
Committee for Coordinating Statistical Activities (CCSA) Training Network

DATE UPDATED:

A. CONTACT INFORMATION:

AGENCY: International Labour Organization
 WEBSITE: General: <http://www.ilo.org/public/english/index.htm>
 Bureau of Statistics: <http://www.ilo.org/public/english/bureau/stat/index.htm>
 and
 Database: <http://laborsta.ilo.org/>
 CONTACT PERSON: Bob Pember
 TITLE/DEPARTMENT: Senior Statistician, Bureau of Statistics
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B. STATISTICAL COMPETENCIES (please fill in specific skills under each category that applies to your organization):

LEARNING	STATISTICS	COMMUNICATION	CLIENT RELATIONS	MANAGEMENT	TECHNOLOGY	INTERPERSONAL
	Evaluating statistics	Responding to user queries (internal and external)	With internal and external users	Managing statistical systems	IT and statistics, especially database	See “client relations” and “communication”
	Analysis	Disseminating data and metadata		(Non-statistical: Staff management)		
	Proposing/design statistical systems	Website design and presentation				

C. TRAINING PROGRAMS (brief description): Internal training only

No regular programme. Ad hoc training in recent years has included:

- (a) website design, English, for our website editor, training given by external collaborator
 - (b)** staff management, English, for selected middle managers, training given by external collaborator
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- (c) use of EXCEL, French and English, for statistical assistants, training given by internal IT unit
- (d) general outline of labour statistics concepts (planned), English, for statistical assistants, training to be given by staff of ILO bureau of Statistics
- (e) use of on-line database LABORSTA (planned), English, for internal ILO users, training to be given by staff of ILO bureau of Statistics
- (f) in-house seminars on specific technical topics (e.g. regional estimates and projections, CPI), English, for internal ILO users, training to be given by staff of ILO bureau of Statistics
- (g) circulation of mission reports, English/French, STAT staff

Training has not previously been available to participants from other organizations.

[Example: Objectives of program; who can access program, e.g., availability to participants from other organizations; who provides courses—internal arrangements, affiliated training institute or joint program with other organization or university, etc. How is the program linked to the statistical competencies listed above?]

Training Courses/Seminars (please list course title, duration and date/s offered, target audience, and language of instruction):^{1/}

Course Title	Begin and End Date	Course No.^{2/}	Target Audience^{3/}	Language	Competencies Addressed^{4/}
Courses for Statistics Staff in Agency (including contracted courses)					
staff management	Various, non-regular		P2 and P3	English	staff management
use of EXCEL	Various, non-regular		A2	French and English	Disseminating data and metadata
general outline of labour statistics concepts (planned)			A2	English	Responding to user queries (internal and external)
Courses for Agency Staff More Generally					
general outline of labour statistics concepts (possible repeat of above – not yet implemented)	Various, non-regular		P1		Responding to user queries (internal and external)
use of on-line database LABORSTA (planned),	Various, non-regular		P1/P2	English	Disseminating data and metadata
in-house seminars on specific technical topics (e.g. regional estimates and projections, CPI)	Various, non-regular		P2/P3	English	Responding to user queries (internal and external)
Courses for Country Officials (of ILO)					
None at present					
Historical/Nonrecurrent Courses					

Course Title	Begin and End Date	Course No.^{2/}	Target Audience^{3/}	Language	Competencies Addressed^{4/}
website design	3 weeks in 2003		A2	English	Website design and presentation

^{1/} Courses include those that can be accessed by statistical staff in the organization, even if they may have been targeted at a broader audience, e.g., other staff in the organization or member country officials.

^{2/} Please provide number/I.D. for course and make sure it corresponds to the number/I.D. for the relevant training materials.

^{3/} Use a combination of letters and numbers to indicate targeted audience: A - administrative staff; P - professional staff; M - managers and 1 - beginning; 2 - intermediate; 3 - advanced. Thus, P2 would indicate an intermediate course for professional staff.

^{4/} Please relate to the competencies identified in Section B above.

Training Materials (please specify):

Training Materials	Field	Course No. ^{1/}	Format ^{2/}
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No formal training materials as yet.

Exception: For training in labour force concepts, we normally use International Training Compendium, Volume 1 (see

<http://www.ilo.org/public/english/bureau/stat/download/papers/train.pdf>)

^{1/} Please provide number/I.D. for course and make sure it corresponds to the number/I.D. for the relevant training materials.

^{2/} Use double letters to indicate format, e.g., AA: video, BB: hard copy, CC: e-version, etc.