are both effective and inclusive? These are some of the main issues that will be discussed by the ILO’s tripartite constituents at the International Labour Conference in 2003 in preparation for the adoption of a new Recommendation on the development of human resources.

This preparatory report gives a worldwide overview of the situation in this respect. It ends with a questionnaire, addressed to governments and the social partners, on the contents of the prospective Recommendation. Appendices contain the resolution concerning human resources, training and development adopted by the International Labour Conference in 2000; the “Cologne Charter: Aims and Ambitions for Lifelong Learning” – adopted by the G-8 countries in 1999 – and the text of the Joint Statement on Education and Training adopted by the Business and Industry Advisory Committee and the Trade Union Advisory Committee to the OECD.

**A guide to worker displacement:** Some tools for reducing the impact on workers, communities and enterprises.

As its title indicates, this guide suggests a number of ways of reducing the impact of job loss on workers, communities and enterprises. It consists of six chapters. The first gives an overview of the problems raised by mass lay-offs and worker displacement. The second offers advice on how communities should organize to retain businesses and avert lay-offs. The third addresses the ability of communities to respond quickly and effectively to worker displacement events. The fourth presents the measures that industrial adjustment specialists should take to set up worker adjustment programmes and to help displaced workers find new jobs. The fifth focuses on the establishment of worker assistance resource centres to provide services to displaced workers. Lastly, the sixth chapter is devoted to the economic renewal strategies and tools that communities can use to preserve and create jobs. A list of supplementary training manuals and resource materials, followed by a list of acronyms, are given in two appendices.

**Action against sexual harassment at work in Asia and the Pacific.**

This book explores the different perceptions of, and attitudes towards, sexual harassment. After defining sexual harassment, it goes on to outline its effects on victims, enterprises and organizations, and society as a whole, looking at the legal measures, workplace policies and practical actions that have been taken at the international, national and enterprise levels. It also provides practical tips on sexual harassment policies, training for prevention and grievance handling.

Drawing on 12 recent studies from the Asia and Pacific region, the book updates and expands an ILO technical report prepared to stimulate exchanges of experience at an ILO/Japan regional tripartite seminar on action against sexual harassment at work in Asia and the Pacific, held at Penang, Malaysia, in October 2001. The aim of the book is thus to promote a better understanding of sexual harassment at work, while also reviewing the initiatives and good practice measures taken by government authorities, employers’ and workers’ organizations and women's organizations to prevent and eradicate it. The
problem is addressed from an international perspective, with a particular focus on action taken in the Asia-Pacific region.

The second chapter of the book is concerned with understanding sexual harassment at the workplace. While forms of sexual harassment are context-specific, there is a universal consensus on what constitutes sexual harassment. After analysing the concept of "workplace", the discussion turns to the effects of sexual harassment. This is followed by an overview of the reasons for which many female workers choose not to report incidents of sexual harassment and of the ways in which female workers and women's and workers' organisations have started to take action against this practice. The third chapter is concerned with the incidence and scope of sexual harassment at work. After an overview of statistics that have become available in recent years on the magnitude of the problem, it reviews a number of high-risk sectors, occupations and, more generally, conditions of work, which have been shown to increase the chances of sexual harassment occurring. The fourth chapter of the book looks at contemporary legislation, explaining trends in national laws and international labour and human rights instruments. It examines the benefits and drawbacks of these legislative developments in terms of definitions, scope, duties, liabilities, procedures, remedies, sanctions and implementing mechanisms. The chapter concludes with an outline of best practice for the development of legislation. The fifth chapter explains workplace policies and practical measures. It gives an overview of the extent and range of workplace policies, guidelines and codes adopted by countries, organizations and enterprises including action by employers' and workers' organizations. This is followed by an outline of key components and good practice to facilitate the effective implementation of policies. Redress mechanisms for effective grievance handling are discussed, including formal and informal complaint procedures, sanctions and monitoring and evaluation. The chapter concludes with an outline of measures and practical tips for awareness raising, training and counselling.

The sixth chapter presents the main conclusions drawn from the experience gained in the region and recapitulates the trends and good practices observed in legislation, workplace policies and practical measures. This chapter also contains a comprehensive, stand-alone summary of the book. Additional practical information is given in the annexes, including a list of references to international and regional instruments on sexual harassment, examples of questionnaires for use in workplaces, a model company policy, a code of practice and an information booklet on sexual harassment. The bibliography opens with a list of country studies on which the book is based.

**Care work: The quest for security.**


The basic idea underlying this book is that there can be no "decent work" agenda in any country of the world where the needs of those providing care to their fellow human beings – to children, to the elderly or to the disabled – are neither recognized nor protected. Care work is real work and it deserves to be fully integrated into the analysis of work. The providers of care need security just as any other group of workers does. Analysing this socially valuable work, the book addresses the key questions: How to provide for such care? Who benefits from it? Who should pay