



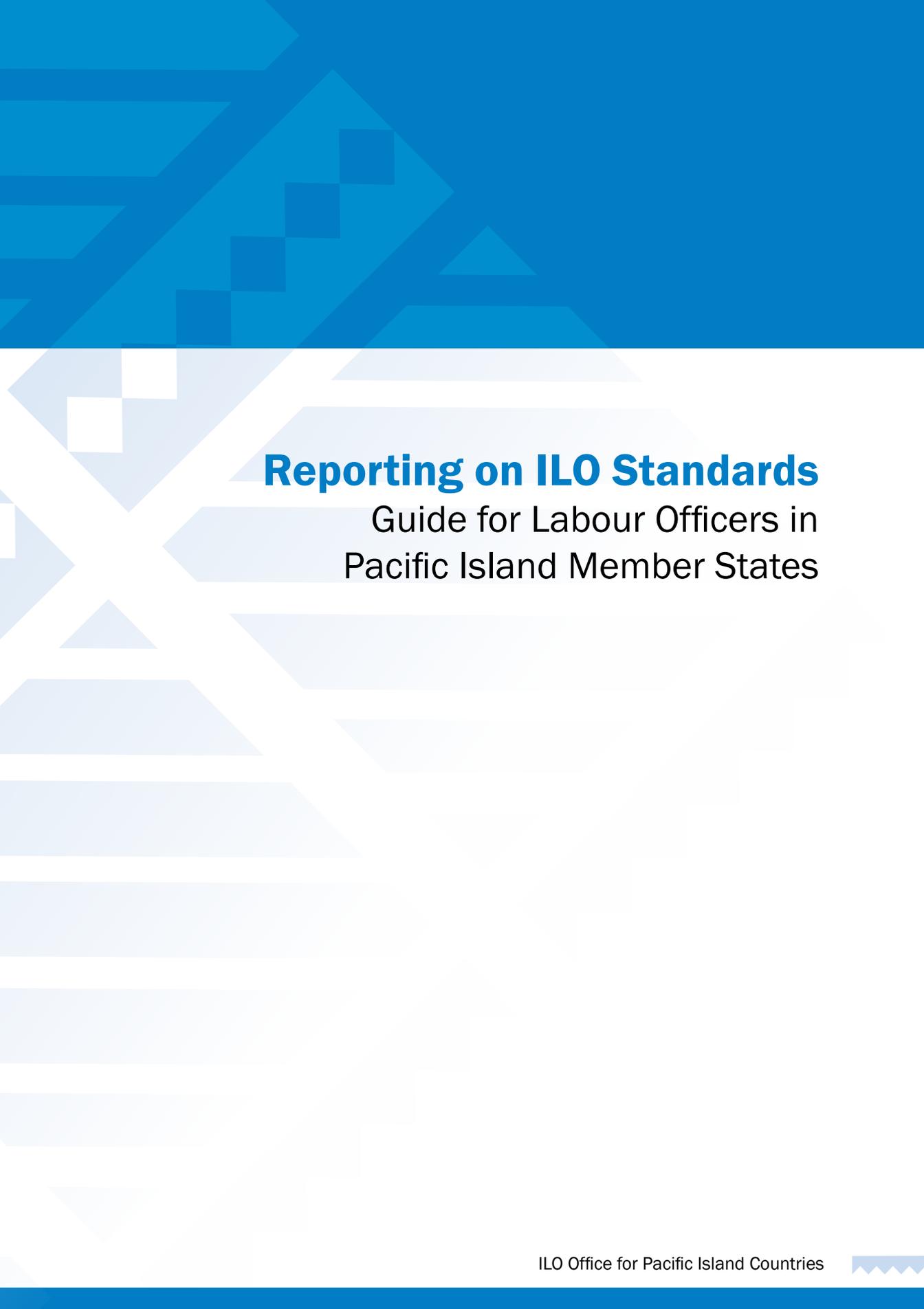
International  
Labour  
Organization

# **Reporting on ILO Standards**

## Guide for Labour Officers in Pacific Island Member States







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Guide for Labour Officers in  
Pacific Island Member States

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First published 2013

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*Reporting on ILO Standards Guide For Labour Officers in Pacific Island Member States*

ILO Country Office for Pacific Island Countries, Suva, Fiji Islands, 2013

978-92-2-128171-9 (print)

978-92-2-128172-6 (web pdf)

ILO Cataloguing in Publication Data

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Printed in Fiji

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# Introduction

When the International Labour Organisation (ILO) was established in 1919, it established a system of international labour standards drawn up by representatives of governments, employers and workers from around the world.

International labour standards are legal instruments that set out basic principles and rights at work. They are either Conventions, which are legally binding international treaties that may be ratified by member states, or Recommendations, which are non-binding guidelines.

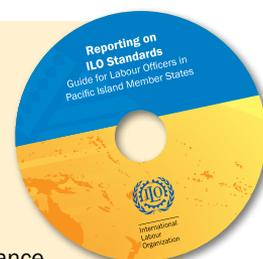
Conventions and Recommendations are drawn up by representatives of governments, employers and workers and are adopted at the ILO's annual International Labour Conference.

The ILO's Constitution provides that member States' have an obligation to report on the application of international labour standards. This Guide provides step-by-step help for labour officers in Pacific Island member States to report in relation to five areas. ILO member States are required to:

- 1 Submit new international labour standards to the "competent authority"
- 2 Report on ratified Conventions
- 3 Report on unratified fundamental Conventions
- 4 Complete General Surveys on unratified Conventions and Recommendations
- 5 Respond to questionnaires on new Conventions and Recommendations that are proposed.

This Guide is accompanied by a CD containing:

- 1 Copies of the eight fundamental Conventions and four governance Conventions
- 2 *First Report forms* and *Country Baseline Update forms* for countries that have not yet ratified the fundamental Conventions
- 3 Report forms for the eight fundamental Conventions and four governance Conventions
- 4 Copies of the Tripartite Consultation (International Labour Standards) Convention (No. 144) and Tripartite Consultation (Activities of the International Labour Organisation) Recommendation, 1976 (No. 152)
- 5 A template for preparing a reporting plan
- 6 A copy of the *Handbook of procedures relating to international labour Conventions and Recommendations* (2012).



# Understanding your role and responsibilities



## Government responsibilities

The ILO Constitution includes obligations on ILO member States to report on international labour standards. This obligation lies with the government of member States, and in practice, is usually the responsibility of labour ministries. In some cases, foreign affairs ministries also play a key role, as this ministry sometimes has responsibility for reporting on all United Nations standards, including ILO Conventions and Recommendations.

## Involving employers and workers in reporting processes

### When to consult

The Tripartite Consultation (International Labour Standards) Convention (No. 144) is considered a priority for member States to ratify because of its importance in applying international labour standards. Whether or not your country has ratified the Convention, it is good practice to follow its requirements. This means, consulting with representative organisations of employers and workers on the preparation of reports covered by this Guide. If a member State has not ratified the Convention, it must still, at a minimum supply completed reports to representative organisations of employers and workers.

A copy of the Convention and its accompanying Recommendation (No. 152) are included on the CD that accompanies this Guide.

### Consultation tip

Most Pacific Island member States have formal or informal tripartite labour advisory bodies. Meetings of these bodies are a good forum to brief members about upcoming reports that are due and seek feedback on draft reports.

## Assistance from the ILO Office of Pacific Island Countries

Requests for assistance to report on international labour standards should be directed to the Programme Officer designated to your country at the ILO Office of Pacific Island Countries in Suva, Fiji.

The Country Officer will be able to advise you what assistance may be available. This may include:

- Advisory missions, during which ILO officials meet with government officials to discuss any difficulties with the application of international labour standards and deliver training to labour officers on reporting
- The delivery of presentations on new ILO Conventions and Recommendations to officials and Parliamentarians
- Assistance from our *Help Desk* service available at the ILO Office of Pacific Island Countries if you have specific questions about the content of reports before they formally submitted to the ILO
- Information about the ILO's International Training Centre in Italy which offers training on international labour standards to government officials, employers, workers, lawyers, judges and legal educators.



# Submission of new ILO standards to the “competent authority”

## Summary

When a new Convention or Recommendation is adopted by the International Labour Conference, member States are required to submit the Convention or Recommendation to the ‘competent authority’ to consider within 12 months.<sup>1</sup> The “competent authority” is the institution that has the power to make laws to implement the Convention or Recommendation. In most countries the “competent authority” is the national Parliament. The purpose of this process is to promote the rapid consideration of international labour standards at a country level on whether ratification will take place.

Further information about the submission of Conventions and Recommendations to the competent authority can be found in Chapter II of the *ILO Handbook of procedures relating to international labour conventions and recommendations* (2012).

## Step-by-step guide

### Checklist

- Has a new Convention or Recommendation been adopted by the International Labour Conference?**

If a new Convention or Recommendation has been adopted, member States should submit it to the competent authority within 12 months.

- Identify the competent authority**

The competent authority is the institution that would have power to make laws. In the Pacific region this is usually a national Parliament.

- Assess the new Convention or Recommendation and prepare the government's position**

This task is usually undertaken by the labour ministry. The government's position is usually report that is “tabled” or presented in Parliament and would include:

- an assessment of the likely impact of applying a new Convention or Recommendation taking into account existing national laws and practice
- measures that could be taken to give effect to the new Convention or Recommendation
- if it is a Convention, whether or not it should be ratified.

<sup>1</sup> The submission to the competent authority should take place within one year from the closing session of the International Labour Conference, or if it is not possible due to exceptional circumstances, then at the earliest practicable moment, but no later than 18 months.



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## Step-by-step guide continued

### **Consult with employers and workers**

If a member State has ratified the Tripartite Consultation (International Labour Standards) Convention, 1976 (No. 144), the government is required to consult with representative organisations of employers and workers and seek their views on the appropriate national response to the new Convention or Recommendation. For Pacific Island member States that have not ratified this Convention, it is still good practice for the government to seek the views of representative organisations of employers and workers.

### **Complete formal approval processes prior to submission to the “competent” authority**

Most countries in the Pacific region require that before any reports can be presented to parliament, they must be approved by the cabinet or similar body of ministers.

### **Present the new Convention or Recommendation and proposed national action**

A government's proposed response to a new Convention or Recommendation must be presented to the competent authority for consideration. It will not be sufficient for a government to simply circulate the text of the new Convention or Recommendation because one of the objectives of the process is to bring new standards to the knowledge of the public, through open consideration by parliament. The competent authority must then decide what its position on the new standard will be (i.e. to ratify and/or amend law and policy to implement the standard, to not implement or postpone a decision on implementation).

### **Report to the Director General of the ILO**

This is the last stage of the process. The Government is required to submit a report to the Director General on what action has been taken. This can be completed in the form of a letter. Annex 1 contains further information that should be included in the letter.

# Reporting on Ratified Conventions



## Summary

A Convention usually comes into force in a member State one year after the date on which it “ratifies” the Convention. Ratification is a process where the Government formally notifies the Director General of the ILO that it is ratifying a Convention.

Once a Convention is ratified, States commit to applying the Convention in both national law and practice as well as reporting to the ILO on its application at *regular intervals*. This reporting requirement is described in Article 22 of the ILO Constitution. Sometimes these reports are called “Article 22 reports”.

Reports are considered by the Committee of Experts on the Application of Conventions and Recommendations in Geneva. Countries are required to report on ratified Conventions according to a reporting cycle. Further information about upcoming reports that are due is available on the ILO’s website.

If your country has ratified a Convention you may be required to submit either a detailed or a simplified report on its application. A simplified report is acceptable if there have been no changes in the application of a Convention in a country since the previous report. A detailed report should be submitted:

1. If it is the first time your country has reported on a particular Convention
2. If there have been significant changes in the way the Convention is applied (e.g. if new laws have been passed)
3. At any other time at the request of the Committee of Experts on the Application of Conventions and Recommendations or the Conference Committee on ILO Standards<sup>2</sup>.

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<sup>2</sup> The Committee of Experts may ask a country for a further detailed report by putting their request in a footnote to an Observation or Direct Request addressed to that country. The Conference Committee may include such a request in its annual report.

## Step-by-step guide

Reporting on ratified Conventions requires careful planning which should begin at the start of every calendar year. All reports on ratified Conventions must be sent to the International Labour Office in Geneva by **1 September** each year.

### **February: Identify reports that are due**

The ILO in Geneva sends letters to Ministries of Foreign Affairs in each Pacific Island member State early each year setting out the reports are due. Governments are sent:

- letters requesting reports on the application of ratified Conventions
- lists of Conventions on which Detailed or Simplified Reports are due
- copies of the relevant Detailed Report forms
- copies of the short questionnaires to be completed for relevant Simplified Reports
- Observations and Direct Requests from the Committee of Experts to which replies are due
- copies of any discussion in the Conference Committee on the Application of Standards of an individual case on which a report is due
- guidance notes on matters to be taken into account in preparing the reports.<sup>3</sup>

Check with the Ministry of Foreign Affairs and make sure these letters are shared with your Ministry. You can also find out what reports are due if you visit the ILO's website [www.ilo.org](http://www.ilo.org), then click on "NORMLEX" and follow the links to your country's profile. Each country's profile contains a list of upcoming reports that are due. The ILO website also includes a page for constituents that can be accessed from the "Labour Standards" tab.

### **March: Make a plan and share it with employers' and workers' organisations**

It is important that resources are allocated in your Ministry reporting and a reporting plan is prepared. The reporting plan should contain:

- an overview of the tasks that need to be completed
- who is responsible for each task
- the timeframes for completion.

The reporting plan should also be shared with representative employers and workers organisations so they can also prepare for the process. If your country has a tripartite labour advisory body that meets regularly, the reporting plan could be shared at a meeting. An example of a reporting plan is attached in Annex 3. You may wish to use this example as a template for preparing your own reporting plan.

<sup>3</sup> Copies of the request for reports and of the relevant Observations and Direct Requests of the Committee of Experts are also provided to workers' and employers' organisations in March.

## Step-by-step guide continued

### ✓ **April and May: Prepare draft reports**

This is the main task you will need to complete.

You will need to work with other Government ministries to identify information that is needed in each report. For example, if you are reporting on the implementation of the Worst forms of Child Labour Convention, 1999 (No. 182) you will need to obtain some information from the Ministry of Justice about criminal laws that apply, offences and penalties as well as statistics on the number of prosecutions that have taken place.

The Committee of Experts or the Conference Committee on ILO Standards may have commented on a previous report submitted by your country or asked for further information. If so, your report should indicate the action taken in response and supply the information requested.

Microsoft Word copies of report forms to be filled out are provided on the CD attached accompanying this handbook.

The information you need to include in detailed and simplified reports is attached in Annex 2.

### ✓ **June: Consult with representatives of employers and workers organisations**

When you have prepared draft reports, you should share copies with representatives of employers and workers organisations and ask for their comments. Employers and workers may either send their comments directly to the International Labour Office or send them to your Ministry.

### ✓ **July: Prepare final reports**

If you have received comments from employers and workers organisations, you should either attach a copy of their comments to the report, or incorporate their comments directly into the text of the report. During this month you should also collect copies of all the material that needs to be sent to the ILO with the report. If there have been any significant changes in law, policy or practice, copies of new legislation or policies should be printed and accompany the report.

### ✓ **August: Complete formal approval processes and send reports to the ILO**

Each labour ministry has its own process for formally approving ILO reports. Sometimes this may involve sign off by the Chief Executive Officer or Labour Commissioner. In some countries, all documentation requires approval by the Ministry of Foreign Affairs. Apply the procedures that are required in your Ministry.

All reports must be sent to the ILO by 1 September each year. A final copy of each report should also be provided to representative organisations of employers and workers.

**Send reports to:** The Head, International Labour Standards Department, ILO, 4 route des Morillons, CH-1211, Geneva 22. Switzerland.

### Quick Tips

- Involve your labour inspectorate in the reporting process, as other labour inspectors will have good information about how international labour standards are implemented in practice.
- Your foreign affairs ministries may also be able to provide you with copies of reports on other United Nations Conventions, which also contain useful information that can assist with the preparation of reports on ILO standards.

# Reports on unratified fundamental Conventions

## Summary

Because of their importance to the promotion of Decent Work, member States are required to apply the ILO's fundamental Conventions, even if they have not ratified them.

The ILO's fundamental Conventions are:

- 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)
- Discrimination (Employment and Occupation) Convention, 1958 (No.111).

Member States that have not ratified one or more of the Fundamental Conventions are asked to report annually on application of each of the fundamental principles contained in these conventions. This request is sent to governments annually.

Soon after joining the ILO, member States that have not ratified all fundamental Conventions will be asked to submit 'First Reports' on each of these fundamental principles. In each subsequent year governments will be asked to submit 'Country Baseline Updates,' until all fundamental Conventions have been ratified.

*First Report forms and Country Baseline Update forms* are available on the CD accompanying this Guide and contain questions on the current application of the Fundamental Conventions, as well as any difficulties faced in improving that application and achieving ratification. There are four *First Report forms* and four *Country Baseline Update forms*.

The Governing Body assisted by a panel of independent experts, examines reports and publishes their comments in an 'Annual Review of Reports'. The comments aim to assist member States to achieve ratification of all Fundamental Conventions, through a process of dialogue and technical assistance.

## Step-by-step guide

To prepare a First Report and Country Baseline update you may need to complete the following steps.

### **Identify other Government ministries that can provide information for reports**

Share the Report Forms with other Government ministries that can assist in preparing baseline information to answer the questions. This may include the ministries responsible for education, youth, women and justice.

### **Prepare responses to questions**

Prepare responses to each of the questions in the report form. You will need to include the following information:

- Whether the rights in the Fundamental Conventions are protected and the scope of that protection
- Whether any workers are excluded from protection
- Whether prior authorisation from government is needed to exercise any right provided for in a Fundamental Convention
- The measures taken or proposed to be taken to implement rights e.g. law reform, labour inspection, training or tripartite consultation
- How the government responds to any contraventions of any rights
- Major changes in the protection of rights in the last year
- Successes in promotion of rights or difficulties encountered during the previous year
- Whether any ILO technical assistance is needed to better realize the rights in Fundamental Conventions.

### **Consult with representative organisations of employers and workers**

When you have prepared draft reports, you should share copies with representatives of employers and workers organisations and ask for their comments.

### **Prepare final reports**

Final reports should contain information about any consultation that has taken place with representative organisations of employers and workers, as well as other government agencies. Any comments from representative organisations of employers and workers should be included in the report, together with any response from the government to these comments.

### **Complete formal approval processes and send reports to the ILO**

As referred to earlier, each labour ministry has its own process for formally approving ILO reports. Sometimes this may involve sign off by the Chief Executive Officer or Labour Commissioner. Apply the procedures that are required in your Ministry.

A final copy of each report should also be provided to representative organisations of employers and workers.

Send reports to: InFocus Programme, ILO, 4 route des Morillons, CH-1211, Geneva 22. Switzerland. Email: [declaration@ilo.org](mailto:declaration@ilo.org)

# Other reporting responsibilities

## General surveys

Governments may be requested by the Governing Body to report on any Conventions and Recommendations at any time<sup>4</sup>. In practice, each year the Governing Body selects a topic covered by ILO Standards and undertakes a *General Survey* of member States' national law and practice in applying those standards. These requests are usually sent to governments in September. Member States are required to complete a General Survey questionnaire on the selected standards.



Following the compilation and review of surveys and comments of workers and employers each year, as well as the reports from countries that have ratified the relevant Conventions, the Committee of Experts publishes a comprehensive General Survey report. This report examines the impact of the selected ILO Standards, analyses the difficulties encountered by countries in applying them and discusses the ways to overcome these challenges.

## Reports on proposed ILO standards

As new challenges to Decent Work arise, the ILO may develop new standards. In the process of developing a new ILO standard, member States will be asked to consider a 'law and practice' report prepared by the Office about the current situation relating to the topic area covered by the proposed standard.

If the International Labour Conference supports the development of a new standard, the Office will provide member States with a draft of the proposed Convention or Recommendation. Governments are requested to consider the draft standard and report back to the Office about any suggested changes to it. Governments will be asked to describe any issues which could make practical application of the proposed new standard difficult and possible ways of overcoming any problems with implementation.

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<sup>4</sup> Such reports are part of a member State's obligations under Article 19 of the ILO Constitution.

# Annex 1:

## Information to include in a report to the Director General on the submission of instruments to the competent authority

The list below describes the information to include in reports to the Director General on the Submission of Instruments to the Competent Authority.

- Indicate what authority or authorities are “competent” with regard to each Convention or Recommendation for which information is requested.
- Indicate the legislative body according to the Constitution or basic law of your country.
- State the date on which the Conventions and Recommendations concerned were submitted to the competent authorities for the enactment of legislation or other action.
- State whether, at the time of submitting the Conventions and Recommendations to the legislative body, the Government tabled any proposals, on the measures which might be taken for the enactment of legislation or other action.
- Attach duplicate copies, if possible, or supply information on the substance of the document or documents by means of which the Conventions and Recommendations were submitted, and of any proposals which may have been made.
- If it has not been possible to submit the Conventions and Recommendations, indicate the exceptional circumstances which prevented the Government from submitting the Conventions and Recommendations to the competent authorities within the time limits. (Note that the submission Conventions and Recommendations should be within a year of being adopted by the International Labour Conference).
- Indicate the contents of the decision taken by the competent authority or authorities on the instruments which were submitted to them.
- Indicate whether prior tripartite consultations took place and, if applicable, the nature of those consultations.
- Indicate the representative organisations of employers and workers to which the information submitted to the Director-General has been communicated.
- State whether any observations have been received from the organisations of employers or workers concerning the effect given or to be given, to the instrument (or instruments) to which this information relates.



# Annex 2:

## Information to include in detailed reports

### **Laws & Regulations**

All legislation, Regulations, Rules, Administrative Orders and Customary Law that apply the Convention in some way should be listed, with relevant provisions highlighted and copies provided. It is important to not only consider labour and employment related legislation, as many other areas of law may apply the standard. State whether any of the relevant laws have been newly enacted or amended, specifically to improve application of the Convention.

If the government has ratified any other international treaties that are relevant to the Convention, this should be noted in the report. See Annex 3 'Sources of Law', for examples of the types of national and international laws that may be relevant.

### **Permitted exclusions, exceptions or other limitations**

Some Conventions allow certain categories of people, economic activities or geographical areas to be exempt from application but only if the country indicates this in its first report. Countries should check if any exemptions might apply and if they wish to make use of these, to indicate that in their first report.

### **Implementation of the Convention**

For each Article of the Convention, provide detailed information on the provisions of legislation, policies, collective agreements or other practices applying it.

### **Effect of ratification**

Information is requested on whether any constitutional provisions give the ratified Convention the force of national law and if so whether any additional measures have been taken to make all Articles of the Convention effective. To respond to this question the national Constitution needs to be reviewed to determine whether it covers the domestic legal effect of ratifying a Convention.

Some Constitutions give domestic legal effect to a Convention automatically upon its ratification. Other countries enact 'ratification Acts' for each Convention ratified, to give it domestic effect. However, even if the Constitution or a ratification Act gives effect to the Convention, it is likely that further specific legislation or other measures will need to be taken to fully apply the ILO Standard. The legal framework in each country with respect to ratified Conventions should be explained.

**Enforcement**

Indicate the authorities responsible for administration and enforcement of the relevant laws and regulations applying the Convention and supply information on the activities of those authorities. While the labour inspectorate is likely to be involved in enforcing parts of most Conventions, additional enforcement authorities will vary. When reporting on the forced labour Conventions for instance, the police or Attorney-General's Department may have an important role. Education authorities or child / human rights committees may have a role in relation to child labour Conventions and port inspectors will be involved in the enforcement of maritime Conventions. It is important to consider all relevant authorities involved in enforcing each Convention and include information in the report on these. Copies of any relevant reports of these authorities should also be supplied with the report form.

**Judicial or administrative decisions**

Provide copies of any decisions of courts, tribunals or other administrative bodies that relate to the application of the Convention. These decisions need not specifically refer to the Convention but canvas issues related to the Convention's application. See Annex 4 'Sources of Law', for tips on finding cases.

**Technical cooperation**

If the ILO Office has assisted the country to improve its application of the Convention in any way, then this should be reported. This may include technical assistance for law and policy reform or capacity building of labour administrators and inspectors.

**General appreciation**

Provide 'a general appreciation of the manner in which the Convention is applied' by giving a general overview of how the Convention is being implemented, how successful application of the Convention currently is and what problems the country is facing in terms of fully applying the Convention. Set out any difficulties being faced in implementation and indicate to the Office what technical assistance might be of benefit to address these. To provide a comprehensive assessment of the national situation attach relevant; extracts from official reports, statistics of workers covered by legislation and collective agreements intended to implement the Convention, details of any contraventions of the legislation and prosecutions for this.

# Annex 3:

## Planning tool for preparing reports on ratified Conventions

Use this template to help you plan your reporting on ratified Conventions. A Microsoft Word copy is available on the CD provided with this guide.

### Mock Reporting Plan

Use this template as a guide to preparing a reporting plan.

Item	Description	Responsibility	Due
Discuss reports due with workers and employers	Share workplan and provide timeframes for reporting with employers and workers at National Tripartite Committee meeting	Commissioner for Labour/Labour Officer	At meeting on 25 March
Gather information and prepare draft reports	Reports due for: <ol style="list-style-type: none"> <li>1. Forced Labour Convention, 1930 (No. 29).</li> <li>2. Freedom of Association and Protection of the Right to Organise Convention, 1948 (No. 87)</li> <li>3. Right to Organise and Collective Bargaining Convention, 1949 (No. 98)</li> </ol> Meetings with Ministries responsible for Justice, Prisons, Public Service, Police and Armed Forces as required.	Labour Officer	April and May
	Prepare draft reports		
Consult with employers and workers	Provide copies of draft reports at National Tripartite Committee meeting discuss content of reports and invite comments.	Labour Officer	At meeting on 2 June
	Comments from employers and workers due	Representatives of employers' and workers organisations'.	30 June
Finalise reports	Prepare final drafts, clarify any comments from workers and employers.	Labour Officer	30 July
Formal approval process	Provide copy of final report to Commissioner for Labour for approval.	Labour Officer	1 August
	Commissioner of Labour sign approval.		
	Commissioner of Labour	8 August	
	Copies of reports forwarded to Ministry of Foreign Affairs	Labour Officer	15 August
Submission to the ILO	Submission of final reports to the ILO and provide a copies to workers and employers	Labour Officer	Before 1 September

# Annex 4:

## Sources of Law

### Relevant national legislation

Central to preparing reports on ratified Conventions is explaining how Conventions are applied in practice. A key part of this, is how Conventions are implemented in a member State's national laws. General labour and industrial relations legislation is, in many cases a key source of information for reporting. However, depending on the Convention concerned, it may be necessary to look more broadly at other national laws to provide comprehensive picture of how the Convention is currently being applied.

Common sources of law for subject areas covered by ILO Conventions

National Constitution	Human Rights laws
Employment and industrial relations laws	Discrimination laws
Occupational safety and health laws	Laws on dangerous substances (i.e. pesticides, radiation, chemicals etc.)
Criminal laws	Migration laws
Workers' compensation laws	Child rights and welfare laws
Education laws	Laws regulating the public service
Laws governing military service	Laws regulating prisons
Laws regulating the establishment of associations	Laws regulating the Police

### Finding national legislation

Countries have different systems for storing and updating their national laws but in all countries the Attorney-General's Office should have access to copies legislation. There are also online legislation services that may be useful for Pacific member States. The Pacific Island Legal Information Institute provides a free online database with links to legislation and case law in Pacific island countries see <http://www.paclii.org>. Although convenient, when using any website it is important to check that the available legislation is up-to-date.

### Finding case law

Member States are also required to provide details of relevant decisions of any courts, tribunals or administrative bodies when reporting on a number of Conventions. In some countries this may require contacting the Attorney-General's Office or courts and tribunals directly to ask about any relevant decisions. The Ministry responsible for the public service should also have records relating to administrative decisions involving workers in the public sector. Some decisions can also be accessed online at the Pacific Island Legal Information Institute database at <http://www.paclii.org>.



## **About the ILO**

The International Labour Organization (ILO) is the United Nations agency devoted to promoting rights at work, encouraging decent employment opportunities for women and men in conditions of freedom, equity, security and human dignity, and enhancing social protection. It is unique in that it brings together representatives of governments, employers and workers to jointly shape policies and programmes and strengthen their dialogue.

The ILO develops international labour standards and works with members States to ensure they are respected in practice as well as principle.

The ILO Office for Pacific Island Countries based in Fiji, provides technical assistance to nine member States (Fiji, Kiribati, Republic of Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tuvalu and Vanuatu), as well as to non-member States in the region as required, on a wide range of areas including: labour migration; the elimination of child labour; promotion of gender equality; labour law reform; protecting seafarers; labour market statistics; occupational safety and health; HIV/AIDs in the workplace; youth employment; and entrepreneurship development.

### **ILO Country Office for Pacific Island Countries**

**FNPF Place, 8th Floor, Victoria Parade**

**PO Box 14500, Suva, Fiji**

**tel: +679 331 3866**

**fax: +679 330 0248**

**email: [suva@ilo.org](mailto:suva@ilo.org)**

**[www.ilo.org/suva](http://www.ilo.org/suva)**