jalan Permata Empat, Taman Permata
 Ulu Kelang
 53300 Kuala Lumpur
 Tel: (+60 3) 41086600
 Fax: (+60 3) 41081506
 Email: inquiries@mdcbd.com.my
 www.mdcpd.com.my

University of Malaya Cooperative Bookshop Ltd.

Jalan Pantai Baru
 P.O. Box 1127
 59700 Kuala Lumpur
 Tel: (+60 3) 7955 2595
 Fax: (+60 3) 7955 4424
 Email: koopum@tm.net.my

MEXICO

Oficina de la OIT en México
 Darwin No. 31
 Colonia Anzures
 11590 México D.F.
 Tel: (+52 55) 5250 3224
 Fax: (+52 55) 5250 8892
 Email: mexico@oit.org.mx

MONGOLIA

See China
 Voir Chine
 Véase China

NEPAL

ILO Office in Kathmandu
 Dhobighat, Lalitpur
 P.O. Box 8971
 Kathmandu
 Tel: (+977 1) 553 6111
 Fax: (+977 1) 555 0714
 Email: kathmandu@ilo.org

NETHERLANDS

ILO Publications
International Labour Office
 Route des Morillons 4
 CH-1211 Geneva 22
 Switzerland
 Tel: (+41) 22 799 7828
 Fax: (+41) 22 799 6938
 Email: pubvente@ilo.org
 www.ilo.org/publns

NEW ZEALAND

ILO Publications
International Labour Office
 Route des Morillons 4
 CH-1211 Geneva 22
 Switzerland
 Tel: (+41) 22 799 7828
 Fax: (+41) 22 799 6938
 Email: pubvente@ilo.org
 www.ilo.org/publns

ILO Office in Suva

(for enquiries only)
 FNPF Place, 8th Floor
 343-359 Victoria Parade
 P.O. Box 14500
 Suva
 Tel: (+679) 331 3866
 Fax: (+679) 330 0248
 Email: suva@ilo.org

NIGERIA

(for enquiries only)
ILO Office in Abuja
United Nations House
 Plot 617/618 Central Area District
 PMB 2851 Garki
 Abuja
 Tel: (+234 9) 461 8558
 Fax: (+234 9) 461 8503
 Email: abujareg@ilo.otg

NORWAY

Norli Import
 Universitetsgaten 24
 0162 Oslo 1
 Tel: (+47 22) 42 9135
 Fax: (+47 22) 33 2965
 Email: import.a.m.j@norli.no
 www.norli.no

Akademika SA

Postboks 84 Blindern
 0314 Oslo 3
 Tel: (+47 22) 85 30 30
 Fax: (+47 22) 85 30 45
 Email: gnist.akademika@sio.uio.no
 www.akademika.no

PAKISTAN

ILO Office in Islamabad
 ILO Building
 G.5/2 (Near State Bank of Pakistan)
 P.O. Box 1047
 Islamabad
 Tel: (+92 51) 227 6456
 Fax: (+92 51) 227 9181
 Email: islamabad@ilo.org

PERU

Oficina regional de la OIT para América Latina y el Caribe
 P.O. Box 14-124
 San Isidro
 Lima 14
 Tel: (+51 1) 615 0300
 Fax: (+51 1) 615 0400
 Email: biblioteca_regional@oit.org.pe

PHILIPPINES

ILO Office in Manila
 19th Floor, Yuchengco Tower
 RCBC Plaza
 6819 Ayala Avenue
 P.O. Box 4959
 1289 Makati City
 Tel: (+63 2) 580 99 00
 Fax: (+63 2) 856 75 97
 Email: manila@ilo.org

MegaTexts Phil. Inc.

45 Capitol West Building
 Don Gil Garcia cor. Escario Street
 6000 Cebu City
 Tel: (+63 32) 253 3391
 Fax: (+63 32) 253 8694
 Email: sales@megatextsphils.com

PORTUGAL

Dias & Andrade, Ltda
 Livraria Portugal
 Rua do Carmo 70
 Caixa postal 2681
 1200-094 Lisboa
 Tel: (+351 21) 347 4982
 Fax: (+351 21) 347 0264
 Email: info@livrariaportugal.pt

RUSSIAN FEDERATION

(for enquiries only)
ILO Office in Moscow
 Petrovka 15, Apt. 23
 107 031 Moscow
 Tel: (+7 495) 933 0810
 Fax: (+7 495) 933 0820
 Email: moscow@ilo.org

SAN MARINO

See Italy

SENEGAL

Bureau de l'OIT à Dakar
 Rue El Hadj Amadou Assane N'Doye 22
 B.P. 414
 CP 18524
 Dakar
 Tel: (+221) 33 889 2989
 Fax: (+221) 33 823 6874
 Email: dakar-registry@ilo.org

SINGAPORE

PG Books Pte Ltd
 402 Orchard Road 05
 20/21 Delfi Orchard
 Singapore 238876
 Tel: (+65) 6235 2682
 Fax: (+65) 6733 4854
 Email: sales@pgbooks.com

Choice Texts (Asia) Pte. Ltd.
7 Kampong Bahru Road
Singapore 169342
Tel: (+65) 6324 3616
Fax: (+65) 6324 5669
Email: showroom@choicetexts.com.sg

SOUTH AFRICA

ILO Office in Pretoria
Crestway Block C
3 Hotel Street
Persequor Park, Scientia
P.O. Box 11694
Hatfield 0028
Pretoria
Tel: (+27 12) 818 80 00
Fax: (+27 12) 818 80 85
Email: pretoria@ilo.org

SPAIN

(for enquiries only)
Oficina de la OIT en Madrid
c/ Alberto Aguilera
n.º 15 duplicado, 1.º piso
28015 Madrid
Tel: (+34 91) 758 05 58
Fax: (+34 91) 547 44 22
Email: madrid@ilo.org

Díaz de Santos SA
Calle Albasanz, 2
(Esquina Hermanos García Noblejas, 21)
28037 Madrid
Tel: (+34 91) 743 4890
Fax: (+34 91) 743 4023
Email: madrid@diazdesantos.es
www.diazdesantos.es

Díaz de Santos SA
Balmes 417-419
08022 Barcelona
Tel: (+34 93) 212 8647
Fax: (+34 93) 211 4991
Email: barcelona@diazdesantos.es
www.diazdesantos.es

SRI LANKA

ILO Office in Colombo
202-204, Bauddhaloka Mawatha
P.O. Box 1505
Colombo 7
Tel: (+94 11) 259 2525
Fax: (+94 11) 250 0865
Email: colombo@ilo.org

SWEDEN

Akademibokhandeln Imports
P.O. Box 15200
104 05 Stockholm
Tel: (+46 8) 769 8100
Fax: (+46 8) 769 8104
Email: info@akademibokhandeln.se
www.akademibokhandeln.se

SWITZERLAND

ILO Publications
International Labour Office
Route des Morillons 4
1211 Geneva 22
Tel: (+41) 022 799 7828
Fax: (+41) 022 799 6938
Email: pubvente@ilo.org
www.ilo.org/publns

Planetis sarl
Chemin des Pins 16
1273 Arzier
Tel: (+41) 022 366 5177
Fax: (+41) 022 366 5178
Email: info@planetis.ch

TAIWAN, China

Unifacmanu Trading Co. Ltd.
4F, 91, Section 1, Ho-Ping East Road
P.O. Box 22-32
Taipei 10643
Tel: (+886 2) 23914280
Fax: (+886 2) 2394 3103
Email: unifacmu@ms34.hinet.net
www.unifacmanu.com.tw

TANZANIA, United Republic of
ILO Area Office in Dar es Salaam
76/27 and 105/27 Maktaba Street
P.O. Box 9212
Dar es Salaam
Tel: (+255 22) 212 6824
Fax: (+255 22) 212 6627
Email: daressalaam@ilo.org

THAILAND

ILO Regional Office for Asia and the Pacific,
Bangkok
11th floor, UN Building
Rajdamnern Nok Avenues
P.O. Box 2-349
Bangkok 10200
Tel: (+66 2) 288 1755
Fax: (+66 2) 280 1735
Email: bangkok@ilo.org

TRINIDAD AND TOBAGO

ILO Office in Port-of-Spain
6, Stanmore Avenue
P.O. Box 1201
Port-of-Spain
Tel: (+1 868) 623 7704
Fax: (+1 868) 627 8978
Email: ilocarib@ilocarib.org.tt

TUNISIA

Maison Tunisienne de Documentation
Rue d'Algérie 18
Boîte postale 742
1000 Tunis
Tel: (+216 71) 254 044
Fax: (+216 71) 333 592

TURKEY

ILO Office in Ankara
Ferit Recai Ertugrul Caddesi, No 4
06450 Oran
Ankara
Tel: (+90 312) 491 9890
Fax: (+90 312) 491 9945
Email: ankara@ilo.org

UNITED KINGDOM

TSO, The Stationery Office
P.O. Box 29
Norwich NR3 1GN
Tel: (+44 870) 600 5522
Fax: (+44 870) 600 5533
Email: customer.services@tso.co.uk
www.tsoshop.co.uk

UNITED STATES

Renouf Publishing Company Ltd
812 Proctor Avenue
Ogdensburg NY 13669-2205
Tel: toll-free in North America: (+1 888) 551-7470
Fax: (+1 888) 551-7471
Email: orders@renoufbooks.com
www.renoufbooks.com

Brookings Institution Press
1775 Massachusetts Avenue, N.W.
Washington, D.C. 20036
Tel: (+1 202) 536-3600
Fax: (+1 202) 536-3623
Email: bibooks@brookings.edu
www.brookings.edu/press
(Carries selected ILO titles)

Bernan Associates
15200 NBN Way
Blue Ridge Summit, PA 17214
Tel: Toll Free: (+1 800) 865-3457
Fax: Toll Free: (+1 800) 865-3450
Local Tel: (+1 301) 459-7666
Local Fax: (+1 301) 459-6988
Email: customercare@bernan.com
www.bernan.com
(carries selected ILO titles)

URUGUAY

CINTERFOR
Av. Uruguay 1238
Casilla de Correo 1761
Montevideo
Tel: (+598 2) 902 05 57
Fax: (+598 2) 902 13 05
Email: biblio@oitcinterfor.org
www.cinterfor.org.uy

ZAMBIA

ILO Office in Lusaka
P.O. Box 32181
ZA 10101 Lusaka
Tel: (+260) 211 25 2665
Fax: (+260) 211 25 7354
Email: lusaka@ilo.org

ZIMBABWE

ILO Office in Harare
8 Arundel Office Park
Norfolk Rd., Mt. Pleasant
P.O. Box 210
Harare
Tel: (+263 4) 36 98 05
Fax: (+263 4) 36 98 13
Email: harare@ilo.org

ORDER FORM

FOR ORDERS IN SWITZERLAND AND REST OF WORLD

ILO Publications
International Labour Office
Route des Morillons 4
CH-1211 Geneva 22
Switzerland
Fax: +41 (0) 22 799 6938
Email: pubvente@ilo.org
www.ilo.org/publns

FOR ORDERS IN THE USA

Renouf Publishing Co. Ltd.
812 Proctor Avenue
Ogdensburg, N.Y. 13669-2205
Toll Free Tel: (888) 551-7470
Fax: (888) 568-8546
Email: orders@renoufbooks.com
www.renoufbooks.com

FOR ORDERS IN THE UK AND IRELAND

TSO, The Stationery Office
P.O.Box 29
Norwich NR3 1GN
United Kingdom
Tel: (+44 870) 600 5522
Fax: (+44 870) 600 5533
Email: book.enquiries@tso.co.uk
www.tso.co.uk/bookshop

ILO PUBLICATIONS CAN BE OBTAINED THROUGH MANY ILO FIELD OFFICES (SEE PP. 28–31) AND ALL GOOD BOOKSELLERS.

EXAMINATION COPIES

Requests for desk copies should be submitted on college or university letterhead to an ILO field office in your country or region (see pp. 28–31).

REVIEW COPIES

To request a copy for review in a trade publication or journal, please contact any one of the ILO field offices listed in this catalogue (see pp. 28–31).

REPRODUCTION AND TRANSLATION RIGHTS

To obtain the right to reproduce and/or translate ILO publications, please contact:
ILO Publications
PUB/DROIT
Fax: +41 (0) 22 799 6117
Email: pubdroit@ilo.org

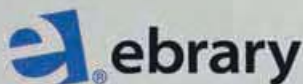
PRICES

Prices and publication dates may be subject to alteration without notice. Special prices for developing countries apply. For more information, contact: pubvente@ilo.org

32

ILO TITLES ARE AVAILABLE AS EBOOKS

If you or your institution wishes to purchase an ILO title as an ebook (in pdf format), you may do so through one of our digital partners:



KEEP INFORMED

Our website is updated frequently – be sure to visit us regularly.
Bookmark our website!

www.ilo.org/publns





YES!

Please send me the following items as indicated below

(please indicate desired quantity)

ORDER FORM

ISBN	Title	Price	Quantity	TOTAL
Subtotal				
Postage & Handling*				
TOTAL				

PAYMENT BY CREDIT CARD *Please charge my credit card (check one):*

VISA
 MasterCard
 American Express
 Diners

Credit Card No. and Expiry date:

_____ / _____

CVC/CW/CID:

SIGNATURE AND DATE *(order not valid without signature)*

X _____

PAYMENT AGAINST INVOICE

PLEASE SEND ME A PRO FORMA INVOICE

SIGNATURE AND DATE *(order not valid without signature)*

X _____

PAYMENT BY CHEQUE *Cheque enclosed for:*

Remit in CHF, USD or EUR.
For Geneva, minimum order by cheque: CHF 50; USD 50; EUR 40.
*Please include also postage and handling charges as indicated below.**

PAYMENT BY BANK TRANSFER *(Geneva only)*

In Swiss francs (CHF)

- A/C: (240) CO-113055.2
- IBAN CH60 0024 0240 C01130552
- SWIFT UBSWCHZH80A
- UBS S.A. Geneva

In US dollars (USD)

- A/C: (240) CO-113055.0
- IBAN CH17 0024 0240 C01130550
- SWIFT UBSWCHZH80A
- UBS S.A. Geneva

In euros (EUR)

- A/C: (240) CO-991221.4
- IBAN CH46 0024 0240 C09912214
- SWIFT UBSWCHZH80A
- UBS S.A. Geneva

SHIPPING ADDRESS Dr. Mr. Mrs. Ms

• First Name _____

• Last Name _____

• Organization _____

• Department _____

• Address _____

• City _____ • Post Code _____

• Country _____

• Telephone _____ • Fax: _____

• Email _____

ORDER FORM

**For Europe and the Mediterranean: Please add 10% for surface mail, 15% for air mail. For the rest of world: Add 15% for surface mail, 25% for air mail.*

ISBN 978-92-2-126676-1



9 789221 266761

If notifying a change of address, please return the sheet to the sender or at least the part bearing the address

Pour tout changement d'adresse, prière de renvoyer à l'expéditeur cette feuille ou, du moins, la partie comportant l'adresse

Sírvase indicar el cambio de dirección del destinatario y enviar esta hoja al remitente, o al menos la parte en que está escrita la dirección

**INTERNATIONAL LABOUR OFFICE
BUREAU INTERNATIONAL DU TRAVAIL
OFICINA INTERNACIONAL DEL TRABAJO
CH-1211 GENÈVE 22**

***RETOUR / RETURN /
DEVOLUCIÓN***

- Refusé / Refused / Rehusado
- Non réclamé / Unclaimed / No reclamado
- Parti / Gone away / Ausente
- Inconnu / Unknown / Desconocido
- Décédé / Deceased / Fallecido
- Adresse inexacte / Incorrect address / Dirección inexacta

**P. P.
1211 GENÈVE 22**