



WORKSHOP “DECENTRALIZED PUBLIC EMPLOYMENT SERVICES AND THEIR LINKAGE WITH THE BUSINESS WORLD”

Americas/Europe Interregional Event - March 16 to 18, 2011, Mexico City

GUIDE FOR PANELISTS AND MODERATORS

PANELISTS

- **Content:** Panelists are requested to prepare their presentations in answer to the “Guiding Questions” (attached hereto as an appendix) for the respective panel. These questions were prepared by the organizers to cover the main aspects of discussion. Each panelist may adjust them to reflect the reality of his or her country or institution and may emphasize those he or she deems most relevant.

Framework conferences. Their aim is to provide a hemispheric overview and conceptual vision of the subject matter. They are guiding frameworks for the presentations and discussions that follow. Therefore, presenters are suggested to consult the “Guiding Questions” for the corresponding panels (Panel 1 and 2 for Conference 1; 3 and 4 for Conference 2) in preparing their interventions.

- **Duration:** Presentations during framework conferences are allotted a maximum of 30 minutes; presentations during panels are allotted 20 minutes.
- **PowerPoint:** The use of PowerPoint presentations is optional. Those wishing to give presentations in this program should forward them **by March 9, to Carolina Ahumada at the OAS (cahumada@oas.org)**; to allow sufficient time for their translation. Presentations will be projected onto two screens: in the original language in which they were written by the speakers, and in Spanish or English.
- **Language/simultaneous interpretation:** Panelists may make their interventions in Spanish, English, or French. Simultaneous translation services will be provided for these three languages.

MODERATORS

Main responsibilities of the moderator:

- To introduce the panel generally, indicating the presentations to be given and the objectives pursued.
- To give the floor to each speaker and to monitor the time. This includes ensuring that presentations do not exceed the maximum time allotted and that interventions in the dialogue are short and precise.
- To moderate the dialogue. The main objective of the different panels is to identify lessons learned and policy recommendations that may be drawn from the different experiences. The questions for each panel were prepared with this in mind. The moderator should direct the dialogue with a view to ensuring that those questions are answered and such lessons/recommendations identified.
- To present the conclusions of the panel at the close of the workshop. These conclusions will be prepared with support from the other organizers.

APPENDIX

Guiding Questions

These questions will guide the presentations and discussions during the event

PANEL 1 - Strategic measures for serving employers

- What is the general strategy of your public employment service (PES) for cooperation with the business world?
- How does your PES identify labor market needs? (survey, observatory)
- How is account taken of demands and needs indicated by employers and how does your PES address them? Please specify whether employers participate in designing PES services and whether mechanisms exist for feedback with this group.

PANEL 2 - Tools for the adequate development of services for employers

- How are the services you provide to employers organized? Please specify all tools and services made available to them.
- In the different services made available by your PES, how intensively are employers involved?
- How does your PES deal with resistance from employers to facilitating placement follow-up?
- Is the entire portfolio of your PES made available to vulnerable groups or do you have specific instruments for them?

PANEL 3 - Decentralized PES: The municipal option

- Please describe how the employment service operates in your country, specifying the responsibilities of the different actors (Ministry of Labor, municipalities) and emphasizing the level of decentralization. What are the pros and cons of employment service decentralization?
- If your country has a decentralized employment service or one where decentralization is under way, what have been the successes and failures of that process?
- How can municipalities' capacity to manage employment services be built?
- Considering that many municipalities in Latin America are located in areas with small productive bases with very limited demand for labor, is it advisable for employment service authorities to promote employment as well? How should this be done? Please describe experiences in your country in this area.

PANEL 4 - Strategic partnerships to provide effective employment services with the private sector or nongovernmental actors

- What is the relationship of the PES in your country with private providers (temporary employment agencies, sector funds, associations, brokerage services)? Please describe this relationship, levels of collaboration, existence of formal or informal agreements, etc. Specify the strengths and weaknesses of this relationship and offer suggestions.
- In the operation, follow-up, or evaluation of the PES in your country, have strategic partnerships been formed with private or nongovernmental actors? Please describe what form such partnerships have taken, and their successes and weaknesses.