

## **INFORMATION NOTE**

### **1. JUSTIFICATION**

At the 39th Meeting of the Technical Committee of ILO/Cinterfor (Brasilia, October 2009), member institutions considered as a priority to improve and disseminate methodologies of impact assessment of vocational training, to have common criteria to make comparative analysis and to share best practices. Likewise, the objectives of the Global Jobs Pact include the need to prove the impact of labour competencies development actions.

### **2. KNOWLEDGE MANAGEMENT PROCESS**

To meet this demand ILO/Cinterfor has been supporting a collective construction of knowledge in order to systematize practices and experiences in order to generate an immediate application tool that supports the network's member institutions in the design and implementation of impact assessment of their training activities.

This process was developed throughout the following stages:

**1<sup>st</sup> Meeting:** between 21 and 23 July 2010, in Buenos Aires, with the sponsorship and technical support of the Ministry of Labour, Employment and Social Security –MTESS– of Argentina. The objective was to analyze the situation and prospects for the impact assessment of training in the region and to define the contents of a Guide to improve tools to measure quality and outcomes of programmes and actions.

**Virtual Community:** with the participants of the 1st. meeting a learning community was made up. It has been sharing knowledge/practices and making progress in the elaboration of tools for the impact assessment.

**2<sup>nd</sup> Meeting:** between 23 and 25 November 2010, in Madrid, with the sponsorship of the Fundación Tripartita para la Formación en el Empleo. This meeting was to validate the contents of a Guide, worked in the learning community, and to receive suggestions for the final elaboration and dissemination.

**Virtual Community:** participants of the 1st. and 2nd. meeting, through the learning community, contributed with contents to each of the axes of the Guide; comments and points of view on the depth and length of the methodologies were.

**3<sup>rd</sup> Meeting:** will be held between 22 and 24 August 2011, in Quito, sponsored by the Servicio Ecuatoriano de Capacitación Profesional (SECAP).

### **3. OBJECTIVE**

Through working groups, the final contents of each of the axes will be validated, as well as the dissemination strategy and electronic access of the.

### **4. PROFILE OF PARTICIPANTS**

The Ministries of Labour and Education, as well as VTI members of ILO/Cinterfor are kindly requested to indicate one (1) senior representative, with responsibilities in quality management, planning and training assessment.

The ILO Governing Body will indicate representatives of employers' and workers' organizations.

**It is essential that attendants to the meeting have actively participated throughout the process: from the first technical meeting up to the third one, as well as in the virtual learning community.**

### **5. VENUE OF THE MEETING**

The working sessions and accommodation for participants will be at the:

Hilton Colón Quito Hotel  
Amazonas N 1914 Y Patria Avenida 1  
Teléfono: (593-2) 256 0666

### **6. CONFIRMATION OF ATTENDANCE**

It is essential that all participants attending the 3rd. Technical meeting confirm their participation not later than **July 29, 2011**, and indicate whether they will travel alone or not.

The communication should be addressed to:

**Attention:**

Martha Pacheco  
Director  
OIT/Cinterfor  
E-mail: [oitcinterfor@oitcinterfor.org](mailto:oitcinterfor@oitcinterfor.org)

**and copied to:**

Soledad Valdivieso  
Marketing Coordination  
SECAP  
E-mail: [s.valdivieso@secap.gob.ec](mailto:s.valdivieso@secap.gob.ec)

## **7. AIR FARES AND TRAVELLING EXPENSES**

The costs of air fares and travelling expenses for the participants shall be met by the institutions they represent.

## **8. FOOD AND ACCOMMODATION**

### **8.1. Dates and participants**

SECAP has kindly offered to provide board and lodging as from the night of August 21 to August 23, inclusive. The night of August 24 is offered to those that, due to travel reasons, have their flights on August 25.

This offer is provided to the following participants:

- delegates of the vocational training institutions member of ILO/Cinterfor, officially nominated;
- representatives of employers' and workers' organizations indicated by their respective groups at the ILO Governing Body.

Additional expenses (accommodation for companion(s), extension of stay, extras, bar, telephone calls, laundry, Internet, etc.) shall be borne by the participants themselves.

The host institution will provide lunch and dinner to all participants accredited at the 3rd. technical meeting.

### **8.2. Transfer between Airport and hotel and vice versa**

Transfer from airport to hotel and vice versa is foreseen. For these purposes, and to facilitate the organization, participants are asked to confirm (by e-mail) the date, time, airline and flight number of their arrival **not later than August 12, 2011**.

## **9. LANGUAGES**

The official languages of the meeting will be Spanish, English and Portuguese. Simultaneous interpretation is foreseen during all sessions.

## **10. INSURANCE**

Delegates, guests and observers should be covered by their own personal insurance, or that provided by the institution to which they belong to, as the sponsors of the event cannot accept any responsibility for expenses related to illness, accident, death, damage to third parties, etc.

## **11. ENTRY REQUIREMENTS TO ECUADOR**

Participants are advised to consult the Ecuador Embassy in their respective countries on the need for:

- an entry visa to Ecuador;
- vaccination requirements and appropriate certificates.

Expenditures in this connection will be defrayed by participants.