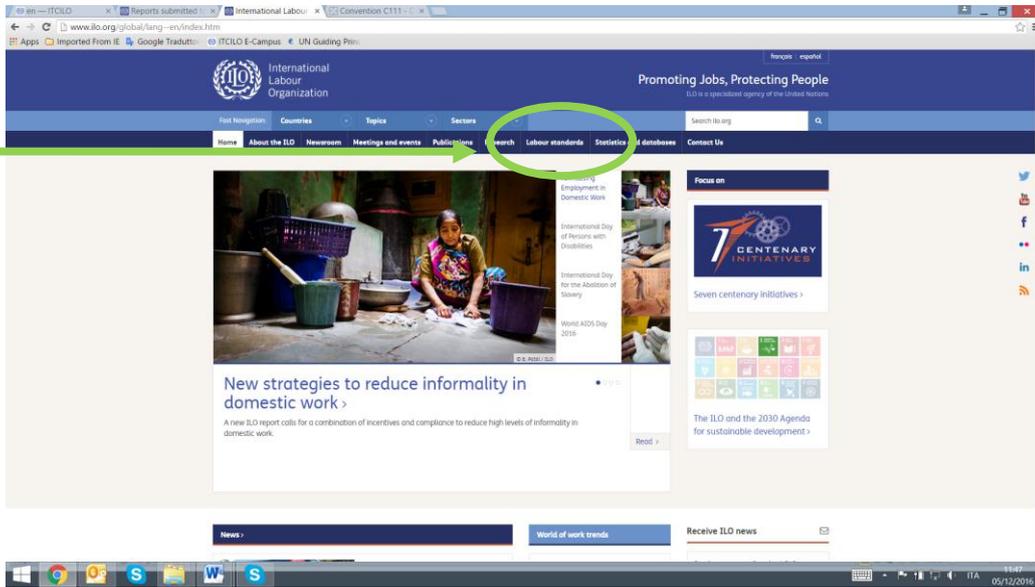


PART 1: Finding ILS and standards-related information and materials

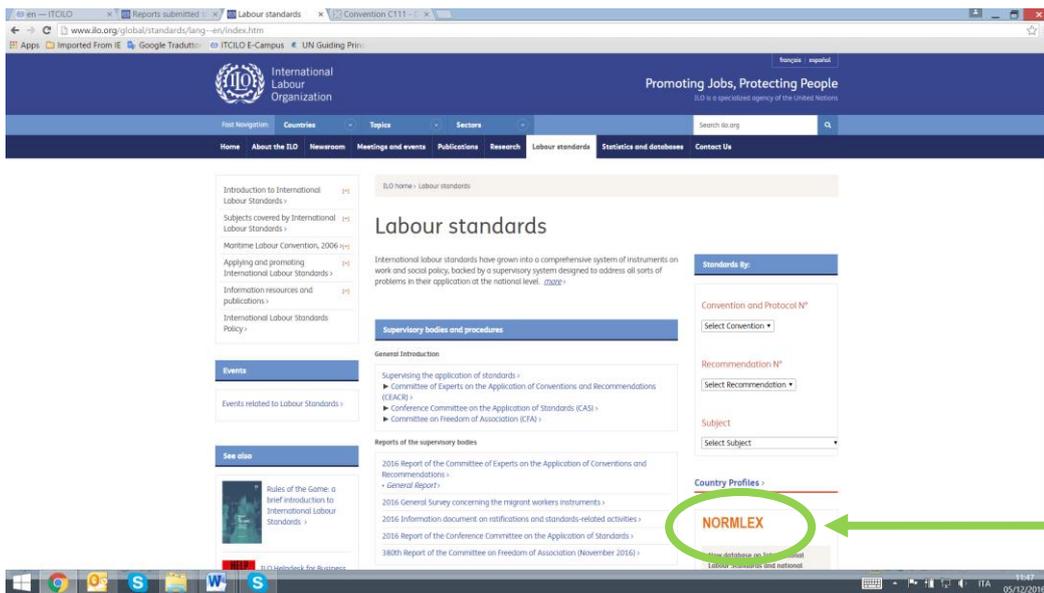
Beginning your research

Go to the ILO Website at: www.ilo.org

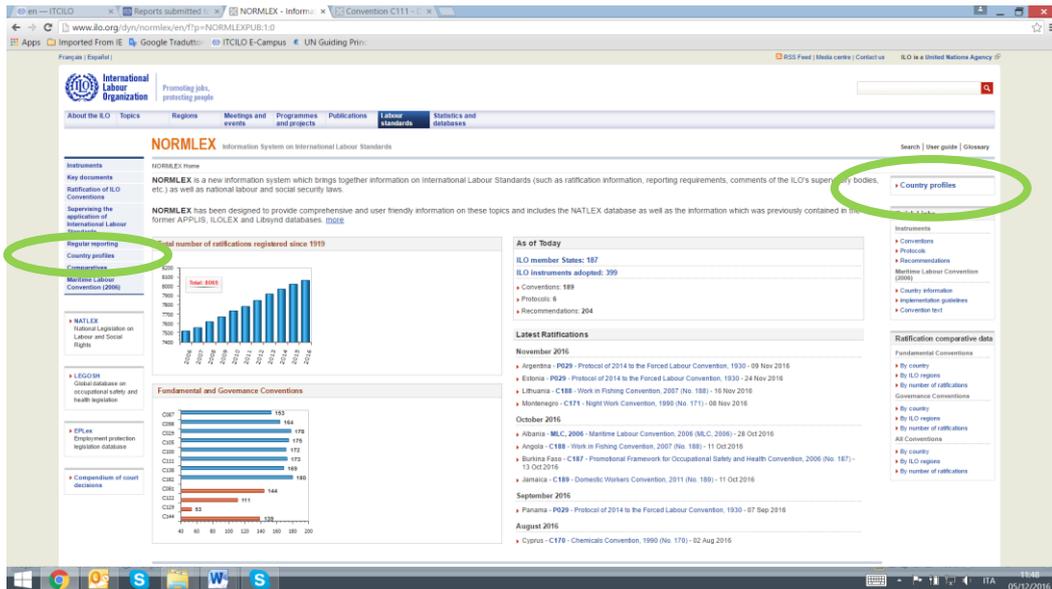
Click on “Labour standards” on the horizontal menu bar.



→ Click on “NORMLEX” on the right side of the screen.



NORMLEX is a database which brings together information on ILS (such as ratification information, reporting requirements, comments of the ILO's supervisory bodies, etc.) as well as national labour and social security laws. It also includes **ILS country profiles**.



Finding ILS information and materials ‘step by step’

1. Texts of ILS

- Find the text of an ILO Convention
→ Click on **“Instruments”** on the left side of the screen → Select **“C029 - Forced Labour Convention, 1930 (No. 29)”** to display the text.

- Find the text of an ILO Protocol

Go to www.ilo.org

Click on **“Labour Standards”**

then

→ Select **“P29”** under **“Convention and Protocol N.”** in the box **“Standards By”** on the right side of the screen to display the text.

or

Go to www.ilo.org

Click on **“Labour Standards”**

then

→ Click on **“NORMLEX”** on the right side of the screen → Click on **“Instruments”** on the left side of the screen → Select **“P029 - Protocol of 2014 to the Forced Labour Convention, 1930”** to display the text.

- Find the text of an ILO Recommendation
→ Select **“R203”** under **“Recommendation N.”** in the box **“Standards By”** on the right side of the screen to display the text.

or

Go to www.ilo.org

Click on **“Labour Standards”**

then

→ Click on **“NORMLEX”** on the right side of the screen → Click on **“Instruments”** on the left side of the screen → Select **“R203 – Forced Labour (Supplementary Measures) Recommendation, 2014 (No. 203)”** under **“Recommendations”** to display the text.

- Find the texts of all ILS on a particular subject without knowing the numbers and/or titles of the instruments

Go to www.ilo.org

Click on **“Labour Standards”**

then

→ Click on “**NORMLEX**” on the right side of the screen → Click on “**Instruments**” on the left side of the screen
→ Select “**Conventions and Recommendations by subject and status**” → Scroll down until you find the subject you are interested in → Click on the title of each instrument in the area you are interested in to display the text.

2. Country profiles on ILS

- *Find Conventions ratified by your country*

Go to www.ilo.org

Click on “**Labour Standards**”

then

→ Click on “**NORMLEX**” on the right side of the screen → Click on “**Country Profiles**” on the left or right side of the screen → Scroll down until you find the name of your country and select it → Click on “**List all ratifications**” under “**Ratifications**” to display the list of ratified Conventions.

- *Find the reporting schedule for your country*

Go to www.ilo.org

Click on “Labour Standards”

then

→ Click on “**NORMLEX**” on the right side of the screen → Click on “**Country Profiles**” on the left or right side of the screen → Scroll down until you find the name of your country and select it → Click on “**Reporting schedule on Ratified Conventions over 5 years and reply to CEACR Comments – Regular reporting (Art. 22-35)**” under “**Country situation on reporting obligations**” to display the list of reports due.

- *Find the pending comments of the Committee of Experts to which reports from your country should reply to*

Composition, mandate and functioning of the Committee of Experts on the Application of Conventions and Recommendations

Established in 1926 and composed of 20 independent members, the Committee of Experts on the Application of Conventions and Recommendations (CEACR) is the body responsible for the examination of the compliance by member States with Conventions and Recommendations. The examination takes place on the basis of reports sent periodically by governments and observations made by the social partners. The CEACR meets once a year in Geneva.

Upon completion of its work, the CEACR submits its report to the International Labour Conference: the first volume contains its general report and observations concerning specific countries (Report III (Part 1A)); the second volume is a General Survey on a particular subject, covered by one or more Conventions and Recommendations (Report III (Part 1B)).

Observations and direct requests of the CEACR

Through its observations, the CEACR assesses to what extent ratified Conventions are applied, in law and in practice, in ILO member States. Accordingly, the CEACR observations identify the points where the law and practice of a country do not comply with the ratified Convention and formulate recommendations in order for the country to respect fully its international obligations. In its observations, the CEACR can also express its satisfaction/interest regarding the measures taken by the country to implement the ratified Convention.

Direct requests, addressed directly to the government concerned, deal with more technical questions. They aim to obtain further information on national legislation and measures taken to comply with international labour standards, or explanations on issues mentioned in government reports.

Go to www.ilo.org

Click on “**Labour Standards**”

then

→ Click on “**NORMLEX**” on the right side of the screen → Click on “**Country Profiles**” on the left or right sides of the screen and select your country → Scroll down until you find “**Comments adopted by the CEACR**” under “**Country situation on reporting obligations**” → Click on the number of the instrument the comment (observation or direct request) of the Committee of Experts refers to in order to display the text.

- *Access the individual observations of the Conference Committee on the Application of Standards regarding your country, if any*

Composition, mandate and functioning of the Conference Committee on the Application of Standards

The Conference Committee on the Application of Standards (CAS) is a standing committee of the International Labour Conference. It is composed of government, employer, and worker delegates.

The main role of the CAS is to monitor the application by ILO member States of the Conventions they have ratified. To do so, the CAS deliberates on the basis of the annual report of the Committee of Experts. At the conclusion of its proceedings, the CAS submits a report to the plenary session of the Conference. The second part of that document contains the instances of non-application of the Conventions which the CAS considers require special attention. The governments concerned are invited to account for their actions before the CAS and to provide information on the point in question. The CAS frequently draws up conclusions inviting the governments to take specific measures to resolve a problem or to accept ILO missions or technical assistance.

Go to www.ilo.org

Click on “**Labour Standards**”

then

→ Click on “**NORMLEX**” on the right side of the screen → Click on “**Country Profiles**” on the left or right sides of the screen and select your country → Scroll down until you find “**Comments of the Conference Committee on the Application of Standards (CAS)**” under “**Comments on the country by the supervisory bodies adopted in 2015**” → Select the year(s) in the box on the right side of the screen → Click on the individual case to access the Conference Committee’s individual observations.

- *Find out the list of observations made by employers’ and workers’ organizations on the application of ratified Conventions by your country*

Go to www.ilo.org

Click on “**Labour Standards**”

then

→ Click on “**NORMLEX**” on the right side of the screen → Click on “**Country Profiles**” on the left or right sides of the screen and select your country → Scroll down until you find “**Observations made by employers' and workers' organizations (Art. 23)**” → Click on “**On ratified conventions**” to display the list.

- *Find out the list of observations made by employers’ and workers’ organizations on unratified Conventions and Recommendations by your country*

Go to www.ilo.org

Click on “**Labour Standards**”

then

→ Click on “**NORMLEX**” on the right side of the screen → Click on “**Country Profiles**” on the left or right sides of the screen and select your country → Scroll down until you find “**Observations made by employers' and workers' organizations (Art. 23)**” → Click on “**On unratified conventions and recommendations (General Surveys)**” to display the list.

- *Find out whether your country has been the object of a representation under Article 24 of the ILO Constitution and/or a complaint under Article 26 of the ILO Constitution*

Representations under article 24 of the ILO Constitution

The representation procedure is governed by articles 24 and 25 of the ILO Constitution. It grants workers' and employers' organizations the right to present to the Governing Body a representation against any member State which, in its view, "has failed to secure in any respect the effective observance within its jurisdiction of any Convention of which it is a party". A tripartite committee of three members of the Governing Body may be established to examine the representation and the response of the government.

The report that the committee submits to the Governing Body states the legal aspects of the case, examines the information submitted, and concludes with recommendations. Where the response of the government is not considered to be satisfactory, the Governing Body is entitled to publish the representation and the response. Where a representation concerns the application of Conventions Nos. 87 or 98, it is usually referred to the CFA for examination.

Complaints under article 26 of the ILO Constitution

The complaint procedure is governed by articles 26 to 34 of the ILO Constitution. The procedure was originally intended to resolve disputes between member States, one State invoking the non-compliance of another State with a Convention that both had ratified. However, the right to file a complaint was extended to Conference delegates. The procedure may also be used ex officio by the Governing Body. The latter is entitled, subsequent to the filing of a complaint, to form a Commission of Inquiry. The Commission of Inquiry, which is comprised of three independent members, is responsible for carrying out a full investigation of the complaint, for ascertaining all the facts of the case and for making a report recording its recommendations concerning the measures to be taken to answer the complaint.

The report of the Commission of Inquiry is then submitted to the Governing Body. Within a period of three months, the government must indicate to the Director-General of the ILO whether or not it accepts the recommendations contained in the report of the Commission of Inquiry. In the event that it does not accept them, it may submit the dispute to the International Court of Justice, whose decision is final.

Go to www.ilo.org

Click on “**Labour Standards**”

then

→ Click on “**NORMLEX**” on the right side of the screen → Click on “**Country Profiles**” on the left or right sides of the screen and select your country → Scroll down until you find “**Complaints (art. 26)**” and/or “**Representations (art. 24)**” under “**Complaints procedures**” → Click on the type of complaint procedure you are interested in to get the full list and access the reports issued by the supervisory bodies, if available.

- *Find out whether cases (be they active, in follow up, or closed) have been put before the Committee on Freedom of Association regarding your country*

Composition, mandate and functioning of the Committee on Freedom of Association

Created in 1951, the Committee on Freedom of Association (CFA) examines complaints as to violations of freedom of association, whether or not the country concerned has ratified the relevant Conventions. The CFA is a Governing Body committee. It is composed of an independent chairperson and three representatives each of governments, employers, and workers. Complaints may be brought against a member State by governments, employers' or workers' organizations. If the CFA decides to receive the case, it establishes the facts in dialogue with the government concerned. If it finds that there has been a violation of freedom of association principles, it issues a report through the Governing Body and makes recommendations on how the situation could be remedied. Since its creation, the CFA has examined approximately 3,000 cases, thus building up a very full and coherent body of principles on freedom of association and collective bargaining, based on the provisions of the relevant ILO instruments.

Go to www.ilo.org

Click on “**Labour Standards**”

then

→ Click on “**NORMLEX**” on the right side of the screen → Click on “**Country Profiles**” on the left or right sides of the screen and select your country → Scroll down until you find “**Freedom of Association Cases**” under “**Complaints procedures**” → Click on the type of case, if any (active, follow-up or closed), to display the list and access them.

3. Report forms

- *Find article 19 report forms*

Go to www.ilo.org

Click on “**Labour Standards**”

then

→ Click on “**NORMLEX**” on the right side of the screen → Click on “**Regular reporting**” on the left side of the screen, then select “**List of report forms**” from the list that displays → Click on “**Report Form (pdf - 357kb)**” under “**Article 19 Report Forms: 2017**” to download the report form.

- *Find article 22 report forms*

Go to www.ilo.org

Click on “**Labour Standards**”

then

→ Click on “**NORMLEX**” on the right side of the screen → Click on “**Regular reporting**” on the left side of the screen, then select “**List of report forms**” from the list that displays → Scroll down until you find the Convention on which you have to report under “**Article 22 report forms**” → Click on the size of the pdf file on the right side of the screen to download the report form on the application of the Convention.

4. Reports and documents of the ILO supervisory bodies

- *Access the latest report of the Committee of Experts with its observations concerning particular countries*

Go to www.ilo.org

Click on “**Labour Standards**”

then

→ Click on “**2016 Report of the Committee of Experts on the Application of Conventions and Recommendations**” under “**Supervisory bodies and procedures**” → Click on the size of the pdf file in English to display the text.

- *Access the latest General Survey by the Committee of Experts*

General Surveys by the CEACR

Each year the CEACR publishes an in-depth study on ILO member States' national law and practice on a subject chosen by the Governing Body. The General Surveys are made on the basis of reports received from member States and observations made by the social partners. They allow the Committee of Experts to examine the effects of Conventions and Recommendations, to analyse the difficulties indicated by governments in relation to their application, and to identify means to overcoming them.

The General Surveys cover a wide range of subjects, such as protection against unjustified dismissal (1995), vocational rehabilitation and employment of disabled persons (1998), migrant workers (1999), tripartite consultation (2000), night work of women in industry (2001), dock work (2002), wages (2003), hours of work (2005), labour inspection (2006), labour clauses (2008), occupational safety and health (2009), employment instruments (2010), social security (2011), fundamental Conventions (2012), labour relations and collective bargaining in the public sector (2013), minimum wage fixing instruments (2014), right of association and rural workers' organizations (2015), and migrant workers instruments (2016).

Go to www.ilo.org

Click on "**Labour Standards**"

then

→ Click on "**2016 General Survey concerning the migrant workers instruments**" → Click on the size of the pdf file in English to display the text.

- *Access the latest report of the Conference Committee on the Application of Standards*

Go to www.ilo.org

Click on "**Labour Standards**"

then

→ Click on "**2016 Report of the Conference Committee on the Application of Standards**" under "**Supervisory bodies and procedures**" → Click on the size of the pdf files in English to display the texts.

- *Access the latest report of the Committee on Freedom of Association*

Go to www.ilo.org

Click on "**Labour Standards**"

then

→ Click on "**380th Report of the Committee on Freedom of Association (November 2016)**" under "**Supervisory bodies and procedures**" → Click on the size of the pdf file in English to display the text.

- *Access the Digest of Decisions and Principles of the CFA*

Digest of Decisions and Principles of the CFA

This Digest gathers and summarizes the principles drew up by the CFA through its numerous decisions. All the issues of law on which the CFA pronounces itself are available, such as trade union rights and civil liberties; right of workers and employers, without distinction whatsoever, to establish organizations without previous authorization; right of workers and employers freely to establish and join organizations of their own choosing; and the right to strike.

Go to www.ilo.org

Click on "**Labour Standards**"

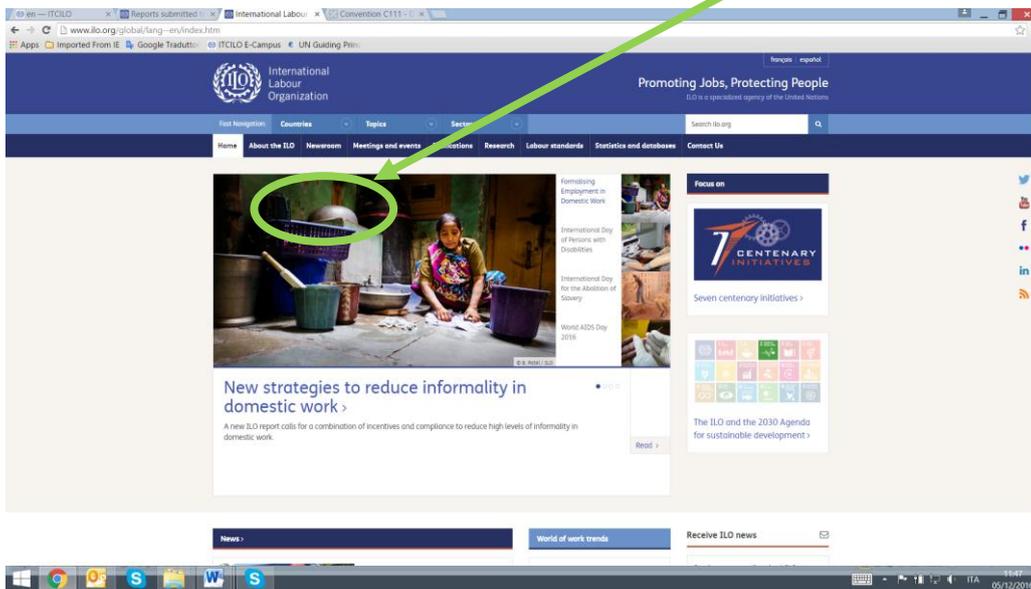
then

→ Click on "**Information resources and publications**" on the left side of the screen → Click on "**Publications**" on the left side of the screen → Scroll down until "**Freedom of association - Digest of decisions and principles of the Freedom of Association Committee of the Governing Body of the ILO. Fifth (revised) edition, 2006**" under "**Freedom of Association**" → Click on the size of the pdf file in English to display the text.

PART 2: Finding documents and decisions of the main ILO bodies

Beginning your research

→ Go to the ILO Website at: www.ilo.org → Click on “**Meeting and events**” on the horizontal menu bar.



Finding documents and decisions ‘step by step’

1. Documents and decisions of the International Labour Conference

International Labour Conference

The member States of the ILO meet at the International Labour Conference (ILC), held every year in Geneva, Switzerland, in the month of June. Each member State is represented by a delegation consisting of two government delegates, an employer delegate, a worker delegate, and their respective advisers. Every delegate has the same rights, and all can express themselves freely and vote as they wish.

The main functions of the ILC are:

- the crafting and adoption of ILS in the form of Conventions and Recommendations;
- the supervision of the application of Conventions and Recommendations at the national level through the examination of the reports which governments are required to submit;
- to be a forum where social and labour questions of importance to the entire world are discussed freely;
- to pass resolutions that provide guidelines for the ILO's general policy and future activities;
- every two years, to adopt the ILO's biennial work programme and budget, which is financed by member States.

- *Find out the reports submitted to the International Labour Conference*

Go to www.ilo.org

Click on “**Meetings and events**” on the horizontal menu bar
then

→ Click on “**International Labour Conference**” on the left side of the screen → Scroll down to find the number of the “**Session**” of your interest on the left side of the screen and select it → Click on “**Reports submitted to the Conference**” in the box “**Key reports and documents**” on the left side of the screen, and then on the type of document you are looking for.

- *Find out the provisional records of the International Labour Conference*

Go to www.ilo.org

Click on “**Meetings and events**” on the horizontal menu bar
then

→ Click on “**International Labour Conference**” on the left side of the screen → Scroll down to find the number of the “**Session**” of your interest on the left side of the screen and select it → Click on “**Provisional records**” in the box “**Key reports and documents**” on the left side of the screen, and then on the document you are looking for.

- Find out the texts adopted by the International Labour Conference, including ILS

Go to www.ilo.org

Click on “**Meetings and events**” on the horizontal menu bar
then

→ Click on “**International Labour Conference**” on the left side of the screen → Scroll down to find the number of the “**Session**” of your interest on the left side of the screen and select it → Click on “**Texts adopted by the Conference**” in the box “**Key reports and documents**” on the left side of the screen, and then on the document you are looking for.

2. Documents and decisions of the Governing Body

Governing Body

The Governing Body (GB) is the executive body of the Organization. It meets three times a year, in March, June and November. It takes decisions on ILO policy, decides the agenda of the ILC, adopts the draft programme and budget of the Organization for submission to the ILC, and elects the Director-General.

It is composed of 56 titular members (28 governments, 14 employers and 14 workers) and 66 deputy members (28 governments, 19 employers and 19 workers). Ten of the titular government seats are permanently held by States of chief industrial importance (Brazil, China, France, Germany, India, Italy, Japan, the Russian Federation, the United Kingdom and the United States). The other government members are elected by the ILC every three years (the last elections were held in June 2014). The employer and worker members are elected in their individual capacity.

- Find out the Governing Body documents

Go to www.ilo.org

Click on “**Meetings and events**” on the horizontal menu bar
then

→ Click on “**Governing Body**” on the left side of the screen → Click on “**Sessions**” on the left side of the screen

→ Scroll down to find the number of the session of your interest and select it in order to access the relevant documents of the session.

- Find out the Governing Body decisions

Go to www.ilo.org

Click on “**Meetings and events**” on the horizontal menu bar
then

→ Click on “**Governing Body**” on the left side of the screen → Click on “**Decisions and minutes**” on the left side of the screen → Scroll down to find the number of the session of your interest and select it in order to access the decisions taken during the session.

READERS' NOTE:

This guide has been conceived and prepared by the International Labour Standards, Rights at Work and Gender Equality Programme of the ITCILO for training purposes.