

MODULE 1

General overview

Duration: 2 hours

Prerequisites: None



Key questions:

1. What are the objectives and scope of the guide?
2. How is the guide structured?
3. To whom is the guide addressed and how should it be used?
4. What are the learning tools used in the guide?
5. To what extent is this guide relevant?
6. Has the guide been used and tested already?
7. What are the limitations of the guide?
8. Ice-breaking session



Objectives:

This module provides a general overview of the guide, its objectives and scope, its structure, the circumstances in which the guide can be used, as well as its relevance and limitations. The content of the subsequent modules is briefly explained.



Overview:

What are the objectives and scope of the guide?

The SPF Good Practices Guide's objectives are to:

- explain the concepts of social protection, risk, and insurance;
- teach the main steps of the social protection assessment based national dialogue exercise and share concrete experiences from countries;
- share technical expertise and tools on mapping social security situations, identifying gaps, designing and costing policy options, as well as advocating for policy recommendations; and
- encourage countries to conduct the ABND exercise through a national dialogue involving all relevant stakeholders.

How is the guide structured?

The guide includes 16 modules organized along the steps of the ABND exercise:

- Introduction (modules 1 to 5);
- Step 1: Building the assessment matrix (modules 6 to 9);
- Step 2: Costing policy options using the RAP model (modules 10 to 13);
- Step 3: Finalization and endorsement (modules 14 to 16);
- Conclusion and annexes.

To whom is the guide addressed and how should it be used?

The guide is targeted at representatives and working teams involved in the planning, financing, and management of social security systems in a country; ministry of labour, social security institutions, ministry of health, ministry of social development, ministry of women's affairs, ministry of finance, ministry of rural development, ministry of interior, ministry of planning, and other ministries; representatives of workers' and employers' organizations, as well as civil society; academicians; and social protection experts from UN agencies and other development partners.

The guide can be used:

- as a self-learning tool;
- as a resource package for delivering training; and
- as a guide for conducting full-fledged ABND exercises in the respective countries.

The users of the guide can be trainers, resource persons or participants in training, or persons conducting an assessment. They are referred to as “participants” or in some cases as “users of the guide” or “users of the model”.

Although the guide was developed by the ILO Decent Work Technical Support Team (DWT) Bangkok based on its work in East and South-East Asia and the Pacific, the guide can be used in other parts of the world.

What are the learning tools used in the guide?

The learning tools used in the guide include:

- master modules that describe the ABND methodology and tools;
- PowerPoint presentations that can be used in training courses;
- videos and tutorials that facilitate easy understanding of each module and can be used for self-learning;
- case studies used in several modules and exercises that simulates an ABND exercise;
- instruction sheets for group activities that will generate ideas and encourage exchange of knowledge among participants of training courses;
- quizzes, tests, and matrices to be filled out individually or in groups;
- a glossary and additional reading material.

The combination of several learning tools facilitates easy understanding, opportunities for knowledge sharing, and provides participants with hands-on experience of conducting the ABND exercise.

To what extent is this guide relevant?

The guide is a unique resource package offering the necessary knowledge and skills to conduct an ABND exercise and move towards the design and implementation of nationally defined social protection floors.

The ABND is an exercise to compare the social security situation in a country with the four basic social security guarantees and provide recommendations on how to complete the social protection floor. The exercise also converts the recommendations into policy options and projects the cost of the policy options over several years. It assesses the capacity of the country as a whole to provide the necessary financing to increase the level of social protection. The ABND is a powerful tool to engage in social dialogue for the extension of social protection for all.

Has the guide been used and tested already?

The guide was developed by practitioners based on real experiences of conducting ABND exercises in Indonesia, Thailand, Viet Nam, and Cambodia.

A preliminary version of the guide was tested at an ASEAN workshop organized by the ILO and Chulalongkorn University, Thailand, from 15 to 19 October 2012. The guide was also used for starting or planning new assessments in Lao People's Democratic Republic, Mongolia, Myanmar, Philippines, the Solomon Islands, and Vanuatu.

The guide is in the form of a light publication (textbook) and a more comprehensive resource package (e-box) available online and on CD-ROM, allowing for future input from practitioners and experts who are conducting similar exercises.

What are the limitations of the guide?

The guide provides a method to conduct an assessment based national dialogue exercise leading to policy recommendations for extending nationally defined social protection floors. However, the design of policy options is simplistic. For those policy options that are selected by the government and social partners, a more comprehensive design study shall be conducted afterwards, including an analysis of stakeholders' views and perceptions, a more comprehensive design of the benefit package(s), proper actuarial assessments, a legal review and legal recommendations, as well as the design of institutional arrangements.

The guide does not offer a magic formula for successfully conducting a training course or an assessment based national dialogue exercise, but is intended to provide an approach and a toolbox to be tailored to each country's unique situation.

Ice-breaking session

To facilitate interaction among participants and better capture their expectations, ice-breaking exercises can be organized during this module.



Takeaway message:

The guide is a unique resource package that aims at providing the necessary knowledge and expertise for conducting ABND exercises, which are the first step towards the implementation of nationally defined social protection floors. The guide can serve several purposes, including self-learning, training, or practical implementation of the ABND exercise. It was designed by practitioners for practitioners and will be enriched in the future with new experiences. It is structured along the lines of the ABND process and includes many hands-on exercises that facilitate acquisition and sharing of knowledge and skills.
















textbook



e-box

Resources:

	Master module 1 – General overview		
	Presentation – Introduction to the course and understanding the course objectives		
	Proposed agenda of the course		
	Instruction sheet for conducting two alternative ice-breaking sessions		
	Instruction sheet for conducting a session to understand participants' expectations and list of common expectations		
	Video of the session on understanding expectations		

e-box available at: <http://www.social-protection.org/gimi/pages/abnd/>