

IALI TECHNICAL ASSISTANCE POLICY

PURPOSE

1. This *IALI Technical Assistance Policy* aims to establish some transparent guidance to govern IALI decisions in response to requests for technical assistance, sponsorship or project partnership on Labour Inspection matters.
2. It clarifies the role of the Executive Committee and Secretariat in considering requests for assistance and provides some general matters for assessment in relation to each request as well as some key principles that should be considered in determining the extent of IALI's involvement (if any) in the proposal.

SCOPE

3. This policy applies to any request from IALI members or other organisations or individuals, for some form of assistance from IALI including requests for:
 - technical assistance on specific subjects;
 - delivery of training;
 - participation as presenter, chairperson or other event participant;
 - listing IALI as a 'support' or 'cooperating' organisation in project bids;
 - document review or input of technical or policy expertise in international agreements and other documents;
 - project support;
 - sponsorship of events;
 - IALI to partner in a project, event or with other organisations.

ROLE OF THE EXECUTIVE COMMITTEE

4. IALI's Executive Committee has the main role in determining IALI's level of response or involvement in any request for assistance, sponsorship or partnership on Labour Inspection matters. Decisions may be made in Executive Committee meetings or out of session.
5. Where a member of the Executive Committee receives a request for some form of assistance from IALI, that request should either be:
 - *in the case of a request for personal assistance from the particular Executive Committee member in their capacity as an IALI representative*: acted on to the extent that the member is able to personally respond and then reported to the Secretariat at a later date for the purpose of ensuring a complete listing of IALI activities is recorded; or
 - *in the case of a request for assistance from IALI generally*: forwarded to the Secretariat for initial determination on an appropriate level of response (see Secretariat role below), and a decision on whether the rest of the Executive Committee should be informed and/or involved in the decision (Note that the

member who received the request should provide appropriate guidance to the Secretariat in relation to the request).

ROLE OF THE SECRETARIAT

6. Upon receipt of any request for IALI assistance the Secretariat will:
 - determine whether an immediate response on IALI's level of involvement can be provided through Secretariat resources; or
 - whether the Executive Committee should be informed and/or involved in any decision in relation to the request; and,
 - in all cases acknowledge the request in a timely manner by direct response to the source of the request, either providing an answer or explaining IALI's process for determining level of involvement as outlined in this Policy.
7. In making the decision about Executive Committee involvement in determining a response to the request, the Secretariat will consider:
 - the significance of the request and desirability of IALI's positive participation;
 - whether it falls within the guidelines provided by this Policy; and
 - any financial implications.
8. Where the Secretariat determines that Executive Committee involvement is necessary to make a decision on IALI's response to the request, the matter will either be forwarded to the Executive Committee for consideration out of session, or listed for discussion at the next Executive Committee meeting if this is scheduled to occur within a reasonable timeframe.

GUIDANCE FOR DECISION MAKING

9. In response to every request for IALI assistance or involvement, the Executive Committee (or Secretariat as delegated), should conduct an assessment of the following general matters; and any decision should be governed by consideration of the key principles listed below.

General matters for assessment

- the nature of the request (eg does it relate to provision of 'expert advice' or 'on-the-ground' training, or a commitment to a project proposal?);
- the source of the request (eg is it from an IALI member or an IALI partnership organisation such as the ILO, ISSA or ICOH, or a commercial organisation?);
- does IALI have the capacity to assist either through the provision of technical expertise through members, or sponsoring others to assist?;
- are there any financial implications for IALI's involvement?; and
- would it be appropriate to charge the recipient for the services provided?

- is tripartite (or other relevant stakeholder) consultation or involvement proposed in the event, project or exercise, as appropriate? (It is recognised that in some circumstances this principle may not be fully developed and so this should not be a binary reason for rejection of any request. However, consideration should be given to making such consultation or involvement a condition of IALI's agreement to assist).

Key principles for consideration

- does the request relate to the needs of an IALI member? If so, every effort should be made for IALI to respond positively to the request;
- does the request arise from an activity of an IALI partner organisation (eg ILO, ICOH, ISSA)? If so, every effort should be made for IALI to respond positively to the request;
- does the request have the potential to further IALI's objectives under its *Action Plan for the Future*? If so, every effort should be made for IALI to respond positively to the request;
- would involvement in the proposal be in accordance with IALI's Statutes? If not, the request should be declined;
- is there any commercial gain to any of the participants in the proposal? If so and the commercial aspects of the request could potentially compromise IALI's independence (see Article 3 of IALI Statutes), the request should be declined;
- does the request relate to a competitive commercial tender process currently in progress? If so, the request should generally be declined until the outcome of the tender process is determined;
- has a competitive commercial tender process already been completed? If so, IALI involvement should be considered on a case-by-case basis, having regard to the appropriateness of partnering with the successful bidder.

END

Excerpt 1: Levels of IALI participation in events defined for the purpose of providing IALI funding for events

In 2010, IALI reviewed its involvement in events defining 3 key levels of participation as follows:

- **Level 1:** A full IALI Conference plus EC meeting;
- **Level 2:** A small scale IALI workshop run in parallel with another main conference; or substantial EC members' involvement in presenting papers at the Conference; with or without an EC meeting. As a matter of principle, IALI should request the host country to pay for local expenses (eg accommodation & meals). IALI would pay for airfares for all EC members attending EC meetings.
- **Level 3:** Attendance and perhaps formal participation (eg as keynote speaker, speaker, chairperson, convenor, facilitator, steering committee member and so on), of EC members at a Conference to promote IALI and Labour Inspection generally.

Excerpt 2: Principles for assessment of funding proposals

- *Status of IALI membership of the applicant* (is the member full or candidate status? – or hoping to build support to join IALI?; is the member active?; wishing to become active?; is there evidence of commitment to IALI objectives at government level?);
- *Relevance of proposal to IALI aims and objectives* (eg promotion of IALI Global Code of Integrity; catalyst for regional cooperation etc);
- *Merits of proposal in terms of proposed outcomes;*
- *Ability of member country (or other partner organisation) to fund the initiative;* (eg availability of other sources of funding versus value of IALI as sponsor);
- *Sustainability of the event outcomes* (eg is the relevant member country government committed to the initiative?; is the country in a position to action any outcomes or agreements?);
- *Are the social partners (ie employers and worker representatives) involved and committed to the initiative?;* or is the intent to build their support?
- *Priority level for IALI in terms of stated objectives under current Action Plan for the Future;*
- *Assessment of value added to IALI's current priorities and objectives* as outlined in the *Action Plan for the Future;*
- *Weighting of that priority against other submissions and any previous funding provided to that applicant.*