



## SURVEY TO FOLLOW UP ON RIAL COOPERATION FUND ACTIVITIES

INTER-AMERICAN NETWORK FOR LABOR ADMINISTRATION (RIAL)

### Survey objectives:

- To gain awareness of actions taken by Ministries of Labor following their participation in RIAL Cooperation Fund activities.
- To facilitate the evaluation of the impact of these activities on the institutional strengthening of the Ministries of Labor.

### Instructions:

- Please complete this Survey electronically, bearing in mind that the 'text boxes' expand in keeping with the size of each response.
- The survey should be completed individually or jointly by the requesting Ministry officials involved in each activity.

**THANK YOU IN ADVANCE FOR YOUR TIME!**

### General information on the cooperation activity:

Type of activity: (on-site or experts visit)	On site visit to the Ministry of Labour, Argentina.
Requesting institution: (completing this survey)	Ministry of Labour and Small and Micro Enterprise Development, Trinidad and Tobago
Providing institution:	Ministry of Labour, Argentina.
Area and general objective of cooperation:	To develop a scalable multi tier web solution for the Labour Inspectorate Unit of Trinidad and Tobago i.e. a Labour Inspectorate Information System.
Date and city or cities where carried out:	The Cooperation Exercise was held over the period 27 <sup>th</sup> June 2011 to 29 <sup>th</sup> June 2011 in <b>Buenos Aires, Argentina</b>
Names and titles of the participating officials of the requesting institution: (please indicate if the officials are jointly completing this survey)	Morton Mitchell - Chief Labour Inspector Specialist Farouk Mohammed - Senior Labour Inspector Specialist Roxanne Tarkus - Business Systems Analyst

### Section I - General follow-up

1. Following the cooperation activity, was the information received disseminated in your Ministry or outside it?

Yes  No

No

*If yes, please indicate below how the information was disseminated, to whom, and whether training activities were carried out.*

The information was discussed with the staff of the Labour Inspectorate Unit and the Information Technology Unit. A report on the onsite visit was submitted to the Permanent Secretary.

2. Is communication ongoing with the providing institution?

Yes \_\_\_\_\_

No  \_\_\_\_\_

3. Have you received additional technical assistance from the providing institution specifically in follow-up to the cooperation activity?

Yes \_\_\_\_\_

No  \_\_\_\_\_

*If yes, please specify what and how this technical assistance was given.*

4. Have new cooperation actions been carried out with the providing institution?

Yes \_\_\_\_\_

No  \_\_\_\_\_

*If yes, please indicate what these actions are.*

## Section II - Follow-up to "Next Steps"

*In answering the following questions, please consult the Final Report prepared by your institution on the activity.*

5. Which of the "Next Steps" specified in the report were taken and how was this done? Please indicate how much progress has been made and how these actions were implemented.

Cabinet has approved the development of a National Labour Inspection Policy which has been included in the work plan of the Labour Inspectorate Unit. The process is ongoing.

6. In connection with the preceding question, what conditions or circumstances made it possible to take the "Next Steps"?

The inclusion of the activities in the Work Plan of the Ministry and the Ministry's commitment to the strengthening of the labour inspection system facilitated the process.

7. Which of the "Next Steps" specified in the report were not taken? What reasons or circumstances prevented them from being taken?

None

8. Have actions resulting directly or indirectly from the cooperation activity been taken that were not included in the "Next Steps"?

No

### Section III - Results

9. What were the main benefits to your Ministry of this cooperation activity?

The Labour Inspectorate Unit was able to obtain a different perspective on the possible solution to challenges faced by the Unit through examination of the best practices in Argentina.

10. Please indicate what specific results arose in your Ministry from this cooperation activity:  
*Please place an 'X' next to all applicable results:*

- Development of new products, services, or activities
- Creation of new areas, offices, or units
- Reform of internal procedures or redefinition of functions
- Definition of new internal procedures
- Design or modification of training activities
- Proposed amendments to regulatory or legislative framework
- Definition or reformulation of public policies
- Other (please specify below)

Please provide additional information on the results selected, including specific areas and procedures, specific actions carried out to achieve these results, and degree of progress. We would be grateful for an exhaustive list to enable us to gain an in-depth awareness of results achieved:

#### **Development of new products, services, or activities**

1. Developed and implemented a new computerised Workplace Information Management System to improve on data collection, storage and retrieval utilizing the current technology available to the Unit.
2. In the process of developing a Memorandum of Understanding with the National Insurance Board for collaboration and sharing of information. Information sharing has commenced. Initial discussions were held and **the development of the formal MoU is ongoing.**

#### **Reform of internal procedures or redefinition of functions**

1. Reviewed, revised and computerised all Inspection Forms resulting in a reduction in the use of paper.
2. Revised the work flow process to facilitate the introduction of the computerised Workplace Information Management System.
3. Reduction in time for the efficient processing of complainants.
4. Reduction in time for compiling Inspection Reports.

#### **Design or modification of training activities**

- 1.) Designed and implemented a Training Programme for Labour Inspectors to use the computerised Workplace Information Management System.

**Definition or reformulation of public policies**

**The Ministry proposes to:**

1. Review of the structure of the Labour Inspectorate Unit.
2. Develop a National labour Inspection Policy

11. At the personal and professional level, what are the main benefits or results of this cooperation activity? Were new capacities or skills acquired?

Obtain a different perspective on the best practice of Labour Administration which facilitated new ideas and approaches.

**Section IV - General evaluation**

12. To what extent did the cooperation activity meet your expectations? (Choose one)

Exceeded  Largely  Somewhat  Little  Did not meet

13. How satisfied were you with OAS facilitation efforts. (Choose one)

Very highly  Highly  Moderately  Little  Not satisfied

14. Please provide below comments and suggestions regarding OAS efforts in connection with the clarity of Fund procedures, logistical arrangements, speed of response, and any other aspect you deem relevant.

(As we discussed, you stated that the IAU will complete this section)

15. Suggestions to improve planning and implementation of the RIAL Cooperation Fund:

(As we discussed, you stated that the IAU will complete this section)

**THANK YOU VERY MUCH FOR YOUR TIME AND ATTENTION!**

Please send responses to: Maria Claudia Camacho, RIAL Coordinator, by e-mail (mcamacho@oas.org) before the deadline indicated.

If you have any questions or concerns please do not hesitate to contact us via e-mail or phone: (1202) 458-3207.