



ORGANIZATION OF AMERICAN STATES
Inter-American Council for Integral Development
(CIDI)



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NAVIGATION GUIDELINES OF THE PORTFOLIO OF PROGRAMS OF THE
INTER-AMERICAN NETWORK FOR LABOR ADMINISTRATION (RIAL)



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Through the Portfolio of Programs of the RIAL, you will be able to load, modify or eliminate programs from your Ministry or search for programs from other Ministries of Labor of the region. In the following you will find a brief instructive to navigate in this virtual portfolio which we hope will be a very helpful tool.

TO SEARCH FOR OR CONSULT PROGRAMS

Enter: <http://www.rialnet.org/programas/Busqueda.aspx?l=en>

You will be able to search under the following criterion:

- Country
- Target population
- Categories,
- Geographic Coverage

The system will also allow you to search by combining the criterion. To do this, you should choose the criteria that you're looking for and click on "**Search**". In the event that it exists, the system will present you with a list of the programs that coincide with your search preferences.

TO UPLOAD A PROGRAM

Enter: <http://www.rialnet.org/programas/Busqueda.aspx?l=en>

On the left side of the menu you can click on "**Login**" and enter the username and password that were send you previously. In the event that you haven't received your login information, please send a message to: trabajoDDSE@oas.org

Preferably, each program in the Portfolio should comply with the following criteria:

1. Be **effective** in complying with its objectives.
2. Be **conducted at the national, provincial, state or municipal level**; that is, it does not represent a "micro" experience, but was developed and implemented based on national or regional challenges.
3. Be **tested and proven**, through internal or external evaluations.
4. Be assured that the presenting institution has adequate **political will and technical capacity** to share "the program" with other institutions of the hemisphere.

Once you are logged in the system, click on "**Send Program in English**" and enter the information about your program. You should complete seven sections:

- I. Country or Institution Presenting the Experience
- II. Under Which of the Following Categories Does the Program Qualify?
- III. Description of the Program
- IV. Sustainability
- V. Program Evaluation
- VI. Documentation of the Experience
- VII. Dissemination

Note: Please keep in mind that the system will give you 10 minutes to complete the file; if you think that it will take more time or need to finish it at another time, click on "Save" so that you will be able to return to the document later. Nonetheless, we suggest saving continually.

Likewise, after completing the fields keep in mind that:

- In Section II, the system chooses by default the option "Labor Legislation" under the area of "Labor"; you must change it to the topic that corresponds to your program. The system will allow you to pick up to five topics to classify the program.
- In Section III, on starting and ending date, if the program started before 2002, please enter "2002", and if it hasn't ended yet, please enter "Not defined".
- In Section VI, you can upload other documents and/or annexes that are relevant to the program.
- If there's no information for a field, please write "N/A" (Non Applicable), given that no field can be left empty.

Once you have completed all of the fields, click on "**Send**" if you want your program to immediately be considered or in "**Save**" if you want to complete the information in the fields at a later time. If you decide to send your program, the system will show you a note on the screen that says "This document is PENDING approval". Within the next few days you will receive an email

from the Administrator (trabajoDDSE@oas.org) indicating if your program has been approved or not.

To return to a saved document:

Enter the Portfolio again with your username and password. Click on the button **“My programs”**, and in the drop-down menu you will find on the right **“Draft”**. The system will show you a list of saved programs.

Once you have finished click on **“Send”**.

TO MODIFY OR UPDATE AN APPROVED PROGRAM

Once you have entered your username and password, click on the button **“My programs”**. In the drop-down menu found on the right choose **“Approved”** and in the list of programs shown in the system, choose the one you want to modify. Once you have made the desired changes, click on **“Send”**. You will receive a confirmation from the Administrator indicating that the modifications have been approved.

TO ELIMINATE A PROGRAM

You must contact the Administrator and ask for the respective elimination writing to: trabajoDDSE@oas.org

For any questions, please don't hesitate to contact us:

Department of Social Development and Employment of the OAS

Inter-American Network for Labor Administration

Tel: (1202) 458-3207 – trabajoddse@oas.org