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Nota di contenuto	Cover; Half title page; Title page; Copyright information; CONTENTS; Preface; List of figures; Figure 1 Summary of the key areas of labour administration, as set out in Recommendation No. 158; Figure 2 Structural chart showing organization of a typical ministry of labour, in simplified form; List of boxes; Box 1 European consolidation of anti- discriminatory legislation; Box 2 The National Economic Development and Labour Council in South Africa; Box 3 Collective bargaining in the public sector in South Africa Box 4 The Advisory Conciliation and Arbitration Services (ACAS) in the United KingdomBox 5 How does working time affect health?; Box 6 Collective agreement on part-time work in France; Box 7 Welfare funds for groups of workers in India; Box 8 Computerizing data for labour inspections; Box 9 The Hong Kong Interactive Employment Service (IES); Box 10 The roles and functions of departments at central level; Box 11 Field services; Box 12 Formalization of the unorganized sector in India; Box 13 The formalization of small and micro enterprises in Peru; List of abbreviations 1 INTRODUCTION TO LABOURADMINISTRATIONWhat is labour administration?; Decent work, labour administration and the ILO; 2 THE

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	INTERNATIONAL LEGALFRAMEWORK FOR LABOURADMINISTRATION; International labour standards and the background to Convention No. 150; The main elements of Convention No. 150; The main elements of Recommendation No. 158; General provisions; The system of labour administration; Adequate resources and suitably qualified staff; The organization of the system of labour administration; 3 LABOUR LEGISLATION; Introduction; The ILO and labour law reform The importance of labour legislation for labouradministrationThe scope of labour legislation; Labour law and the informal economy; Security of employment; Employment equity and elimination of discrimination; Discrimination against workers with HIV/AIDS; Freedom of association and the right to collective bargaining; Law enforcement and the rule of law; 4 INDUSTRIAL RELATIONS; Introduction; Convention No. 150 and industrial relations; Industrial relations departments and their functions; Collective bargaining; Industrial relations departments and gender equality Labour relations in the public sectorSettlement of labour disputes; Conciliation and mediation; Arbitration; Preventive mediation practices; Tripartism and social dialogue; Appropriate institutional and administrative support; 5 WORKING CONDITIONS; Subjects covered by international labour standards; Achieving decent working conditions; Selected international labour standards and working conditions; Hours of Work (Industry) Convention, 1919 (No. 1); Forced Labour Convention, 1930 (No. 29); Protection of Wages Convention, 1949 (No. 95) Migration for Employment Convention (Revised), 1949 (No. 97)
Sommario/riassunto	A well-coordinated, professional and efficient labour administration machinery is essential to the effective governance of the labour market. This book will be an invaluable resource for labour administrators, labour inspectors, conciliators, employment service officials, governments, workers, employers, researchers and professionals.