Analysis of APPLIS

Current features

Content	Responsible	Frequency
Summary	NA	It goes in automatic
Ratifications	Carlos	10 to 15 per month
Art. 22 reports	Carlos	Almost every day
CEACR comments	Christiane	When the CEACR report is finalised
EW comments	Sayour	For 2009, the number of observations amounted to 705. The average frequency is around 60 data entry per month, with a peak from mid August to mid October.
ILC discussion	Christiane	Tto finalise the Report of the Conference Committee and publish the Provisional Record
Submission	Elkin	Ad hoc
Art 19 reports	Carlos	Almost every day
Calendar	Christiane	At the beginning of the new year

Description of current features

Menu	Sub-menu	What is used for	User / Resp.	Comments and notes
Menu on top				
File	-	To quite the application	All	
Edit	Distribution of work	Insert/edit per convention o Expert o Coordinator o Branch o Technical services o Official(s)	Carlos	
	CEACR comments	o Insert type of comments (art, 22 and 35) o Information behind this application is created manually by data transfer from registry information. Transfer all "completed" individual comments plus comments concerning Submissions. This interface allows to enter or delete comments and is the only tool to enter general comments by country as data entry for these comments aren't covert by the Registry tool. Furthermore this application is used to enter "Footnotes" which trigger the request of Report types "Requested by the CEACR", "Requested by the ILC" using the footnote year.	Christiane	The comments can be manually inserted, out of the automatic generation of comments index coming from "Registry CEACR" comments are: o Insert type of o Individual Comments by Convention by Country o Submission comments by Country o General comments by country o **Missing:** General observations by Convention and/or subject **Remark:** The relationship between Registry and this table is so close that the two applications shouldn't be separated. During the finalisation of the CEACR report keeping track of modifications in both applications becomes a source of error. (There is no obvious technical reason to separate these two applications.
	Multiple ILC paragraphs	It is used to create the o index by countries to observations and information contained in the ILCCR report See the reports	Christiane	The Insertion of related number of paragraph in order to classify statements concerning countries by criteria is done manually It happens after June to finalise the ILC CR report The text related to these paragraphs is entered in ILOLEX only.
Registry	Registry CEACR comments	o Register Observations or Direct requests on Reports (at 22, 35) and submissions wrote by Coordinators o Manage translation of draft comments o Index for the insertion of the final	Carlos	Registry is also used by TRAITEX as o Index to prepare the discussion doc for CEACR meeting in December o Index to prepare the

		Comment into the DB (*Christiane, see above CEACR comments*)		final CEACR report in March
	Translators	Insert/edit Translators and related information o Name and Surname o Phone o Room o Email o Translations expertises	Carlos	It is requested to make accessible this content (in editing) in the "Registry CEACR comments" (Shown if needed)
Reports	Reports generation	It generates the following steps: o 1. **CEACR comment transfer** Transfers "completed" comments from the Registry into a temporary table, then after data entry, modification and control appends the table of all comments (from past years). Furthermore the temporary table is used to create a similar table for text entry. then 2. **Comments on deferred report** Capture comments related to deferred reports to keep them visible in CEACR comments interface tab. Then 3. **Request for Art 22** generates or modify existing art.22 Report requests for the coming years using rules defined by: • Ratification data • reporting cycle • reports received/not received • footnotes from comments **4. Request for Art 19** generates art.19 Report requests from ratification data and manually entered data concerning Convention and Recommendation Nos. 5. **Transfer into registry** a new registry fill-in form is created containing all possible Obs. and Dir. Req. based on art.22 Report requests and Submissions for data entry of CEACR comments	Christiane	It is used by Christiane and nobody else as it is a DB administrator tool. Comments: These Five-step-procedure plus the calendar update are much to heavy and the rollback procedure is faulty. Two workflow overlap each other: • The finalising of the CEACR Report printing, which needs data from the year before in Jan./Feb. of the new year • The report request, which needs data from the finalised CEACR Report to be updated but has to be ready to register reports falling under two criteria: 1. to late received for the CEACR but to be considered for the Conference discussing this CEACR analysis and 2. has to be marked "not received last year" and "received" for this year
	Update calendar	o Action button. It updates the Calendar. It is used at the beginning of the new year to manually force the new set of art.22 Report requests(mainly in February)	Christiane	This action: o Generate/recalculate the scheduling of reporting (for art 22 and 35 only) o
Setting	User preferences	It customize the contents of lists and their presentation	All	
	Return to default setting	It brings back to the default setting so overwriting the users' one	All	
Left menu				

	By Country By branch By instruments By Field offices By classification	These filters to view contents		The filter "by instruments" allow the possibility to list instruments and to access to data entry mask to insert new one or to modify existing ones The filter "by Country" allow the possibility to list countries and to access to data entry mask to insert new one or to modify existing ones
Center tabs menu (collaborating with the left menu)				
	Ratifications	o Register ratifications, with related declarations and notifications o Modify declarations and notifications o Register the denunciation of Conventions (manually and in automatic – for Automatic denunciation)	Carlos	
	Art 22 Reports	o Register the receiving date of different types of reports on Art 22 and 35 o Monitoring the status of different types of request related to the reporting (*Replay to CECAR comments, Documentation , Communication to EW partners*) o Management of coordinators' examination of reports received	Carlos	
	CEACR Comments	It allows to o reach and (read the text of comment) o check/monitor the pending reports	Carlos Christiane	This module is only to view/browse the CEACR comments in current year and in the past years
	EW Comments	o Registration of the EW comment o Creation, and maintenance of a DB of Workers and Employers organizations	Pierre	
	ILC discussions	o It is used to browse the index by countries to observations and information contained in the ILCCR report See the reports	Christiane	It is only to view
	Submission	o Register of Submissions to competent authorities, by inserting the receiving date of the letter	Natan	
	Art19 reports	o Register the receiving date o Management of coordinators' examination of reports received	Carlos	
	Calendar	o Calendar of reporting (obligations only) by country and convention, in the past two years, the current year and the five coming years	Christiane	It is only a view

What the tool is used for: list of tasks in brief

The tool is used to accomplish the following tasks related to the ratification of Standards and the documents behind the supervisory system

Summary of tasks

Ratification - Carlos
- o Register ratifications, with related declarations and notifications
- o Register the denunciation of Conventions

Submission to competent authorities - Natan
- o Register of Submissions to competent authorities, by inserting the receiving date of the letter
- o Monitor the status of submissions

Workers and Employers comments - Pierre
- o Registration of the EW comment
- o Creation, and maintenance of a DB of Workers and Employers organizations

Art 22 and 35 reports - Carlos
- o Register the receiving date of different types of reports on Art 22 and 35
- o Monitor the status of report (Received, not received) along with the consultation of comment has generated the report. This is more interesting for the Coordinator who has to decide whether a report reply to a comment
- o Monitoring the status of different types of request related to the reporting (*Reply to CECAR comments, Documentation , Communication to EW partners*)
- o Manage the coordinators' examination of reports received (including the exanimation deferred)

Article 19 reports - Carlos
- o Register the receiving date
- o Monitor the status of report (Received, not received)
- o Manage the coordinators' examination of reports received

CEACR comments - Carlos and Christiane
- o Registration of draft Comments by inserting the receiving date (for Draft Observations and Requests on Art 22 and 35 + submissions → missing other types as "footnotes" and general comments - see this chapter) - **Carlos**
- o Manage the translations of Draft comments (partially, as defined above) - **Carlos**
- o Insert the comment text once adopted by the CEACR committee (December meeting) including adding manually part of the missing comments types – **Christiane**
- o Monitor the pending comments

ILC discussions
- o Creation of the index of ILC discussions – **Christiane**

Carlos' tasks in brief (APPLIS)
o Register ratifications, declarations or denunciations of Conventions and modifications;
o Register reports received under article 19, 22 and 35 of the ILO Constitution;
o Register other information related to the article 19, 22 reports received: not reply to CEACR comments; documentation requested; not communicated to the social partners;
o Register all draft comments to be presented to the CEACR meetings and manage all translations of these documents as well as the compilation of the work documents of the CEACR meetings and for the Conference Committee meetings

Christiane's tasks in brief (APPLIS and ILOLEX)
o Insert any type of comments in different systems: APPLIS (CEACR) and in ILOLEX (ILCCR)
o Create in APPLIS the index of ILC discussion (and insert in ILOLEX the comments as stated above)
o Update the calendar for reporting schedule
o Prepare the folder (paper) to send to Governments in February (Crystal Report)
o Manage the preparation of a CD, delivered to Governments, along with the CEACR report in March.
o Offer services to her colleagues in order to produce different types of report on paper

Sayour's tasks in brief (APPLIS)
o Registration of the EW comment [1]
o Creation, and maintenance of a DB of Workers and Employers organizations

Natan's tasks in brief (APPLIS)
o Register of Submissions to competent authorities
o Writing comments (Direct request or observations) on Submission

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[1] Communications from E/W partners are also part of the CEACR report (Art. 19, 22 and 35). September is also the deadline to receive those communications for the Experts' consideration.

CEACR Annual report: life cycle description (only part I and II, not the part III, General survey)

↓ **February 2009: Requests for reports on ratified Conventions sent to governments (it is like a guideline)**
The requests are accompanied by copies of any relevant (not all) comments (Observations, which are already published in the report of the Committee of Experts and Direct request), including those adopted the Committee at its session the previous December 2008 + Direct requests concerning submission to the competent authorities are transmitted together with the Memorandum on submission approved by the Governing Body. [1]

↓ **From February to September 2009**: **Governments prepare the reports** under Art 22 and 35, and when ready they sent to ILO (some reports arrive already in February, some other after the CEACR meeting in December [2])

↓ **September 2009**: **Deadline for the Reports delivery** [2]

↓ **From February to December 2009:** reports are analyzed by ILO experts, who may, consequently prepare Comments (Observations and requests in draft format for Art 22, 35 and Submission)

↓ **From February to December 2009: Carlos receives the Draft comments** [3] , then he starts three processes with them:
  o Register the comments
  o Send it to translators
  o Manage, in collaboration with TRAITEXT, the preparation of the compilation of documents (splitting it in different sub-documents) to be presented at the CEACR meeting in December (see next point)

↓ **December 2009**: the CEACR committee meet to analyze reports and adopt comments (or delete or change comment type from direct request to observation and vice versa)

↓ **January 2010 to March 2010**: proof reading of adopted comments and use of them to prepare different communication artefacts
  o On March, the Committee of Experts' report is published and immediately sent to governments
  o A CD wit all comments organized by country is also sent along the report
  o Comments are published on the WEB (and therefore inserted into the SQL server DB)

↓ **June 2010 the CEACR report is presented at ILC to the Conference committee of application of Standards (ILCCR).** For that occasion it becomes one of the Reports submitted to the Conference in the pre-session stage with the title "Report III(IA) - Report of the Committee of Experts on the Application of Conventions and Recommendations"

↓ **From June 2010:** at the end of the ILC, after having analyzed the CEACR report, the ILCCR edit the report titled "Report of the Conference Committee on the Application of Standards 2010". It contains Observations and Examination of individual cases. All those comments are inserted into ILOLEX to make them visible on the web by Christiane

Notes

[1] **In the Handbook of procedures is stated:**
(a) Each year, the requests for reports on ratified Conventions sent to governments in February are accompanied by copies of any relevant comments of the Committee of Experts, including those adopted by the Committee at its session the previous December.
(b) The Committee of Experts' report is published in March and immediately sent to governments.
(c) Direct requests concerning submission to the competent authorities (as well as observations, which are already published in the report of the Committee) are transmitted together with the Memorandum on submission approved by the Governing Body.

[2] **Delay in delivery the report** - Although the delivery date is September there are cases in which the report is even sent after the CEACR meeting in December. In this case, Carlo registers the report reception the 1st January 2010. It is to indicate it was for 2009 but received in late.

3 **Note that Draft comments** remains as such (draft), till the adoption of the CEACR, then they become definitive and therefore inserted into APPLIS in order to publish them on the web (Christiane) → after March of course, when they are sent back from TRAITEXT

Ratifications

Purposes

In the current application this sections aims at Register ratifications, declarations or denunciations of Conventions.

Ratification / Denunciation

| China | ▼ | Ratification | ▼ | **Convention No.** | C014 | ▼ |

Date of ratification 17/05/1934 ▼   Date of denunciation [ ] ▼   First Report Year 1935

Type In force ▼

- In force
- Conditional ratification
- Automatic denunciation
- Denunciation
- Denounced (Ratif same type)
- Countries linked to C84/85
- Nauru Samoa
- Provisional application (Article 9)

Declaration of applicabil

[▼]

English   French   Spanish

Status

[▼]

English [ ]
French [ ]
Spanish [ ]

🔍 Lock   📄 New   💾 Save   ✖ Cancel   🗑 Delete   🚪 Close

Ratifications mask

Note

Provisional application is the only status of non-ratification shown on the web. It is considered as being in line with the provisions of the Convention 185 and ratification is expected in the near future.

Similar approaches might be possible for other conventions.

Ratification / Denunciation

| China - Hong Kong Special Administrative Region | ▼ | Notification | ▼ | **Convention No.** | C011 | ▼ |

Date of declaration 01/07/1997 ▼   Date of denunciation [ ] ▼   First Report Year 1999

Type Applicable ▼   NMT declaration Applicable without modifications ▼

- Applicable without modifications
- Applicable with modifications
- Decision reserved
- Not applicable
- Without declaration

Declaration of applicability

[▼]

English   French   Spanish

Status

[▼]

English [ ]
French [ ]
Spanish [ ]

🔍 Lock   📄 New   💾 Save   ✖ Cancel   🗑 Delete   🚪 Close

Ratifications mask

To add: Declaration mask

Tasks accomplished using the tool

Register a new Ratification
- o Selection of a country + convention
- o Date of ratification [1]
- o Entry force date - *new data, see point f)*
- o Status
- o First report year - *it has to be calculated automatically, see point e)*
- o Declare the Ratification (when compulsory)
    - o Declaration under art 35
        - ▪ Only for Non-Metropolitan Territories (NMT) - Different cases
            - • Applicable without modifications
            - • Not applicable
            - • Applicable with modifications
    - Declaration under article 22 [2]:
        - • Mandatory
        - • Optional
- o Notify the ratification

Modify the Ratification
- o **Register Denunciations** [3]
    - o Selection of a Country + ratification
    - o Date of denunciation
    - o Entry force date of denunciation - *new data, see point g)*
- o **Automatic denunciations** [4]
    - o Ii occurs automatically, no human intervention should be requested *(at the moment is done manually see point h)*
- o **Modify the Declaration** → especially in case of art 35 (NMT)
- o **Modify the Notification**
    - o Selection of a Country + ratification

Notes

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[1] **Date of Ratification**
Date of Ratification: it's the registration date, when the country ratifies the invention. The **"In force date"** is different, commonly, one year later, for certain Conventions 6 month later for others. The field to specify the In force date is missing. It should be calculated from the "coming into force" condition in the Convention.

[2] **Declaration under article 22**
In a case of missing obligatory declaration the ratification is not registered by the Office (in the APPLIS) and we request this declaration, by letter, to the Government concerned.
REQUIREMENT: In the date entry mask there should be a feature alerting the user, during the insertion of ratification, in case of missing declaration.
A list of Conventions requesting a mandatory or an optional declaration is available to programme this feature

[3] **Meaning of Denunciation**
- o Denunciation happens only after Ratification
- o Once an instrument is denounced then is "not in force" one year after denunciation, **therefore the regular reporting is stopped**
- o There is a pull-down menu to register the denunciation date, but it should be an input text box (why?)

[4] **Meaning of Automatic denunciation**
From Handbook of procedures: "ratification by a Member of the revising Convention will involve the automatic denunciation by it of the earlier Convention from the date on which the revising Convention comes into force;"
Automatic denunciation happens in case of ratification of the revising convention. In this case the earlier conventions must be denounced using the date of the revising Convention came into force

Carlos' observations and requirements
a) The navigation usually start from selecting one Country
b) Registration of ratifications one by one It is missing a button "New ratification". The current Process to insert a new ratification: Country selection → Ratification (option selection) → New Ratification → Convention (selection). Its has been pointed out it is not a user friendly process
c) It is necessary and advanced search for Ratifications

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d) In case of Declaration 22 → recognize when the declaration is mandatory and alert in case the insertion is uncompleted (without the mandatory declaration) → Does this means it exists "Pending ratification" in the system waiting to be completed? A sort of reminder that he is waiting the amendment on a Ratification by a country? As such an incomplete ratification has no value or impact; it shouldn't be registered, (common practice today). This couldn't happen if JUR refuses reception of those ratification submissions.

e) **Automate the first report year**, by calculating it on the basis of the convention (for certain convention is 1 year for other 6 months,) + possibility to postpone manually the date in case of 6 months convention

    a. The case is the following: if the country ratifies in June 2009, the entry force date is December 2009, and year of the first report is year January 2010, 1 month later (it is because by definition the year to deliver the report starts in January). From that the necessity to postpone manually the delivery date → does this mean that the system should automatically inform the user of this exception so that he can intervene manually postponing the date? Can be calculated. Manual modification should be possible in case of exceptions.

    b. This parameter is also passed to the Art 22 report, so creating a line and updates the calendar of the regular reporting schedule. It already works in that way

f) **Automate the "In force" date and the Status "In force"** making collaborate the following data

    a. *Ratification date + Entry force date (new information) + Status (add the status "Ratification not yet in force")* → The system is able to calculate the date of entry into force on the basis of the convention, so the entry force date is automatically calculated and the status changes automatically form "Ratification not yet in force" to "In force" at the calculated date.

    b. Note that there are different case of entry force date
        i. 1 Year
        ii. 6 Months
        iii. 3 Months
        iv. Immediate
        v. other criteria like number of ratifications by number of Member states with certain conditions

g) **Automate the "Denunciation" date and the Status "Denunciation in force"** making collaborate the following data

    a. *Denunciation date + Entry force date of the denunciation (new information) + Status (add the status "Denounced not yet in force")* → The system is able to calculate the date of entry into force of the Denunciation (always one year late), so the entry force date is automatically calculated and the status changes automatically from "Denounced not yet in force" to "Denounced in force" at the calculated date

h) **In case of Automatic denunciation** the system inform the user of the conventions automatically denounced following a certain ratification so that he can inform via letter the country

i) **In case of ART 35** "Applicable but with modifications" the modifications has to written, now it is not possible.It is still under discussion if it is useful this new feature or not.

j) **Important requirement** - On the public web the Ratifications under ART 35 (Non-metropolitan countries) are not present. To be understand if we want the accessible on the public site also. Carlos pointed out that to do that it is necessary before to check the information inserted in APPLIS for an issue of reliability (requests already done two years ago to Cleo)

Search engine features for Ratifications

- **Convention** [1]
- **Country,** *must be split in two* [1]
  - "Countries" and related
  - "Non metropolitan countries"
- **Status**
  - Ratified in force
  - Ratified not yet in force
  - Denounced in force *(new)*
  - Denounce not yet in force *(new)*
  - Notified
  - Declared: Note that the feature has to be split in two:
    - Declaration under art 22 for countries only (Obligatory or voluntary; might be modified)
    - Declaration under art 35 for territories and SARs only - There are three choices: "Applicable", "Not applicable", "Applicable with modifications".(This second one works only in case of Non metropolitan territories).
- **Ratification date**
- **Denunciation date**
- **Entry force date**

   To be checked how to search for pending ratifications

Notes
[1] Both country and convention are single selection

Art 22 Reports

Purposes

On the current application this section aims, for a country and related ratified conventions (in force), to insert the receiving date (registration date) of different types of reports (here listed in order of importance)

- o First report (one year later the entry force date)
- o First report not received
- o Requested by CEACR (footnote)
- o Requested by the ILCCR (within the conclusion of an individual observations)
- o Not reply to comments
- o Regular report (cycle of 2, 5 years)
- o Not received last year

The application allows also monitoring the status of different types of request related to the above mentioned reporting

- o Reply to CECAR comments (Received – Requested. This is in case the report is not received, then a letter is sent)
- o Documentation (Received – Requested. Idem)
- o Communication to EW partners (Received – Requested. Idem)

It is also used for the management of coordinators' examination of reports received

Note that once selected Document the mask shows the following information. In the future they will be placed as part of the data entry mask below

These are the fields involved in the search described at point h)

Carlos' observations and requirements

a) The navigation usually starts from selecting one Country

b) **Requirement concerning Art. 22 and Art 19 report**: the possibility to attribute the same receiving date to a (selected) group of conventions in a country. At the moment it can be done only opening one by one the data entry mask corresponding to each report

c) The status "Communication to EW partner" is an obligation, therefore the search engine must retrieve those have not fulfilled the obligation

d) Many of the information registered are useful to compile the "General report" section of the CEACR report. This pertains the reports on ratified conventions:
   o Report requested and received
   o Late report (and since how many years)
   o Supply of first report
   o Replies to comments of supervisory bodies
   o Etc.

e) **New qualification for report received under Art 22 and Art 35: case of progress.** There will be two: "Case of progress for interest" and "Case of report for satisfaction". The search engine has to contain those two criteria [1]

f) **Interface problems denounced** List organized in tables: one of the main problem of list laid out on tables is the lost of the header in case of long lists (both in vertical and in horizontal)

g) **Interface problems denounced.** Another problem denounced is the difficulties in finding data in case of long lists, the limitation is given by the scrolling up and down continuously **(the same problem has been pointed out also for on Comments registry)**

h) **Management of the coordinators' examination of reports received and preparation of a report on paper (for Cleo).** The idea is to use the advanced search in order to create the report on paper which goal is to discover and take under control
   o How many report the ILO received (by convention and by country)
   o How many reports have been treated by the ILO coordinators (reading of the report matching it with the previous comment if exiting)

   This is one of the Carlo's normal tasks. Once a month it queries APPLIS in order produce a report concerning Coordinators' job. It shows per coordinator
   o The convention
   o The country
   o Date of report received
   o Previous comment generating the report (if any)
   o Examined by the coordinator or not (with or without comment)

i) **The same described at point h) has to be implemented for the deferred reports**

[1] **From RULES OF THE GAME** - "Since 1964, the Committee of Experts has kept track of the number of cases of progress in which it noted changes in law and practice which improved the application of a ratified convention. To date, over 2,600 cases of progress have been noted."

Search engine features for Art 22 reports

- **Convention** [1]
- **Country,** must be split in two [1]
  - "Countries" and related
  - "Non metropolitan countries"
- **Types of reports (Type of request)**
  - First report (one year later the entry force date)
  - First report not received
  - Requested by CEACR (footnote)
  - Requested by the ILCCR (within the conclusion of an individual observations)
  - Not replay to comments [2]
  - Regular report (cycle of 2, 5 years)
  - Regular report not received
  - Not received last year
- **Status of requests**
  - Replay to CEACR comments → yes, no (in the list there will be a date)
  - Communication to EW partner → yes, no (in the list there will be a date)
  - Documentation → yes, no
- **Priority (Type of report)**
  - Simplified
  - Detailed
- **Report year** [3]
- **Receiving date** [3] (from, to)
- **Show deferred report** [3] → yes no
- **Date sent to the official** [3]
- **Date sent back from the official** [3]
- **Coordinators lists** [3]

Notes

[1] Both country and convention are single selection

[2] **Not replay to comments**:
Its is when a Gov. has delivered a regular report without replying to the CEACR comment (Observation or Direct request), then the same comment is duplicated and the type of report is "Not replay to comments"

[3] **The five fields above marked** are used to query the system in order to check the state of the examination of reports received. It implements the possibility to view/list the reports received and examined by the coordinator - see above point i) and h)
Deferred report: Delivery of "basic" ad hoc statistics should be available by selecting criteria and conditions. Needed for cCarlos' work planning as well as for upper management decision making process.

Art 19 reports

Purposes

- o Register the receiving date
- o Monitor the status of report (Received, not received)

Notes:
- o The 19 Report is organized by subjects, which is a new way of presenting (used in ILOLEX)

Carlos' observations and requirements

a) The navigation usually starts from selecting one Country
b) **Requirement**: the possibility to attribute the same receiving date to a (selected) group of conventions in a country. At the moment it can be done only opening one by one the data entry mask corresponding to each report
c) The status "Communication to EW partner" is an obligation, therefore the search engine must retrieve those have not fulfilled the obligation

Search engine features for Art 19 reports

- **Convention** [1]
- **Country,** must be split in two [1]
    - "Countries" and related
    - "Non metropolitan territories"
- **Report year** [3]
- **Receiving date** [3] *(from, to)*
- **Communication to EW partner** – yes no

Notes

[1] Both country and convention are single selection

Registry

Purposes

o Register Observations or Direct requests cornering Article 22, 35 reports and Submissions to competent authorities
o Manage translation of draft comments
o Index for the insertion of the final Comment into the DB (by means of the module "edit > CEACR comments")

Carlos' observations and requirements

a) "Registry" and "Translators" are two separated applications at the moment. It is required to integrate "Translators" into the "Registry "
b) Te registry is mainly consulted by (browse by) Convention. Other dimensions of access are Country and type of report, but they are seldom used.
c) The list (see above) presents only those countries (yes but as a consequence) for which a report is requested fort this year (ratification means not necessarily report request.
d) At the beginning of each new year (usually in February) a new registry is created (along with the calendar, or better due to the switching to the new calendar, means the calendar for the current year).
  o Per convention two check boxes are: "Observation" and "Direct request", reedy to be checked by the compiler
e) **Management and control of Translations. It is a new requirement. By using the search engine**: possibility to query the system to discover who is doing what: who is translating what and when the translations have been requested and therefore when it is expected to be delivered
f) **Interface problems denounced**: The long list of conventions is difficult to read because of the repetition of the convention in order to have two check boxes: Observation, Direct request

Christiane's observations and requirements

a) The registry, compiled by Carlos, is also used by TRAITEXT as
  o Index to prepare the discussion document for CEACR meeting in December
  o Index to prepare the final CEACR Report, excluding Direct requests which cannot be published in the Report. **Here note that the information on this registry are incomplete to compile the report, In fact other types comment are indexed by the module "edit > CEACR comments"**
b) TRAITEXT starts to work after the completion of the registry, in December, but Carlos can change a request or an observation after December and till the publishing of the CECAR report in March; this occurrence is taken under control by TRAITEXT because they have access to this view.

c) Carlos may change the registry following the modifications decided at the CEACR meeting in December
   o Modifications are: the deletion of comment, the change of type from Observation to direct request and vice versa → **this type of action should have a real time affect also to the calendar (refer to the "Calendar" description below)**
   o Changes can occur also during the proof reading in January
d) The registry index is also used by Christiane to prepare the folder to send to Governments in February [1] (the beginning of the New Year for the ILO processes concerning the supervisory system). She uses an application called "Crystal reports" in order to prepare the folder which contains
   o A summary of reports to send
   o The text of Direct request and observations for both Art 22/35 reports and Submissions
e) Again with the use of this index Christiane also prepares a CD, delivered to Governments, along with the CEACR report in March. In this CD all comments are already accessible and presented by country. This is because the view by country is not available on the Report. The comments are:
   o General comment on country
   o General comment on observation
   o Direct request
   o Observation
   o List of pending comment by country and by convention
   o Examination of individual cases (from the conference of the year before)
f) **Improvement:** at the moment is not present any information about Submission. It could be considered to add in the future
g) In order to compile the document (on paper and on the CD) to send to government Christiane has to refer to different systems
   o CEACR: Information concerning which are "pending" comments comes from APPLIS. Texts of all CEACR comments from last year plus texts of pending comments (could be from several years before) come from ILOLEX (existing procedure to automatically create interface)
   o ILCCR: Observation and examination of individual cases come from ILOLEX
h) **Important requirement** - The registry can be used to edit (insert, modify, delete) the text of the comment. It requires TRAITEXT agrees on that, it is a change of the way they work. As consequence of that the registry is expanded so becoming a tool common to different people and ILO units in order to
   o Register any type of comments (only for reporting obligations to CEACR?)
   o Edit the comment text (insert, modify and delete including formatting)
   o Manage the translations
   o Compile documents in different format: prepare, cd and web
   o See more requirements
i) **Important requirement** – As consequence of the point above, in order to extend the registration note that In the registry it is possible to register at the moment:
   o Observations or Direct requests on Article 22, 35
   o Observations or Direct requests on Submissions to competent authorities
   o **While it is missing the registration of**
   o General observation on a country
   o General direct request on a country
   o General observation concerning a convention
j) **Idea related to point h) and i)** – Investigate the possibility to have one unique entry mask, able to do all the operations described at point. h) and able to deal with all types of content described at point i)

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[1] From Handbook of procedures
Communication of the comments of the Committee of Experts to governments
(a) Each year, the requests for reports on ratified Conventions sent to governments in February are accompanied by copies of any relevant comments of the Committee of Experts, including those adopted b the Committee at its session the previous December.
(b) The Committee of Experts' report is published in March and immediately sent to governments.
(c) Direct requests concerning submission to the competent authorities (as well as observations, which are already published in the report of the Committee) are transmitted together with the Memorandum on submission approved by the Governing Body.

CEACR comments

There are two different modules dedicated to CECAR comments:
1. The tab "CEACR comments"
2. The option "Edit > CEACR comments"

Purposes of tab CEACR comments
o   Main purpose of this module is to check/monitor the pending reports
o   This section is also used to browse the comments and to get the text

Purposes of option Edit > CEACR comments

o Main purpose of this module is to enable the insert of the comment text
o It creates the view accessible through the tab "CEACR comments"
o [1] Different types of comment are inserted but not all. The types of comment can be inserted are:
  o Direct requests (*automatically from registry*)
  o Observations (*automatically from registry*)
  o Submission (*automatically from registry*)
  o Footnote (*manually added*)
  o
  o General comments (Direct request or observation) on Country (*manually added*)
  Note that *the general observations and general direct requests for countries are introduced manually (why manually? Why not general observations for conventions?)*
o Other purpose are
  o Enter acknowledgements (by ticking a box; additional information to individual observations or direct requests),
  o Delete or enter an observation or direct request
  o Enter footnote for the CEACR or conference (request for additional report)
  o Create index of all comments on CEACR reports (Annex VII of the CECAR report), verify and correct data.

[1] This point leads to change/extend the scope of the "Registry CEACR comments", as stated at point i) at chapter describing the registry

Christiane's observations and requirements

a) **Important requirement** - This module should be ingrates within the "CEACR comments registry" See the requirement above
b) **Important requirement** - The comments has to be inserted as an XML, the structure of comments allows it easily
   → **Related requirements, Natan responsible of submission, asked the same feature, shaping this request asking for a "Template".**
   → **WARNING,** behind both needs there is the will to use the new system as central repository of draft comment for the editor (NORMES) and people whose task is to format the content for print purposes (TRAITEXT)

ILC discussions

There are two different modules dedicated to CECAR comments:
o   The tab "ILC discussions"
o   The option "Edit > Multiple ILC paragraphs"

Purposes of tab ILC discussions
o   Main purpose of this module is to check, per country and instruments, the existing of a paragraph following a given structure of subjects (discussing during the conference)
o   It is possible to access the archive by year
o   This module allows only to view and not to edit (No text is included)

Purposes of option Edit > Multiple ILC paragraphs

o Main purpose is the creation of the index by countries to observations and information contained in the ILCCR report See the reports

Calendar

Purposes

o The calendar (reporting schedule on Art 22 and 35) is a calculated table following the rules of the reporting cycles taking into account additional requests resulting from footnotes. Together with the ratification the year for the first report is entered. This year is taken as starting point.

o The calendar contains the two years before, the current year and the 5 years coming.

o At the moment the calendar is recalculated:
  - o each time a new ratification and/or denunciation is entered,
  - o the procedure for report requests is launched,
  - o the recalculation is launched manually due to an individual update.
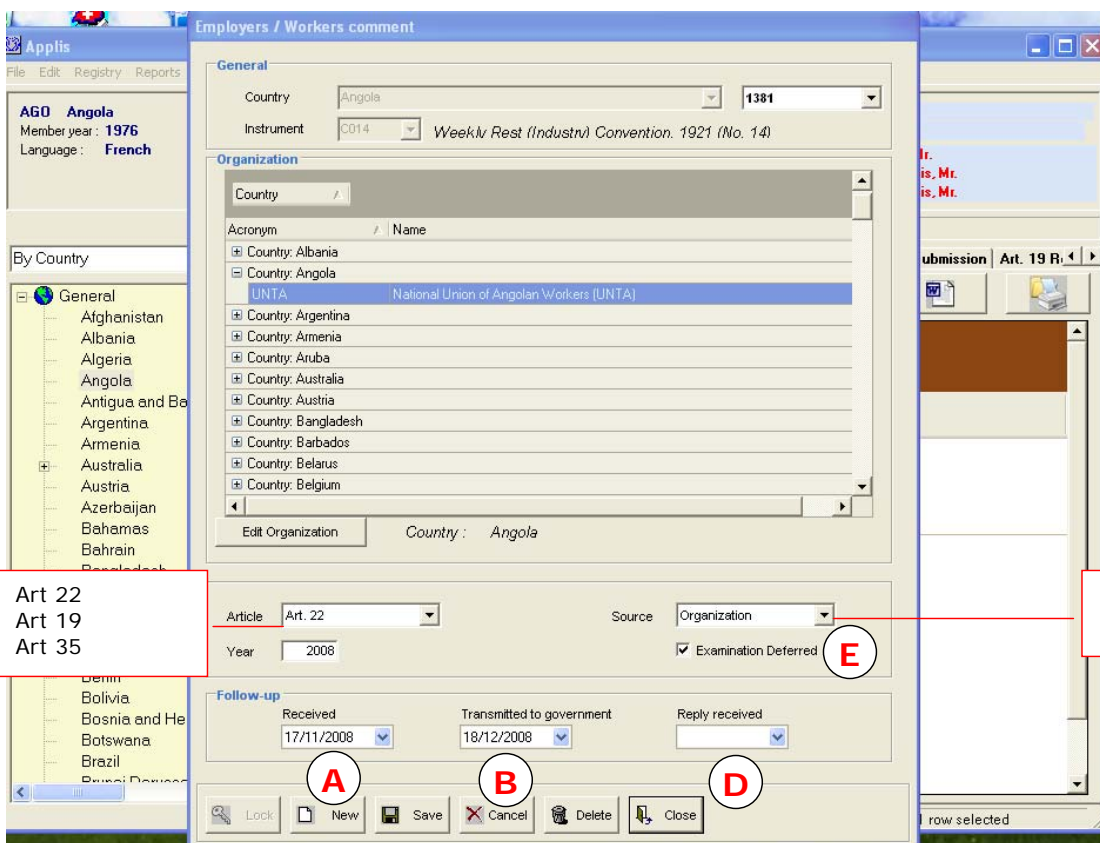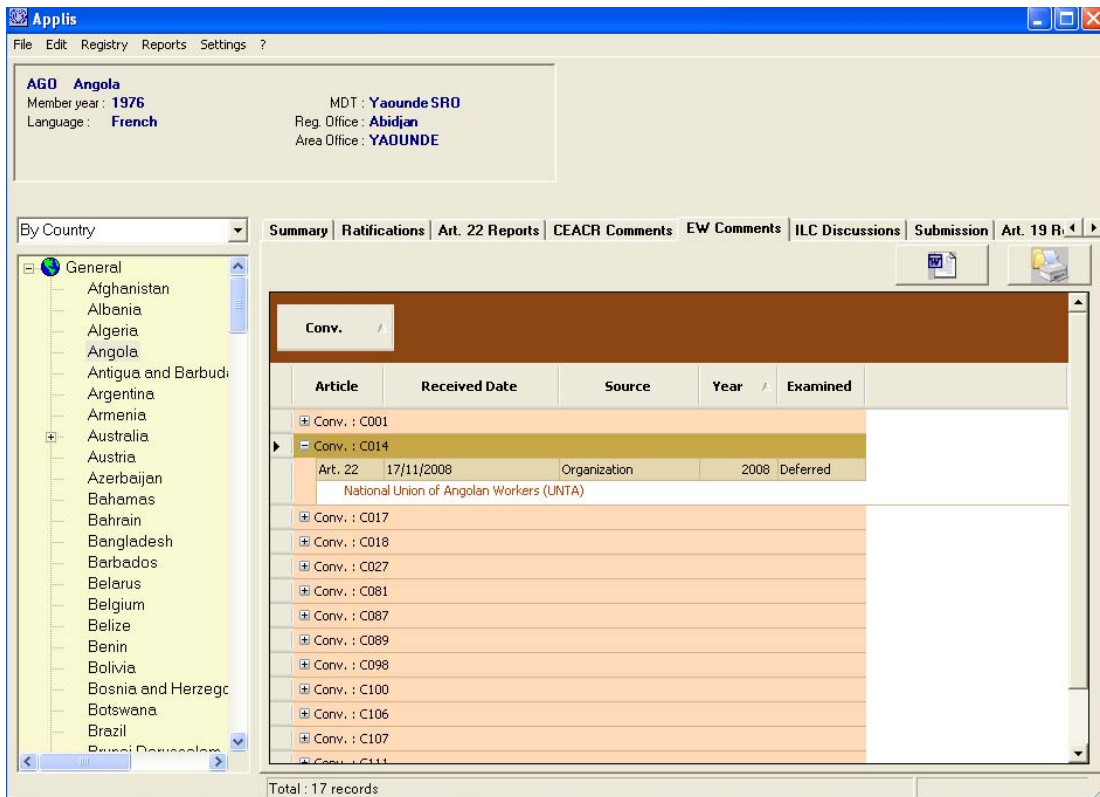

Christiane's observations and requirements

a) **New requirement** - The calendar is manually recalculated at the beginning of the new year using the option "Reports > Recalculate calendar". It has been requested to not update anymore the calendar an automatic update/recalculation of the calendar in case of:
  - o Ratification becomes denounced
  - o Change of the report type
  - o New Ratification. Creation of a new line in the calendar with the calculated reporting cycle (base on the first report delivery date) → note that at the moment it is done manually by Carlos
  - o Overwriting of the regular report following a request of the CEACR (footnote)
  - o **Versioning mechanism is requested for any changes above described**
b) **Feature of the new calendar** - The possibility to intervene manually to change the schedule.
  - a. **It exists a relationship between the Calendar and the Art 22 reports module, At the moment the idea is that the calendar is a special view of the Art 22 reports module, more that that its driven by any change occurred in this module. So it is still to define if manual interventions can occur only on art 22 reports section or also in then Calendar itself.**

Carlos observation - The calendar (the schedule) of regular reporting can be viewed also by Convention (with list of related country). This view is useful for ILO field offices and, generally, to other NORMES members

EW comments

Purposes
o   Registration of the Employers and Workers comments (Comments are not published on the web they are confidential)
o   Creation, and maintenance of a DB of Workers and Employers organizations

Sub-mask to enter a new Workers of Employers organization.

It creates a DB of Employers and Workers organizations

Pierre's observations and requirements

a) **The process -** Before to register the comment in APPLIS the process is the following:
   1. Receive the comment from the Organization (or from the Government) → see above (A)
   2. The coordinator reads the letter and verifies if the Conventions mentioned in the communication has been ratified by the country.
   3. The coordinator prepares draft acknowledgment letter to the organization and copy of the communication to the government concerned. See above (B)
   4. Sent for approval by coordinators then signed by the Director.
   5. Copies received for filing purposes and data entered in the database. See above (D)

b) The comment can be sent also by Governments, because sometime it happens is the government which collects the comment.
c) The comment sent is not read by a coordinator, it is read directly by Pierre Sayour
d) Pierre receive, manage and register comments, for CEACR meeting on December 12009, from 15 December 2008 till 10 December 2009
e) In order to insert the comment in APPLIS the navigation starts selecting the country and then the convention
f) **Requirement –** It is necessary the system is able to automatically check if the country has ratified the convention and if its status is in force. If not an alert informs the user.
g) **Requirement –** The possibility to use a search engine to create reports on demand (type statistical data). At the moment Pierre refers to Christiane. The reports, on paper, produced are:
   1. List of list of Employers' and Workers' organizations by country → **it will be substituted by the search engine on-line, no more need to print this directory**
   2. list/sum of observations for a specific country(ies), for a specific convention(s);
   3. list/sum of observations for a specific year(s);
   4. production of annex for report III (2);
   5. Various statistics.
h) The search engines can be used to ask to the system something like "All the comments on Art 22 by Japan" , or "On a given convention all the unions has commented".
i) A report titled "Lost of pending observations made by EW organization" is produced on paper in order to take under control if the CECAR (during the December meeting) has been informed of the existence of comments done by EW. If the comment is not presented at the CECAR it becomes an ""Examination deferred" (see above (E)). Also this report could be produce by the search engine

Search engine features for EW comments

- o **Convention**
- o **Country,** must be split in two [1]
    - o "Countries" and related
    - o "Non metropolitan countries"
- o **Report year**
- o **Receiving date** (from, to)
- o **Transmitting date**
- o **Article, 22, 35 18** → they are check boxes for multiple selections
- o **Workers, Employers, Governments** (selection from a pull down menu, one the other, both or none – means all)
- o **List of Workers** (It could be pop-up window where its possible to select one ore more)
- o **List of Employers** (It could be pop-up window where its possible to select one ore more)
- o **Examination deferred -** yes no

[1] **To be checked**

Submissions

Purposes

- o Register of Submissions to competent authorities, by inserting the receiving date of the letter
- o Writing comments (Direct request or observations) on Submission

Natan's observations and requirements

a) It is a mandatory obligations
b) It is for all instruments: Conventions, Recommendations and Protocols
c) He has set the preferences to list only country has not submitted
d) The Submission are manly searched by International Labour Conference (ILC)
e) It is necessary to register submissions one by one or several at the same time also belonging to different ILC sessions
f) The more complex part if the job is to read the letter coming form the Government so that to give to it the right interpretation (in this case the compiler of submissions is also an official in charge to analyze and comment them)

Search engine features for Submissions

- o **Country,** must be split in two [1]
    - o "Countries" and related
    - o "Non metropolitan countries"
- o **ILC session**
- o **Convention**
- o **Report year**
- o **Registration date** (from, to)
- o **Copied to EW organization -** yes no

Note: *the features have still to be deepened with the responsible of this module*

Christiane's observation
Perspective of ratification is no longer in use. It was internally used information.

Tools bar

The features

- **User preferences**
- **Translators**
- **Work Group**

Can substantially remain as they are