



International
Labour
Office

Annex 2: Tools

**DECENT WORK IN THE RURAL ECONOMY
POLICY GUIDANCE NOTES**

This annex presents a selection of ILO tools relevant to crosscutting policies and interventions for the promotion of decent work in the rural economy. The tools have been grouped according to the overarching themes of the policy guidance notes in which they were listed.



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1. Supporting inclusive agricultural growth for improved livelihoods and food security

An ILO Code of Practice on HIV/AIDS and the World of Work (2001)

In the rural informal economy, the burden of care and support of workers infected and affected by HIV/AIDS often results in the diversion of labour away from agricultural activities, while labour losses due to AIDS lead to lower food production and declining longer-term food security. Studies show the heightened vulnerability of women – compared to men – to the social stigma and ostracism associated with AIDS, particularly in rural settings. This code of practice provides invaluable practical guidance to policy-makers, employers' and workers' organizations and other social partners for formulating and implementing appropriate workplace policy, prevention and care programmes, and for establishing strategies to address workers in the informal economy. It is the product of collaboration between the ILO and its tripartite constituents, as well as cooperation with its international partners.

Keywords: health policy, HIV/AIDS, vulnerable populations

Policy guidance notes: Decent and Productive Work in Agriculture, Harnessing the Potential of Extractive Industries

Ergonomic Checkpoints in Agriculture: Practical and Easy-to-Implement Solutions for Improving Safety, Health and Working Conditions in Agriculture (2012)

This manual, compiled jointly by a group of international experts assembled by the International Ergonomics Association (IEA) and the ILO, presents practical solutions for improvements in agricultural work and rural life from an ergonomics point of view. The checkpoints it lists are intended to be used as a means to improve existing working and living conditions, for better safety, health and efficiency in agricultural and rural settings.

Keywords: working conditions, workers participation, occupational safety and health

Policy guidance note: Decent and Productive Work in Agriculture

Global action guide for WIND: Work Improvement in Neighbourhood Development. Practical Approaches for Improving Safety, Health and Working Conditions in Agriculture (2014)

This guide supports the effective application of the global manual for WIND (see below) by presenting practical tips for improving safety, health and working conditions in agriculture. Practical step-wise guidance is provided on the development of programmes at national level, as well as the organization of training workshops in a rural setting. The guide, gathering almost two decades of world-wide WIND implementation experience, aims to benefit farmers, their families and communities and to facilitate the further spread and development of WIND through collaborative action.

Keywords: agriculture, safety and health, environment, community development, training

Policy guidance note: Decent and Productive Work in Agriculture

Global Manual for WIND: Work Improvement in Neighbourhood Development. Practical Approaches for Improving Safety, Health and Working Conditions in Agriculture (2014)

The global manual for WIND is designed to assist small-scale farmers and their families in improving safety and health at work and in their everyday life. The uniqueness of the WIND approach lies in facilitating voluntary improvements in working and living conditions, through the active participation of farmers, their families and community members. It also places focus on simple, practical solutions that can be achieved by using locally available, low-cost materials. The global manual consists of 33 checkpoints, and includes many low-cost improvement examples, with clear illustrations in important technical areas for farmers. These are: materials storage and handling, workstations and work tools, machine safety, work environment and control of hazardous agents, welfare facilities, work organization and community cooperation, and environmental protection.

Keywords: agriculture, safety and health, environment, community development, training

Policy guidance note: Decent and Productive Work in Agriculture

Labour Issues in Urban and Peri-Urban Agriculture: Information and Resource Guide (2013)

The information guide on urban and peri-urban agriculture presents background information on urban and peri-urban agriculture to inform policy-making and project development, highlighting those issues where the ILO can be most influential in providing guidance and resources to promote decent work in the sector. It also presents ILO resources that could be of particular value in achieving decent work in urban and peri-urban agriculture. The resources are presented to enable their use as modular training courses.

Keywords: agriculture, job promotion, business development, social protection, social dialogue

Policy guidance note: Decent and Productive Work in Agriculture

Making the Strongest Links: A Practical Guide to Mainstreaming Gender Analysis in Value Chain Development (VCD) (2009)

This publication provides groundbreaking methods for incorporating gender concerns into the different stages of value chain analysis, strengthening the links essential for gender equality, and promoting sustainable pro-poor growth and development strategies. The guide provides:

- A framework and methodology for Gender Equitable Value Chain Action Learning;
- Practical examples of gender issues and gender 'Good Practice';
- Details of how the gender framework and methodology can be adapted;
- A core checklist for gender analysis which can be adapted for use in all types of VCD;
- Diagram tools that can be used in VCDs of all types and at all levels for planning, analysis, research, monitoring and evaluation.

Keywords: gender equality, value chain development, pro-poor development

Policy guidance notes: Decent and Productive Work in Agriculture, Transitioning to Formality in the Rural Informal Economy, Promoting Decent Work for Rural Workers at the Base of the Supply Chain,

Rural Skills Training: A Generic Manual on Training for Rural Economic Empowerment (TREE) (2009)

TREE is an ILO methodology for promoting socio-economic development in poor rural communities. It emphasizes the central role of knowledge and skills in modern day employment growth and competitiveness. Thereby, it also highlights the crucial role of training as part of an integrated package of actions to create new economic and employment opportunities for the poor, the unemployed and the otherwise disadvantaged. The methodology consists of a set of procedures for systematically identifying employment and income generation opportunities at the local level, and designing and delivering appropriate training programmes and sustainable post-training support mechanisms – including credit, technical assistance and market information – to launch and sustain (self-) employment and income-generating activities. This manual is a source of information and a guide to designing, planning and implementing a national programme related to the processes of the TREE methodology.

Keywords: skills, training, group organizing, vulnerable populations

Policy guidance notes: Decent and Productive Work in Agriculture, Decent Work for Food Security and Resilient Rural Livelihoods, Economic Diversification of the Rural Economy, Transitioning to Formality in the Rural Informal Economy

Safety and Health in Agriculture: An ILO Code of Practice (2011)

This code of practice is devoted to improving occupational safety and health (OSH) in agriculture, it complements the Safety and Health in Agriculture Convention 2001 (No. 184) and its supplementing Recommendation (No. 192), and it provides further guidance for their application in practice. It provides guidance on appropriate strategies to address the range of OSH risks encountered in agriculture in order to prevent – as far as is reasonably possible – accidents and diseases for all those engaged in this sector. It also provides guidance on the roles of the competent authorities, employers, workers and their organizations in promoting OSH within this sector.

Keywords: agriculture, occupational safety and health

Policy guidance note: Decent and Productive Work in Agriculture

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Tackling Hazardous Child Labour in Agriculture: Guidance on Policy and Practice (2006)

This toolkit has been produced to help policy-makers ensure that agriculture is a priority sector for the elimination of child labour. It contains five guidebooks and a CD. The guidebooks contain comprehensive resource and reference materials intended to address the needs of a variety of key audiences, especially partner organizations: employers' organizations, trade unions, occupational safety and health agencies/institutions, agricultural agencies and others. The guidebooks included in this package provide policy-makers and stakeholder organizations with information and ideas needed to plan, formulate and implement policies and programmes to tackle hazardous child labour in agriculture.

Key words: child labour, agriculture, hazardous work, occupational safety and health, training

Policy guidance note: Decent and Productive Work in Agriculture

Training Resource Pack on the Elimination of Hazardous Child Labour in Agriculture (2008)

This training resource pack is a set of three books designed to help farmer trainers to plan and run training activities with farmers and their communities, and to raise their awareness about the problem of child labour. It provides them with essential information on the elimination of the worst forms of child labour, and can help them improve occupational safety and health conditions on their farms. This easy-to-use training resource pack has been developed in a structured and logical way and is divided into three volumes, comprising a trainer's guide, training course activities for farmers, and additional resources for trainers.

Keywords: child labour, agriculture, training, safety and health

Policy guidance note: Decent Work for Food Security and Resilient Rural Livelihoods

2. Promoting economic diversification and triggering productive transformation for rural employment

Analysing the Employment Impact of Public Investment and Sectoral Policies: The DySAM Methodology (no date)

To help develop policy strategies which create jobs or enhances job creation, a tool known as "dynamic social accounting matrix" has been developed. While a static social accounting matrix (SAM) gives a snapshot of the economy for a single period of time, a dynamic SAM (DySAM) shows the consistent evolution of the economic structure over time. It includes the main elements of a simple, consistent and transparent economic modelling tool and has been developed further to improve labour market analysis. This four-page document sheds light on the use and the scope of the DySAM analytical tool.

Keywords: employment, public policies, labour market analytics

Policy guidance note: Economic Diversification of the Rural Economy

A Rough Guide to Value Chain Development: How to Create Employment and Improve Working Conditions in Targeted Sectors (2015)

The ILO Value Chain Development approach looks at market dynamics and relationships between the different actors in the chain, with the objective of strengthening the whole market system - enterprises, business relationships, financial networks, supporting functions, rules and norms, and the business environment – in a way that ensures greater benefits for the poor from economic growth and development. This guide has been developed to give a simplified overview of the Value Chain Development approach as applied by the ILO.

Keywords: enterprises, working conditions, employment, value chain development

Policy guidance note: Promoting Decent Work for Rural Workers at the Base of the Supply Chain

Assessing Green Jobs Potential in Developing Countries: A Practitioner's Guide (2011)

The knowledge of how the transition to a sustainable, low-carbon economy will affect employment, especially underlying job movements, is vital to informing policy, yet there are few comparable studies for developing countries. This guide provides practical solutions to help fill these information gaps, and guidance on how to estimate the actual and potential level of economic activity and number of jobs related to the environment in a developing country context. It is intended to be generic in its application and therefore flexible enough to accommodate different sets of economic and environmental conditions, including in rural areas.

Keywords: employment, green jobs, informal economy, environment, developing countries

Policy guidance notes: Economic Diversification of the Rural Economy, Greening the Rural Economy and Green Jobs

Assessing Skills in the Informal Economy: A Resource Guide for Small Industry and Community Organizations (2015)

Learning and working in the rural informal economy remains a reality for millions of women and men around the world. Safeguarding and improving the quality of training, products and services can greatly contribute to higher productivity, development of local markets, better working conditions and career prospects, transition to the formal economy, consumer protection, and social cohesion in communities. This guide is based on nine case studies from Africa, Asia and Latin America; it demonstrates that bottom-up skills assessments are feasible and yield multiple benefits, yet need to be managed well to be effective. It provides an example of how occupational profiles for skills assessments can be adapted to a rural context.

Keywords: employment, skills, small enterprises, informal economy

Policy guidance note: Transitioning to Formality in the Rural Informal Economy

Business and Decent Work: An introduction to the MNE Declaration. A self-guided E-learning module (2014)

This self-guided 40 minutes E-learning module provides an introduction to the ILO's Tripartite Declaration of Principles concerning Multinational Enterprises and Social Policy (MNE Declaration). The module includes an overview of the principles of the MNE Declaration, and real cases of how it can be put into practice to address a range of labour and employment issues in different contexts. It also describes how the MNE Declaration relates to other international instruments which can also guide business behaviour, such as the OECD Guidelines for Multinational Enterprises, the UN Global Compact, the UN Business and Human Rights Framework and Guiding Principles, and ISO 26000. The module is designed for government officials, staff in employers' organizations and workers' organizations, and managers in multinational enterprises.

Keywords: corporate responsibility, multinational enterprises, international labour standards

Policy guidance note: The Role of Multinational Enterprises in the Promotion of Decent Work in Rural Areas

Child Labour Platform

The Child Labour Platform aims to identify the obstacles to the implementation of the ILO Conventions in supply chains and surrounding communities, identify practical ways of overcoming these obstacles, and catalyse collective action. New businesses and relevant organizations are welcomed onto the Child Labour Platform on an ongoing basis.

Keywords: child labour, corporate responsibility, supply chains

Policy guidance note: The Role of Multinational Enterprises in the Promotion of Decent Work in Rural Areas

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Gender Sensitive Value Chain Analysis (GSVCA) Guide (2009)

Methodologies for value chain analysis (VCA) should focus more on how gender relations impact on different parts of a value chain. The GSVCA guide takes an explicitly gendered approach and applies principles of participatory approaches to VCA. The GSVCA highlights the complex sociocultural and economic factors involved in value chains. The overall objective of the guide is to improve the effectiveness, equity and outreach of development interventions that use value chain analysis, through the inclusion of gender dimensions in mapping, analysis and subsequent interventions.

Keywords: gender, entrepreneurship, small and medium enterprises

Policy guidance note: Promoting Decent Work for Rural Workers at the Base of the Supply Chain

Guide for the Formulation of National Employment Policies (2012)

This guide for the formulation of national employment policies has been prepared as a capacity-building tool for the ILO's tripartite constituents, ILO technical staff and a variety of national stakeholders who are engaged in the development and implementation of national employment policies. It provides practical guidance and a clear and values-based framework in which to develop national employment policies adapted to local/rural contexts and conditions. It draws on practical experience gained through the ILO's policy advisory work in some 60 countries from 2006 to 2011, as well as on recent policy research and analysis regarding employment and labour markets.

Keywords: employment, employment policy

Policy guidance note: Economic Diversification of the Rural Economy

ILO Helpdesk for Business on International Labour Standards

The ILO Helpdesk for Business is a one-stop shop for company managers and workers on how to better align business operations with international labour standards and to build good industrial relations. The MNE Declaration and the ILO Declaration of Fundamental Principles and Rights at Work are the main ILO instruments that can provide companies guidance on social policy and responsible labour practices. The ILO Helpdesk for Business provides information on a wide range of labour topics and gives access to ILO resources, tools, Questions and Answers (Q&As) and useful links. Several factsheets provide additional guidance, e.g. on labour standards for plantation work.

Keywords: corporate responsibility, multinational enterprises, international labour standards

Policy guidance note: The Role of Multinational Enterprises in the Promotion of Decent Work in Rural Areas

Let's organize! A SYNDICOOP Handbook for Trade Unions and Cooperatives About Organizing Workers in the Informal Economy (2011)

The SYNDICOOP approach tackles the challenge of organizing workers in order to contribute to the goal of formalizing their employment and ensuring their rights. This handbook is designed to help replicate the approach by serving as a resource for trade union and cooperative organizers and trainers. It describes the SYNDICOOP approach and comprises seven modules giving the essence of the informal economy concept, collaboration between unions and cooperatives, national action, policy framework etc. It furthermore contains examples from the rural economy that may help trade unionists and co-operators to understand the approach in a rural context and to work together in giving a voice to workers.

Keywords: trade unions, training, informal economy, cooperative development

Policy guidance note: Transitioning to Formality in the Rural Informal Economy

Local Development and Decent Work Resource Kit (2006)

This resource kit presents a collection of practical and easy-to-use tools that are designed to help local planners, decision-makers and development practitioners to assess strategies, make decisions and implement actions. The tools in this kit focus on the creation of decent work and employment opportunities, aimed at reducing poverty, developing the local economy and improving people's quality of life. The purpose of the kit is to add value to current planning frameworks in the country, particularly at local levels and with an emphasis on the rural economy.

Keywords: working conditions, social dialogue, poverty alleviation, employment creation

Policy guidance note: Economic Diversification of the Rural Economy

Making the Strongest Links: A Practical Guide to Mainstreaming Gender Analysis in Value Chain Development (VCD) (2007)

See section on 'Supporting inclusive agricultural growth for improved livelihoods and food security'.

Keywords: gender equality, value chain development, pro-poor development

Policy guidance notes: Promoting Decent Work for Rural Workers at the Base of the Supply Chain, Transitioning to Formality in the Rural Informal Economy, Decent and Productive Work in Agriculture

Managing Your Agricultural Cooperative (My.COOP)

My.COOP is a training package and programme on the management of agricultural cooperatives. Proper management enables cooperatives to offer high quality, efficient and effective services to their members. Moreover, well-managed agricultural cooperatives can also contribute to wider development issues such as food security, sustainable use of natural resources and inclusive employment creation. The My.COOP training of trainers has been designed for organizations and individuals that train managers of agricultural cooperatives.

Keywords: cooperatives, training, agriculture

Policy guidance notes: Promoting Decent Work for Rural Workers at the Base of the Supply Chain, Building Local Development in Rural Areas Through Cooperatives and other Social and Solidarity Economy Enterprises and Organizations

Measuring Informality: A Statistical Manual on the Informal Sector and Informal Employment (2013)

Despite the measurement challenges there are strong reasons to extend the concept of informal economy employment to rural areas, particularly in developing countries. What works for survey questions in urban areas does however not necessarily work in the rural economy. Rural labour markets have their own logic and rural survival strategies that cannot be easily described by standard categories and definitions. This manual is intended for national statistical offices and other producers of statistics planning programmes to produce statistics on the informal economy and informal employment. The manual provides technical guidance on implementing international standards, presenting alternative measurement methodologies along with examples based on national experience, and includes guidelines for the dissemination of statistics on the informal economy and informal employment.

Keywords: informal economy, employment, statistics

Policy guidance note: Transitioning to Formality in the Rural Informal Economy

Rural Skills Training: A Generic Manual on Training for Rural Economic Empowerment (TREE) (2009)

See section on 'Supporting inclusive agricultural growth for improved livelihoods and food security'.

Keywords: skills, training, group organizing

Policy guidance notes: Transitioning to Formality in the Rural Informal Economy, Economic Diversification of the Rural Economy, Decent and Productive Work in Agriculture; Decent Work for Food Security and Resilient Rural Livelihoods

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Skills for Trade and Economic Diversification (STED) (2009-14)

STED is a technical assistance tool developed by the ILO that provides strategic guidance for the integration of skills development in sectoral policies. It is designed to support growth and decent employment creation in sectors that have the potential to increase exports and to contribute to economic diversification.

Keywords: economic diversification, skills, trade, employment, sectoral strategies

Policy guidance note: Economic Diversification of the Rural Economy

Start and Improve Your Business (SIYB) Implementation Guide (2014)

The SIYB programme is a management training programme with a focus on starting and improving small businesses as a strategy for creating more and better employment for women and men, particularly in developing economies. The programme is composed of a set of inter-related training packages and supporting materials for different levels of business maturity from start-ups to growing enterprises. The implementation guide aims to provide advice on SIYB implementation to individuals or organizations that are or will be involved in rolling out SIYB activities at the country level. Apart from the “core” materials, available in English and in some 40 other languages, adaptations for specific sectors (e.g. agriculture; construction; tourism), specific target groups (e.g. youth; low literacy populations; rural workers) or geographical settings also exist.

Keywords: business development, training, entrepreneurship, job creation

Policy guidance notes: Promoting Decent Work for Rural Workers at the Base of the Supply Chain, Employment-Intensive Investments in Rural Infrastructure

The Informal Economy and Decent Work: A Policy Resource Guide: Supporting the transition to formality (2013)

Rural workers comprise a large proportion of the informal workforce. This policy resource guide was developed to support country efforts in policy development to overcome economic exclusion and marginalization. Its aim is to build the capacities of ILO constituents in approaches that facilitate the move out of informality. Country experience has shown that policies that are ad hoc, piecemeal and in isolation from each other rarely have a sustained impact. Thus this tool brings together for the first time a number of technical fields across the Decent Work Agenda. While the intended audience for this guide are policy-makers and social partners, it will also be of use to labour market specialists, development practitioners, academia, NGOs, media and others involved in poverty alleviation and addressing labour market issues.

Keywords: informal economy, employment

Policy guidance note: Transitioning to Formality in the Rural Informal Economy

The Labour Principles of the United Nations Global Compact: A Guide for Business (2008)

This guide aims to help companies better understand and apply the four labour principles of the UN Global Compact into practice. In a question and answer format, the guide provides a description of each of the four Global Compact labour principles, and provides practical guidance on what companies can do to respect, promote and realize them. It also contains an inventory of key ILO resources that can help companies put the labour principles in practice.

Keywords: child labour, forced labour, enterprises, discrimination, workers' rights

Policy guidance note: The Role of Multinational Enterprises in the Promotion of Decent Work in Rural Areas

Training Manual: Trade Union and Organizing in the Informal Economy (2006)

This manual is designed for use by trainers and leaders of varying levels of responsibility in trade unions. It facilitates better understanding of the challenges that trade unions face. Through discussion materials and interactive sessions, it guides reflection and analyses on trade union priorities, models and strategies that could be adopted. Ultimately, it aims at promoting organization, representation and giving voice to workers in the informal economy.

Keywords: employment, trade unions, training, informal economy

Policy guidance note: Transitioning to Formality in the Rural Informal Economy

Upgrading Informal Apprenticeships: A Resource Guide for Africa (2012)

While informal apprenticeships enable access to skills training for poor youth in rural areas, such apprenticeships also have serious weaknesses that limit their ability to deliver good quality training. This resource guide serves two main purposes. First, it provides a set of proven tools for assessing informal apprenticeship systems. It provides practical “how to” information on the use of assessment tools to examine apprenticeship from the perspectives of industry clusters, communities, training institutions and apprentices. Second, the resource guide presents a framework of policy options that can be used to strengthen informal apprenticeship systems and address their weaknesses. This part of the guide provides insightful illustrations of national policies to upgrade informal apprenticeship in many African countries, drawn from national sources and research published by other organizations.

Keywords: informal economy, apprenticeships, skills, youth

Policy guidance note: Transitioning to Formality in the Rural Informal Economy

Value Chain Development for Decent Work: A Guide for Development Practitioners, Government and Private Sector Initiatives (2009)

This guide addresses the underlying causes of failures in the performance of market systems, rather than looking at symptoms in individual chains. Value chain analysis and development practitioners need to: understand the nature of relationships between businesses in the chain and other relevant market players; understand the role of specific market functions and (formal and informal) rules that govern the value chain; and be able to identify incentives and capacities of market players. This guide addresses value chain development from a market development perspective, with a unique focus on how to achieve decent work; it contains many examples of implementation in rural areas.

Keywords: employment, training, gender, enterprise development

Policy guidance notes: Promoting Decent Work for Rural Workers at the Base of the Supply Chain, Transitioning to Formality in the Rural Informal Economy

3. Promoting access to services, protection and employment-intensive investments

Community Contracting Approach (2007)

Community contracting is a procurement tool empowering communities by ensuring they have an executive role in the identification, planning and implementation of development initiatives. A community contract is an agreement between a funding agency and a community represented by a committee, in which the community undertakes to implement an agreed development project according to mutually established processes and funding arrangements. The approach recognizes the local nature of politics and the social environment that sustainable development must fit and support. The successful application is evident from the quality of the assets developed in ILO projects and from the sense of ownership nurtured through the empowerment process. This creates a solid basis for the development of future maintenance and operation arrangements involving the communities and the local authorities.

Keywords: capacity building, governance, empowerment, dialogue, conflict resolution

Policy guidance note: Employment-Intensive Investments in Rural Infrastructure

Employment-Intensive Infrastructure Programmes: Capacity-building for contracting in the construction sector (1999)

This comprehensive, easy-to-use guide describes how large-scale labour-based infrastructure programmes, carried out by contract, should be developed. The practical guidelines presented in this book introduce cost-effective, employment-intensive approaches to infrastructure works, including in the rural economy, while exploring how socio-economic objectives such as employment, conditions of work and labour standards can be integrated into private sector programmes of this nature.

Keywords: labour intensive employment, small-scale industries, infrastructure

Policy guidance note: Employment-Intensive Investment in Rural Infrastructure for Economic Development, Social and Environmental Protection and Inclusive Growth

Financial Education Training Materials (various years)

This series of illustrated ILO manuals is designed to educate vulnerable groups in financial literacy. The main purpose of the training is to make women and men more informed and empowered decision-makers, able to set financial targets and reach them, whether in the household or in a small-scale business. Specific manuals on financial knowledge and management skills have been developed to address the needs of diverse target groups - such as youth and migrant workers - and contexts. The series includes: Financial education: Trainer's manual, Cambodia; Budget Smart - Financial education for migrant workers and their families: Training manual and Smart guide, Cambodia and Indonesia; Financial education for youth: Trainer's manual and Trainee's guide, Nepal; Building financial capability for the vulnerable households: A manual for individual training/counselling sessions, Moldova; and Financial education for migrant workers in Europe and their families in West Africa.

Keywords: training, gender and development, poverty alleviation, social finance

Policy guidance note: Developing the Rural Economy through Financial Inclusion: The Role of Access to Finance

Framework Guidelines for Addressing Workplace Violence in the Health Sector (2002) and Training Manual (2005)

The International Council of Nurses (ICN), the World Health Organization (WHO) Public Services International (PSI) and the ILO jointly developed the "Framework guidelines for addressing workplace violence in the health sector". The guidelines provide definitions of workplace violence and guidance on general rights and responsibilities. The training manual is a practical, user-friendly tool that builds on the policy approach of the framework guidelines. Representatives of governments, employers and workers would be well served to use the manual in training, so as to encourage social dialogue among health sector stakeholders and develop, in consultation, approaches to address violence in the rural workplace.

Keywords: violence, workplace interventions, monitoring and evaluation, training

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Good Practices Guide for Guesthouses and Small Hotels (2012)

The Good Practices Guide for Guesthouses and Small Hotels is an activity-based learning programme for managers or business owners who wish to manage customer service effectively and proactively through motivating and inspiring their employees and teams. The guide provides information and training for receptionists, housekeeping and breakfast services.

Keywords: tourism, training, small enterprises, hotel industry

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Guide for Social Dialogue in the Tourism Industry (2008)

This guide is a contribution to help solve decent work challenges in the tourism industry through social dialogue that builds on openness, trust and the involvement of the main stakeholders in the industry. Special attention should be paid to vulnerable rural regions, for which tourism often represents a rare opportunity for development in the face of the decline of traditional economic activities. This publication is designed to help and enable policy-makers, trainers and practitioners among the ILO constituents to understand, promote and facilitate social dialogue.

Keywords: tourism, social dialogue, globalization, vulnerable workers

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Guidelines on Social Dialogue in Public Emergency Services in a Changing Environment (2003)

These guidelines seek to recognize the vital role of public emergency services and their workers in contributing to the safety and security of our society, while at the same time ensuring quality services in a rapidly changing environment. With regard to negative stress and the contraction of HIV/AIDS and other communicable diseases, emergency workers should be provided with proper means, programmes and tools - especially in rural areas - so as to be protected while ensuring quality service delivery. The guidelines emphasize that an enhanced social dialogue mechanism is the optimal way to allow the participation of emergency workers and their representatives in improving their working conditions and ensuring quality services.

Keywords: social dialogue, public emergency services, occupational safety and health

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Handbook of Good Human Resource Practices in the Teaching Profession (2012)

The handbook draws upon experiences and good practices in a wide range of ILO member States, giving a large number of examples of good practice and lessons learned. The methods it outlines are intended to be applicable to all schools and education systems, and to be adapted to accommodate differences in resource availability, culture, ethnicity, gender, political and governance structures. Challenges and strategies for recruiting and retaining teachers in rural areas are treated on a range of topics including deployment, special leave provisions and incentives.

Keywords: human resources, education, gender, governance, ethnicity

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Annex 2: Tools

HealthWISE - Work Improvement in Health Services (2014)

HealthWISE (Work Improvement in Health Services) is an ILO/WHO practical, participatory quality improvement tool for health facilities. The HealthWISE package consists of an action manual and a trainers' guide to combine action and learning. It encourages managers and staff to work together to improve workplaces and practices. HealthWISE furthermore promotes the application of smart, simple and low-cost solutions leading to tangible benefits for workers and health services, and ultimately for patients. The topics are organized in eight modules addressing occupational safety and health, personnel management and environmental health issues.

Keywords: occupational safety and health, environmental health issues, training

Policy guidance note: Providing Access to Quality Services in the Rural Economy

HIV and AIDS: Guide for the Tourism Sector (2012)

This guide is a compilation of resources that can be used by the different players in the tourism sector to help slow the spread of the AIDS virus, including in the rural economy. It also gives effect to the provisions of the Recommendation concerning HIV and AIDS and the World of Work, 2010 (No. 200), recalling the specific and important role of employers' and workers' organizations in promoting and supporting sectoral, national and international efforts in response to HIV and AIDS and tuberculosis.

Keywords: social dialogue, training, capacitybuilding, tourism, vulnerable groups, HIV/AIDS

Policy guidance note: Providing Access to Quality Services in the Rural Economy

ILO Policy Guidelines on the Promotion of Decent Work for Early Childhood Education Personnel (2013)

These guidelines set out principles for the promotion of decent work for early childhood education (ECE) personnel as a means of ensuring universal access to high-quality ECE services. In this respect they cover conditions of work

and employment of ECE personnel and related issues. Particular attention is given to, inter alia, ECE financing, recruitment strategies and management of deployment in rural areas. The guidelines are meant to serve as a reference tool on principles that should be reflected in the design and implementation of ECE measures such as policies, strategies, legislation, administrative measures and social dialogue mechanisms, including collective bargaining agreements. The guidelines can be implemented progressively to achieve their objectives, so as to take account of different national settings, cultures, and social, economic and political contexts.

Keywords: education, social security, governance, financing, ethics, training

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Improving access in rural areas: guidelines for integrated rural accessibility planning (2003)

Access is an important factor in rural development. People need to have adequate access to water, energy, land, health services, education, transport services and markets. A lack of access limits the opportunity that people have to improve and sustain their social and economic wellbeing. The ILO has been involved in developing a planning process for improving access in rural areas designed for application at the local government level. This approach is called "Integrated Rural Accessibility Planning" or "IRAP". IRAP simultaneously seeks to improve the rural transport system and distribution of facilities and services. The objective of the process is to - in a cost-effective way - improve access to goods and services in rural areas, in particular for poor and disadvantaged communities. These guidelines attempt to describe a generic IRAP process. They have been produced to guide the development of the process within the context of a particular country.

Keywords: infrastructure, transport, access to facilities and services, participation

Policy guidance note: Employment-Intensive Investment in Rural Infrastructure for Economic Development, Social and Environmental Protection and Inclusive Growth

**Integrated Rural Accessibility Planning (IRAP):
Modular Training Package (2004)**

The IRAP tool is a planning tool for local-level planners to develop and prioritize rural investment projects. This modular training package is meant for trainers at IRAP training workshops. The document is divided into modules that may be used individually or together. Each module gives its scope and objectives, followed by the necessary preparations and materials, and a list of handouts to be given to the participants. Detailed trainer's notes are also included, giving an explanation of the different steps of the module, the training method, the materials used, and the time required.

Keywords: training, transport, infrastructure

Policy guidance note: Employment-Intensive Investment in Rural Infrastructure for Economic Development, Social and Environmental Protection and Inclusive Growth

**Joint ILO/WHO Guidelines on Health Services and
HIV/AIDS (2005)**

The purpose of these guidelines is to promote the sound management of HIV/AIDS in health services, including the prevention of occupational exposure. It is important for health-care workers to have decent, safe and healthy working conditions, while ensuring effective care that respects the needs and rights of patients, especially those living with HIV/AIDS. These guidelines rest on the basic principle that the process of policy development and implementation should be the result of consultation and collaboration between all concerned parties, based on social dialogue and including, to the extent possible, persons and workers living with HIV/AIDS. They take a rights-based approach to HIV/AIDS, as promoted by the Declaration of Commitment and the international community at large, expanding on HIV/AIDS and occupational safety and health instruments of the ILO and the WHO.

Keywords: health services, HIV/AIDS, social dialogue, working conditions

Policy guidance note: Providing Access to Quality Services in the Rural Economy

**Making Insurance Work for Microfinance
Institutions: a Technical Guide to Developing
Microinsurance (2003)**

This guide for managers of microfinance institutions (MFIs) on the design and operation of basic insurance products introduces fundamental insurance concepts, outlines the prerequisites needed for an MFI, and describes the key features of five types of microinsurance products covering life and disability insurance. It explores operational issues involved in managing an insurance product, its control, outsourcing and pricing.

Keywords: microinsurance, social security

Policy guidance note: Developing the Rural Economy through Financial Inclusion: The Role of Access to Finance

**Making Microfinance Work: Managing Product
Diversification (2011)**

This textbook, designed for middle and senior managers in microfinance institutions, is relevant for institutions that have already diversified and are looking for ways to manage their diversification more effectively. It is also useful for those that have not yet done so and are looking for guidance on where and how to begin. The current approach to rural finance recognizes that rural populations demand a variety of financial services to support their economic activities, smooth their income flows and mitigate their risks. It also recognizes that services need to be priced at a level that will cover their costs. However, the institutions that are attempting to provide these services are still struggling to develop and deliver products that are appropriate and affordable for rural clients. The book summarizes the factors that make the rural market so challenging, and explores some of the products and strategies that different types of institutions are using to serve this market effectively.

Keywords: savings, financial management, credit, microfinance, production management

Policy guidance note: Developing the Rural Economy through Financial Inclusion: The Role of Access to Finance

Annex 2: Tools

Manual on Collective Bargaining and Dispute Resolution in the Public Service (2011)

This manual seeks to provide examples on how different countries have developed successful mechanisms to prevent and resolve disputes in labour relations in the public service. It showcases effective ways to develop collective bargaining systems and provides approaches and formulas for dispute resolution.

Keywords: collective bargaining, labour disputes, dispute settlement, public sector

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Occupational Safety and Health Manual for Tourism (2009)

These guidelines were prepared on the basis of a broad-based approach involving the ILO and its tripartite constituents and other stakeholders. They have also been shaped by internationally agreed occupational safety and health principles as defined in relevant international labour standards. Consequently, they provide a unique and powerful instrument for the development of a sustainable safety culture within tourism enterprises and beyond.

Keywords: service sector, tourism, occupational safety and health

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Practical Guide for Strengthening Social Dialogue in Public Service Reform (2005)

This practical guide is designed to provide means to strengthen social dialogue in the reform of public services, particularly between policy-makers on one hand and government workers and their representatives on the other. The practical guide explains the concept of social dialogue and provides case studies of best practices in selected countries. In addition, it outlines practical steps and provides checklists for strengthening social dialogue, and thus can be a valuable tool for employers and workers engaged in the management and delivery of public services, as well as the users of public services and nongovernmental organizations that are seeking to improve public service delivery.

Keywords: social dialogue, public service

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Road maintenance and regravelling (ROMAR) using labour-based methods: Handbook (1996)

ROMAR stands for labour-based Routine Maintenance and Regravelling, and extended the Improve Your Construction Business (IYCB) approach to small contractor development into this technical area. This book is written for owners or managers of small construction businesses. It provides management and technical advice in order to make a success of routine maintenance and regravelling as a business activity. The ROMAR handbook and workbook (see below) are each divided into two parts, the first covering principles and the second dealing with the practice of labour-based road construction and maintenance.

Keywords: road construction, maintenance, labour intensive employment

Policy guidance note: Employment-Intensive Investment in Rural Infrastructure for Economic Development, Social and Environmental Protection and Inclusive Growth

Road maintenance and regravelling (ROMAR) using labour-based methods: Workbook (1996)

The ROMAR handbook and workbook are best read together. The workbook enables owners or managers of small construction businesses to test their understanding of ROMAR, and to decide whether they have the knowledge, experience and resources to make a success of this business activity.

Keywords: road construction, maintenance, labour intensive employment

Policy guidance note: Employment-Intensive Investment in Rural Infrastructure for Economic Development, Social and Environmental Protection and Inclusive Growth

Social dialogue in the health services: A tool for practical guidance – The handbook for practitioners (2005)

This tool for practical guidance was developed by the ILO based on the Conclusions of the Joint Meeting on Social Dialogue in the Health Services, held in October 2002. In order to complement the tool, a handbook for practitioners was developed as a companion document to provide practical direction for the facilitators and organizers of the ILO constituents and other stakeholders in health services. The handbook provides useful advice and exercises designed to assist in conducting training courses for participants in social dialogue, or in implementing social dialogue processes.

Keywords: health services, social dialogue, quality standards

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Social Protection Platform

The establishment and monitoring of national social protection policies and social protection floors require different tools and methodologies to aid in the assessment of social protection situations, and to evaluate the performance of schemes and coverage gaps. Tools are furthermore needed to assess costs and fiscal space for reform, undertake feasibility studies, provide convincing recommendations to governments, ensure the sustainability of financing, and support the development of innovative implementation strategies and mechanisms. The tools section of the ILO Social Protection Platform is currently being developed and presents a first set of tools. See also: <http://www.social-protection.org>.

Keywords: social protection, costing, budgeting, assessment, training

Policy guidance note: Extending Social Protection to the Rural Economy

Start and Improve Your Business (SIYB) Implementation Guide (2014)

See section on 'Promoting economic diversification and triggering productive transformation for rural employment'.

Keywords: business development, training, entrepreneurship, job creation

Policy guidance note: Employment-Intensive Investments in Rural Infrastructure, Promoting Decent Work for Rural Workers at the Base of the Supply Chain

Annex 2: Tools

The Joint WHO-ILO-UNAIDS Policy Guidelines on Improving Health Workers' Access to HIV and Tuberculosis (TB) Prevention, Treatment, Care and Support Services: A Guidance Note (2010)

Health workers often lack adequate access to preventive measures such as personal protective supplies or equipment as well as treatment access. The Joint WHO-ILO-UNAIDS 14-point policy guidelines have been developed to respond to this need and contribute to the promotion of universal access to HIV and TB prevention, treatment, care and support.

Keywords: Safety and health, HIV, tuberculosis, work environment

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Toolkit on Poverty Reduction through Tourism (Second edition, 2013) and its accompanying Training Package

The toolkit on poverty reduction through tourism aims at assisting developing and least developed countries to create a sustainable tourism industry and businesses based on decent employment. It is oriented towards SMEs and local communities in rural areas, and includes case studies, training sessions and best practices. The training package is a set of PowerPoint presentations with teaching notes to enable trainers to conduct workshops to help participants:

- Explore how tourism can help their economies;
- Understand possible positive and negative consequences of tourism development;
- Reflect on their own operations to develop ideas or action that can be taken to enhance the positive impact and minimize the negative impact of tourism.

Keywords: tourism, poverty reduction, training

Policy guidance note: Providing Access to Quality Services in the Rural Economy

Towards the Right to Work: A Guidebook for Designing Innovative Public Employment (2012)

This boxed set of 21 guidance notes highlights innovations that can enhance the effectiveness of public employment programmes in the context of a long-term development framework. These include some large-scale programmes in Ethiopia, India and South Africa, in which public employment programmes have been increasingly integrated into national employment and social protection policies. This guidebook is supplemented by a course developed with support from the ILO's International Training Centre in Turin.

Keywords: public employment programmes, targeting strategies and mechanism, design, training

Policy guidance note: Employment-Intensive Investment in Rural Infrastructure for Economic Development, Social and Environmental Protection and Inclusive Growth

Village banking in Lao PDR: Handbook for Village Bank Management Committees and Support Organizations (2008)

The ILO offers practical tools for strengthening village banks as a means of giving poor women and men in rural areas access to financial services, social empowerment and a higher quality of life. The main objective of the handbook is to help improve management capacity at the village level and contribute to the strengthening of provision of support to village banks. As such, it is primarily designed for use by support organizations and village bank management committees.

Keywords: training, gender, microfinance, cooperatives, enterprise development, entrepreneurship

Policy guidance note: Developing the Rural Economy through Financial Inclusion: The Role of Access to Finance

Village Banking in Lao PDR: Ledger Guide (2008)

The guide accompanies the handbook on village banking (see above) and elaborates on how to fill in and use the ledger, which is used to show expenditure and income by the type of item (e.g. membership fees, loans, or interest).

Keywords: training, gender and development, microfinance

Policy guidance note: Developing the Rural Economy through Financial Inclusion: The Role of Access to Finance

4. Ensuring sustainability and harnessing the benefits of natural resources

An ILO Code of Practice on HIV/AIDS and the World of Work (2001)

See section on 'Supporting inclusive agricultural growth for improved livelihoods and food security'.

Keywords: health policy, HIV/AIDS, vulnerable groups

Policy guidance notes: Harnessing the Potential of Extractive Industries, Decent and Productive Work in Agriculture

Assessing Green Jobs Potential in Developing Countries: A Practitioner's Guide (2011)

See section on 'Promoting economic diversification and triggering productive transformation for rural employment'.

Keywords: employment, green jobs, sustainable development, informal economy, environment

Policy guidance notes: Greening the Rural Economy and Green Jobs, Economic Diversification of the Rural Economy

Guidelines for Labour Inspection in Forestry (2005)

The guidelines address some of the main issues and general principles of labour standards and their inspection in the forestry sector - from planting to logging. The guidelines are aimed at three main users: labour inspectors/certifiers, forest managers, and training and educational organizations. They are based on the principles contained in relevant ILO Conventions and Recommendations, and make use of existing interpretations of these.

Keywords: wood and paper industries, forestry, labour inspection, occupational safety and health

Policy guidance note: Decent Work in the Forestry Sector

Guidelines for the use of the ILO International Classification of Radiographs of Pneumoconioses (2011)

This revised (2011) edition of the guidelines for the use of the ILO International Classification of Radiographs of Pneumoconioses extends the applicability of the Classification to digital radiographic images of the chest. The Classification provides a means for describing and recording systematically the radiographic abnormalities in the chest provoked by the inhalation of dusts. The object of the Classification is to codify the radiographic abnormalities of the pneumoconioses in a simple, reproducible manner.

Keywords: occupational safety and health, occupational diseases, health services

Policy guidance note: Harnessing the Potential of Extractive Industries

HIV and AIDS: Guidelines for the Mining Sector (2013)

Mines are often situated in remote areas, far from major centres of population and the infrastructure, facilities and services that accompany urban life. A number of factors combine to make the mining industry, the people who work in this sector and the surrounding communities particularly vulnerable to HIV and TB infection. These guidelines provide a framework for the development, adoption, effective implementation and monitoring of policies on HIV, AIDS and TB for the mining sector. They are general in nature, providing a sound basis for developing HIV/TB policies through collective bargaining at the national, industry, company and workplace levels. The guidelines have been drawn up by the employers' and workers' representatives in the mining industry through a process of social dialogue, and thus provide a unique platform for collaborative action and cooperation.

Keywords: mining, occupational safety and health, tuberculosis, HIV/AIDS

Policy guidance note: Harnessing the Potential of Extractive Industries

Annex 2: Tools

ILO Code of Practice on Safety and Health in Underground Coalmines (2006)

This code focuses on the production of coal from underground mines. It reflects the many changes in the industry, its workforce, the roles of the competent authorities, employers, workers and their organizations, and the development of new ILO instruments on occupational safety and health.

Keywords: mining, safety and health, hazardous work, training, protection, working conditions

Policy guidance note: Harnessing the Potential of Extractive Industries

Implementing the Roadmap for Achieving the Elimination of the Worst Forms of Child Labour by 2016 (2013)

The ILO has produced a practical guide for policy-makers and practitioners to contribute to achieving the goal of eliminating the worst forms of child labour including in rural contexts. This eLearning course on eliminating the worst forms of child labour offers ILO stakeholders 7 interrelated modules that can be completed anywhere and at one's own pace. There is also a facilitators' guide, as training workshops are seen as one of many steps in a longer-term process of building ownership for national level action to eliminate the worst forms of child labour. The facilitators' guide offers suggestions on who to invite to a training workshop, what to prepare, how to run the workshop and what to do afterwards to ensure follow-up.

Keywords: child labour, training, vulnerable groups, services

Policy guidance note: Harnessing the Potential of Extractive Industries

Methodologies for Assessing Green Jobs (2013)

This policy brief sets out the different methodologies available to assess the employment potential that green policies can offer and, in so doing, aims to help to focus policy decision-making in order to make it as efficient and productive as possible.

Keywords: green jobs, employment, statistics

Policy guidance note: Greening the Rural Economy and Green Jobs

Safety and Health in Forestry Work: An ILO Code of Practice (1998)

Many ILO constituents recognize that safety at work is not only an ethical imperative, but also that it makes "dollars and sense". In forestry, it is also a prerequisite for environmentally sound management and utilization of natural resources. This code was designed to provide guidance to ILO constituents in their endeavour to improve the safety and health performance of their national forestry sectors or enterprises. The code is based on state-of-the-art international experience, and is intended to be relevant and practicable in most countries and enterprises. It aims to protect workers from hazards in forestry work and to prevent or reduce the incidence of occupational illness or injury. It contains useful ideas even for countries and enterprises with well-developed prevention strategies, but is especially valuable for those that lack relevant regulations and guidelines.

Keywords: forestry, occupational safety and health

Policy guidance note: Decent Work in the Forestry Sector

Safety and Health in Opencast Mines: An ILO Code of Practice (1991)

The code of practice developed for opencast mines applies to any situation or operation involving occupational safety and health aspects in opencast mines, and calls for attention to be paid to them by the competent authorities with responsibility for safety and health and working conditions with regard to opencast mining.

Keywords: mining, safety and health, hazardous work, training, protection, working conditions

Policy guidance note: Harnessing the Potential of Extractive Industries

Safety and Health in Small-Scale Surface Mines: A Handbook (2001)

The objectives of this handbook are to: protect workers in small-scale surface (open-pit) mines from safety and health hazards and risks in their work; prevent or reduce the incidence and severity of illness and injury in small-scale surface mines; and promote training, knowledge sharing and social dialogue. The handbook is targeted at all those involved in open-pit small-scale mining. It sets out the basic requirements for protecting workers' safety and health and contains recommendations on good mining practices to be followed in order to protect safety and health.

Keywords: mining, occupational safety and health, training

Policy guidance note: Harnessing the Potential of Extractive Industries

Safety and Health in the Construction of Fixed Offshore Installations in the Petroleum Industry (1981)

The code of practice provides guidance on the standards of safety and health to be observed during the construction of fixed offshore installations. As such, it is a corpus of practical advice for the use of all persons, whether in the public or in the private sector, who have responsibility for safety and health during the construction of fixed offshore installations in the petroleum industry and who may be framing provisions on the subject.

Keywords: petroleum industry, safety and health, training, protection, machinery

Policy guidance note: Harnessing the Potential of Extractive Industries

Safe Work for Youth - Youth Kit (2010)

The “Safe work for youth” kit contains three packets of materials -- designed for administrators, employers and young people respectively -- about the occupational hazards and risks faced by young workers and what to do about them. The materials in this kit for young workers are designed for young people of 14 to 18 years old, who are working or preparing to work. The aim is to raise their awareness about hazards and risks at work. The materials are best used in a training setting and are ideal for outreach activities organized by employers’ or workers’ organizations.

Keywords: child labour, occupational safety and health, training

Policy guidance note: Decent Work in the Forestry Sector

Start Your Waste Recycling Business (2007)

The ILO has adapted training material originally developed for Zambia and Tanzania on waste management to suit other countries’ contexts, with a focus on waste recycling as a business idea for community based organizations. The adapted training package Start Your Waste Recycling Business comprises four key documents: (i) technical handouts (ii) business manual (iii) business plan and (iv) trainers guide.

Keywords: green jobs, business, waste management

Policy guidance note: Greening the Rural Economy and Green Jobs

Upgrading the Central Java Wood Furniture Industry: A Value-chain Approach (2005)

This report sets out an approach that encourages the development and implementation of a socially responsible upgrading strategy for the wood furniture industry that can turn around a “race to the bottom”. The proposed upgrading strategy builds on the strengths of the industry, while mindful of the very real constraints of raw material supply.

Keywords: enterprise development, small enterprises, wood and paper industries, forestry

Policy guidance note: Decent Work in the Forestry Sector

Utilizing Quality Wood in an Effective Manner: Practical Guide -- Small to Medium Enterprises -- Wood Furniture Industry (2004)

This book is a practical tool that will help small to medium enterprises working in the Indonesian Wood Furniture industry to cope with the difficulties they face in obtaining good quality raw materials. This guide gives these enterprises practical information to enhance the quality of work and their productivity. It provides useful advice on how to utilize raw wood materials correctly and wisely, and how to develop positive work and business attitudes. Originally developed for Indonesia, the tool can be easily applied to other countries.

Keywords: enterprise development, small enterprises, wood and paper industries, forestry

Policy guidance note: Decent Work in the Forestry Sector

5. Increasing the voice of rural people through organization of communities and promotion of rights, standards and social dialogue

Freedom of Association for Women Rural Workers: A Manual (2012)

Freedom of association is a core right for all workers and a prerequisite for social dialogue and collective bargaining. However, most workers employed in the rural sector do not enjoy this right, and the barriers for women workers to access the right are often higher than for the men workers. This manual is an easy-to-use, practical tool for trade unions to reach out to women workers in the rural economy to inform them of their rights and engage them in activities to promote freedom of association. It goes through the various steps on how to get in contact with the workers, how to prepare for and conduct the training, and what activities to suggest for them.

Keywords: trade unions, gender equality, freedom of association

Policy guidance note: Promoting Social Dialogue in the Rural Economy

Guidelines for Cooperative Legislation (2012)

Cooperatives contribute significantly to economic and social development in the rural economy. Their documented resilience to crisis and thus sustainability, and their particularity of being principles-based enterprises that are controlled and led by their members are increasingly drawing the attention of governments, policy-makers and citizens around the world. The fact that cooperatives serve their members and, as such, balance the need for profitability with the needs of their members, makes them different from stock companies and thus requires laws that recognize their specificities. These guidelines have been produced to incorporate developments that impact how cooperative law is being developed. These new developments are multiple and include a general trend in the harmonization of law, the emergence of international

regulations which directly impact enterprises, new regional cooperative legislation and regional framework laws, as well as innovation in the cooperative form of enterprise itself.

Keywords: cooperatives, law

Policy guidance note: Building Local Development in Rural Areas Through Cooperatives and other Social and Solidarity Economy Enterprises and Organizations

Handbook for ILO Tripartite Constituents: Understanding the Indigenous and Tribal Peoples Convention, 1989 (No. 169) (2013)

This handbook aims to answer some of the essential questions regarding Convention No. 169 and is addressed to governments, employers' and workers' organizations, as well as indigenous and tribal peoples. Convention No. 169 represents a consensus reached by ILO tripartite constituents on the rights of indigenous and tribal peoples within the nation-States where they live and the responsibilities of governments to protect these rights. It is based on respect for the cultures and ways of life of indigenous peoples and recognizes their right to land and natural resources and to define their own priorities for development. Rural industries and traditional activities of the peoples concerned should be recognized as important factors in the maintenance of their cultures and in their economic self-reliance and development. The Convention aims at overcoming discriminatory practices affecting these peoples and enabling them to participate in decision-making that affects their lives. Therefore, the fundamental principles of consultation and participation constitute the cornerstone of the Convention.

Keywords: indigenous and tribal peoples, international labour standards

Policy guidance note: Rights at Work in the Rural Economy

Leadership Training Manual for Women Leaders of Cooperatives (2005)

This training manual aims to assist trainers of cooperatives in the Asia-Pacific region to:

- Raise the awareness of women and men leaders and members of cooperatives on the manifestations of gender bias in cooperatives, and on the effects of discrimination against women on the personal and interpersonal growth of its leaders and members, as well as on the organizational development of cooperatives.
- Build-up the capacity of current and potential women leaders of cooperatives by equipping them with knowledge and skills.

Keywords: gender, cooperatives, training

Policy guidance note: Building Local Development in Rural Areas Through Cooperatives and other Social and Solidarity Economy Enterprises and Organizations

Local Economic Development (LED) Knowledge Platform

This website is an online space for sharing the experiences and resources of people and organizations supporting local economic development processes at the local level. This virtual work place provides several resources relevant for Local Economic Development (LED) practitioners and promoters. Furthermore experiences with colleagues in government, NGOs, donor agencies, international organizations, research centres, think tanks and academia all over the world can be shared.

Keywords: local economic development, poverty reduction

Policy guidance note: Building Local Development in Rural Areas through Cooperatives and other Social and Solidarity Economy Enterprises and Organizations

Local Economic Development Sensitizing Package (2005)

This package aims to establish why LED has become a necessary, viable, and complementary alternative to traditional development strategies in a globalized world. It argues that,

in a world increasingly dominated by flows and economic integration, LED provides the adequate framework both to maximize the socio-economic potential of every territory – regardless of whether urban or rural – and to minimize the risks associated with engaging in development strategies, while generating decent and sustainable employment. It also provides guidance on the key steps of the LED process.

Keywords: local economic development, poverty reduction

Policy guidance note: Building Local Development in Rural Areas Through Cooperatives and Other Social and Solidarity Economy Organizations

Managing Your Agricultural Cooperative (My.COOP)

See section on ‘Promoting economic diversification and triggering productive transformation for rural employment’.

Policy guidance notes: Building Local Development in Rural Areas Through Cooperatives and Other Social and Solidarity Economy Organizations, Promoting Decent Work for Rural Workers at the Base of the Supply Chain

National Tripartite Social Dialogue: An ILO Guide for Improved Governance (2013)

This guide is part of the ILO’s effort to respond to the demand from ILO member States for technical support in the field of establishing or strengthening mechanisms for tripartite social dialogue at the policy level. However, the guide is not meant to be a normative document. It draws on the stipulations of international labour standards, and on the lessons learned and experience gained by the ILO over the years in promoting social dialogue and providing policy advice, capacity building and practical guidance to tripartite constituents in all regions of the world. Representative and legitimate organizations, which ensure the participation of all workers – especially rural workers – are needed for effective employers’ and workers representation.

Keywords: labour market segmentation, labour law, social dialogue, governance

Policy guidance note: Promoting Social Dialogue in the Rural Economy

Annex 2: Tools

Project Design Manual: A Step-by-step Tool to support the Development of Cooperatives and other forms of Self-help Organizations (2010)

The manual published by COOPAfrica and the ILO International Training Centre in Turin, provides cooperatives and other types of self-help organizations with practical guidance to formulate project proposals that are economically, socially, politically and environmentally viable. It covers all the steps of project design: from the identification of the main problem to be addressed, to the plan-ning of the project implementation, monitoring and evaluation. Throughout the manual a case study of a rural cooperative illustrates how a project document can be developed step by step.

Keywords: employment, training, gender, Africa, community development, cooperatives

Policy guidance note: Building Local Development in Rural Areas through Cooperatives and other Social and Solidarity Economy Enterprises and Organizations

Training Resource Pack for Agricultural Cooperatives on the Elimination of Hazardous Child Labour (2009)

The goal of this resource kit is to raise awareness, help cooperative trainers to plan and run activities, improve occupational safety and health conditions, and promote the implementation of ILO Worst Forms of Child Labour Convention, 1999 (No. 182). The pack includes two components: a trainer's guide and a book for training course activities for cooperatives. The guide is developed for cooperative trainers, offering guidelines on running training courses for cooperative leaders and members on hazardous child labour. The training course activities book presents a set of easy-to-use course materials for members of cooperatives.

Keywords: child labour, hazardous work, training, cooperatives

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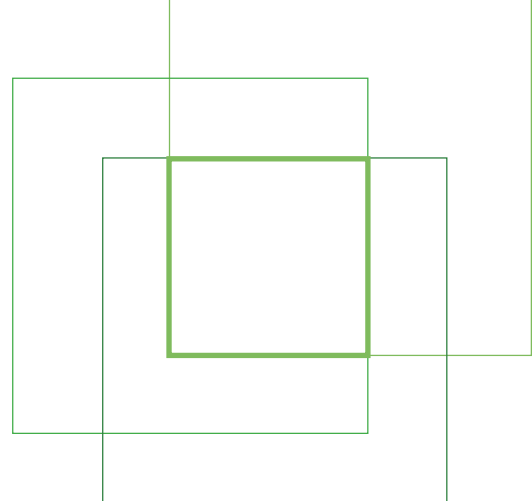
Reporting on Rural Issues: A Media Guide (2014)

This guide is for editors, reporters, media trainers and professionals who want to widen the scope of the issues they cover, and the quality of the stories they write and broadcast about the rural economy. Its purpose is to help them uncover a range of strong story ideas and new perspectives on rural issues, and to present them in an accurate and balanced way. Inside there is information on key facts and figures about the rural economy; tips on new and different ways to cover rural areas; examples of stories and people; tips on how to access new sources and on good journalistic practice; and practical exercises and discussion topics.

Keywords: media, mainstreaming rural, facts and figures, journalism



Overview of Policy Guidance Notes on the Promotion of Decent Work in the Rural Economy



Supporting inclusive agricultural growth for improved livelihoods and food security

- Decent Work for Food Security and Resilient Rural Livelihoods
- Decent and Productive Work in Agriculture

Promoting economic diversification and triggering productive transformation for rural employment

- Economic Diversification of the Rural Economy
- Promoting Decent Work for Rural Workers at the Base of the Supply Chain
- The Role of Multinational Enterprises in the Promotion of Decent Work in Rural Areas
- Transitioning to Formality in the Rural Informal Economy
- Sustainable Tourism – A Catalyst for Inclusive Socio-economic Development and Poverty Reduction in Rural Areas

Promoting access to services, protection and employment-intensive investment

- Providing Access to Quality Services in the Rural Economy to Promote Growth and Social Development
- Extending Social Protection to the Rural Economy
- Developing the Rural Economy through Financial Inclusion: The Role of Access to Finance
- Employment-Intensive Investment in Rural Infrastructure for Economic Development, Social and Environmental Protection and Inclusive Growth

Ensuring sustainability and harnessing the benefits of natural resources

- A Just Transition towards a Resilient and Sustainable Rural Economy
- Decent Work in Forestry
- Harnessing the Potential of Extractive Industries
- Water for Improved Rural Livelihoods

Increasing the voice of rural people through organization and the promotion of rights, standards and social dialogue

- Rights at Work in the Rural Economy
- Promoting Social Dialogue in the Rural Economy
- Building Local Development in Rural Areas through Cooperatives and other Social and Solidarity Economy Enterprises and Organizations
- Decent Work for Indigenous and Tribal Peoples in the Rural Economy
- Empowering Women in the Rural Economy
- Decent Work for Rural Youth
- Promoting Fair and Effective Labour Migration Policies in Agriculture and Rural Areas

Improving the knowledge base on decent work in the rural economy

- Enhancing the Knowledge Base to Support the Promotion of Decent Work in Rural Areas

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