



ADVANCED INTERNATIONAL TRAINING PROGRAMME 2011

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The Role of Labour Market Policy in Poverty Alleviation

Stockholm, Sweden, September 19 – October 14, 2011
and Southern Africa, April 2012

Invitation

The Swedish International Development Cooperation Agency (Sida) offers, as part of its bilateral development assistance, Advanced International Training Programmes of strategic importance to the social and economic development in the participants' countries. The International Training Programmes are specially designed for persons qualified to participate in reform processes of strategic importance on different levels and holds a position in home organisation with mandate to run processes of change. This methodology is based on the assumption that your country wish to carry out changes and are willing to invest own resources to achieve these changes. In the long-term perspective the programmes shall contribute to institutional strengthening and capacity development in the participants' countries.

Training is focused on support to individual or team plans for change. The plan shall be well established in the participant's organisation and is a basic part of the programme concept.

In this brochure you will find information on the specific objectives for this particular programme, its content and structure, and how and when to apply. You will also find an application form.



Lena Ingelstam
Director
Sida

In order to reduce the ravages of poverty countries must find ways to provide decent and productive jobs for those affected. In this connection labour market policy has a key role to play by giving policy makers and stakeholders the means they need to leverage necessary policies and efforts. Promoting institutional development and capacity building are instrumental for improving the functioning of the labour market, to mobilise the resources of the poor and to counteract discrimination in society.

Swedish labour market policy is known internationally for its dynamic development and functions as an example for many countries in Europe and internationally. As the government agency responsible for implementing the Swedish labour market policy, Arbetsförmedlingen – the Swedish Public Employment Service – is well acquainted with challenges and best practice solutions in the labour market in general and has extensive experience from developing and managing capacity building projects internationally.

The Swedish Public Employment Service has been requested by Sida to host and implement an International Training Programme for Southern Africa on The Role of Labour Market Policy in Poverty Alleviation. Trusting that this training programme will contribute to the development of the labour market in your country we hereby invite your institution to nominate qualified candidates for participation in the programme.



Angeles Bermudez-Svankvist
Director General
Arbetsförmedlingen – The Swedish Public Employment Service

Programme Objectives

The purpose of the training programme is to strengthen the capacity of decision makers and other stakeholders from Southern Africa in the field of labour market policy. A main focus of the programme is to provide the participants with sufficient competence and capacity to initiate and manage sustainable reform processes in the labour market relevant to the mandate and resources of the participants home organisation.

The programme will in particular provide the participants with

- a general understanding of the role of active labour market policy in promoting social and economic development in interaction with other policy areas
- knowledge of various labour market policy tools and their effects and practices internationally and in the participants' home countries

- the ability to identify and analyse challenges and problems in the labour market sector in their home countries, and to suggest corrective measures
- the ability to identify and analyse the role of the participants' home organisations and how they can contribute to improve the functioning of the labour market domestically
- the ability to initiate, organise and implement sustainable project based development processes, based on international and regional experiences acquired from the programme, and
- an established network for exchanging experiences and support between colleagues at home as well as with the other participating countries in the region

Contents

An important component of the programme will be the participants'

own development project for change and the management methods necessary to support their successful implementation. Other parts of the programme concerns areas important for improving the functioning of the labour market such as:

- Labour Market Policy in an International Perspective – fundamentals of labour market policy development in Sweden and internationally;
- Institutional Development and Strengthening of the Institutional Capacity – modern methods and tools for organisational analysis and planning;
- The Role and Importance of the Social Dialogue – principles and practice of social dialogue in the labour market in Sweden and internationally;
- An Efficient Employment Services ñ roles, objectives, core services and legal framework for executing labour market policy;

- Labour Market Information and Analysis ñ models for analysis and forecasting and standardized labour market information;
- Active Labour Market Programmes – role and implementation of ALMP in achieving sustainable employment;
- Performance Management and Human Resource Development methods and tools of modern human resource development.

Programme Structure

The training programme consists of five phases.

Phase 1, Preparation phase

(February to September 2011)
Initial contacts will be established between the participants and the project mentors with regards to the project for change presented in the application.

Phase 2, Scheduled training in Stockholm, Sweden

(September 19 – October 14, 2011)
The training session includes lectures and work shops, practical assignments and group work, exchange of experiences, study visits to relevant authorities and institutions as well as elaboration of the projects for change.

Phase 3, Intermediate period for project work

(October 2011 – April 2012)
The participants disseminate the acquired information from the training in Sweden, initiate work on their projects for change and prepare individual reports for presentation during phase 4.

Phase 4, Follow up seminar in Southern Africa

(April 2012)
A one week follow up seminar will be held in Southern Africa, which will focus on presentation and discussions on the progress, outcomes and experiences made on the projects for change, as well as contain lectures and workshops on regional labour market challenges and solutions.

Phase 5, Completion period

(May – October 2012)
Participants continue to work on

projects for change in close communication with their mentors and prepare final reports. Final reports will be submitted and, upon acceptance of the final reports, diplomas awarded.

Project for Change

Before applying to the programme, each applicant should identify a relevant issue, problem or challenge related to labour market policy in his/her home country. Participants project for change will be in focus throughout the whole training programme. It is essential that the project for change will be defined, approved and actively supported in the participants home organisations prior to starting in the training programme. It is also important that the selected project for change is in line with existing reform processes or will initiate a new reform process.

A description of 1–2 pages of the individual project should be submitted together with the application form and include: background and rationale of the project and the role of the own organisation in the labour market, the purpose and specific objectives of the project, and a draft work plan including specific activities and a time plan.

Date and Place

The first training phase (Phase 2 of the programme) will take place in Stockholm, Sweden from September 19 – October 14, 2011. The second training phase (Phase 4 of the programme) will be held in Southern Africa during one week in April 2012.

Teaching

Teaching will be highly interactive and require strong participation from all parties involved. Traditional lectures will be mixed with workshops, study visits and group discussions where participants are expected to take an active role and where opportunities will be given to share best practices. Participants will be assigned mentors who will support them in working with their projects for change.

Management and staff

The Swedish Public Employment Service has been mandated by Sida

to organise and execute the programme. All international and Swedish teachers and mentors have extensive experience within their respective expert areas.

Participation

Target Region:

The training programme is primarily offered to 25 participants from the following countries: Botswana, Mozambique, Namibia and South Africa.

Target Group

The target group includes relevant decision makers in middle and top management positions within ministries and authorities responsible for labour market issues as well as representatives from employers, trade unions and other stakeholders in the target countries.

Participants must be qualified to participate in reform processes within the labour market sector in their home countries and hold a managerial position in their own organisations. Minimum qualifications are a university degree and relevant work experience. Participants must be officially nominated by their own organisations and, in some cases, by authorities in accordance to the regulations in each country.

Nominating organisations and the selected candidates must be aware of their commitment to participate in all phases of the programme.

Language requirements:

The training programme will be conducted in English. As participants are expected to make both oral and written presentations it is necessary that the participants have an excellent command of the English language.

Due to the character of the programme family members are not allowed to accompany participants to the programme.

Application Process

**Closing date for application is
May 16, 2011**

Applications submitted after closing date will not be considered.

Applications should be written on the special form attached and include a recent photograph and required information and documents.

An English language test should be made with an official body in the home country of the applicant, unless the applicant can provide other documentation to support her/his ability.

The Swedish Embassy/Consulate does not carry out language tests but may be able to recommend appropriate language institutes for conducting tests.

When necessary, the application as well as the project for change should be approved by the official nominating authority in the country.

The application should be submitted to the nearest Swedish Embassy/Consulate.

If there is no Swedish Embassy/Consulate in the applicant's country, the application should be submitted directly to the Programme Secretariat. Selected applicants will be notified by e-mail or telefax. Once accepted, the applicant must confirm participation. An invitation letter will be sent out, containing additional information on the programme and the practical arrangements.

Cost of Participation

The cost of the programme is divided between a participation fee and accommodation cost. The participation fee covers all training costs such as tuition, literature, documentation, study tours and certain social activities in connection with the pro-

gramme. Accommodation costs include board and lodging. The Swedish International Development Cooperation Agency (Sida) will cover costs for participation as well as accommodation.

International travel costs to and from Sweden will be covered by Sida as well as international travel costs to the regional follow-up seminar.

Participants must cover their own domestic travel costs to the nearest international airport.

Accommodation

All participants will be accommodated in single rooms with bath at the same hotel in Stockholm during the training period. Costs for local travel will be covered by the course organiser. Any other travel cost not included in the programme will be at the participants own expense.

Visa

Participants are responsible for obtaining all visas necessary for their journey and stay during the training programme. The visa should be valid for the whole period in Sweden and the passport should be valid for three months longer than the entry visa. Inquires should be directed to respective Swedish Embassy/Consulate alternatively other Schengen representation as soon as possible after acceptance into the programme. Participants visiting other countries on their way to or from Sweden must ensure that correct visas are obtained before leaving their home country, especially for coun-

Contact information

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tries not included in the Schengen agreement.

The costs for obtaining visas are carried by the participant.

For more information, this website offers Swedish visa information: <http://www.migrationsverket.se/english.html>

Insurance

All participants are covered by a group insurance while in Sweden and on organised tours during the programme including the regional follow up. This insurance includes costs for medical care in the event of acute illness or accident. Medical and dental check-ups are not included. This insurance does not cover delays, loss of baggage or theft of personal property.

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The Swedish Public Employment Service contributes to a well functioning labour market in Sweden through facilitating more effective matching of vacancies and job seekers, adapting the measures and programmes to demand on the labour force and the needs of the labour market and

contributing to shortening the period for long-term unemployed.

The Swedish Public Employment Service has a long tradition of international cooperation through provision of support to government agencies and organisations in countries with development needs in the labour markets, particularly with regard to active labour market policies, institutions

and social dialogue, systems for objectives and performance oriented management, information systems, analytical and forecasting methods and development of instruments and competences to provide an effective public employment service and to promote employment for marginalised and disadvantaged groups.

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