

# **Workshop Guide**

**For**

*“2006 International  
Conference: Employment  
Policy & Human Capital in  
the Andean Region”*

## ***What is the objective of the workshops?***

The objective of the workshops is to bring specialists together to design strategies for the implementation of four policy options. The workshop topics will be related to policies that support existing efforts to increase the quantity and quality of employment in rural regions of Andean Countries. There will be two series of workshops taking place, one in Lima and the other in Ottawa. This will allow for the gathering of comparable results from each of the workshops. The results will be reflected in the final report to be published as a follow-up to the conference.

## ***How will the workshop be conducted?***

The workshops will be held separately in both Ottawa and Lima on the 19<sup>th</sup> and 20<sup>th</sup> of October, 2006. The results of the separate workshops will be compared and later included in the Final Report to be written for the Conference. The workshops will consist of the following agenda:

- a) Definition of Procedures for Implementation of Policies
- b) Identification of Variables for Measuring the Effectiveness of each Policy Option
- c) Identification of the Social and Economic Costs & Benefits of each Policy Option
- d) Definition of the Scope of the Policy Options
- e) Identification of Interest Groups Affected by the Policy Options Identified

The dialogue that will take place around each policy option will make use of the above outline. The minimum desired result for each topic (policy) is to reach the third point on the outline: Identification of the Social and Economic Costs & Benefits of each Policy Option. This means that a clear definition of a process for implementing each policy option, a minimum of one measurement variable, and a preliminary analysis of the costs and benefits of each policy should result from the workshops. The optimal scenario would be to cover all five points in the outline. However, due to the limited time available, an optimistic scenario would lead to a preliminary list of social and economic costs and benefits for each policy that warrant further investigation. The last two points in the outline are key to defining the first three points, however, it will be assumed that those taking part in the workshops are aware of the implied scope and affected interest groups. Therefore, a precise definition of these two points will only be developed if time permits.

## ***What are the topics of the four workshops?***

The topics (policies) that will be developed during the workshops will be a continuation of the symposium topics discussed during the morning of each day: informality will be the focus of the first workshop; human capital the focus of the second workshop; increased sources of employment in rural areas the focus of the third workshop; and, technology transfers and their impact on employment the focus of the fourth workshop.

The specific policy options developed in each workshop session will stem from prior consultation of the specialists attending the workshops.

### ***How long will each workshop be?***

Each workshop will begin with an introduction of the topic (policy) to be developed. This will be followed by an explanation of the procedure and rules that will be applied by the moderator in organizing the time for each workshop session. Each workshop session will last for 90 minutes or until all five points in the above outline are developed. A short break of 15 minutes will be provided between each session.

### ***What is the role of the moderator?***

A moderator will be present during each workshop to make sure that the timetable is respected and that the objectives and agenda of the workshops are kept in focus. The moderators will be responsible for initiating the workshops on time and for facilitating the discussions. The moderators will not be experts in the topics discussed nor will they be responsible for providing feedback or answering questions related to the topics. The role of the moderator will be limited to selecting the groups and assuring that the agenda of the workshops is followed. The moderator will try to assure that discussions provide the minimum desired results and necessary material for the final report.

### ***What will be the size of each group?***

The workshops will be conducted in small groups of three to four individuals. Groups will be selected prior to each workshop by the planning committee and the moderator who will be overseeing the workshop. Groups will generally stay the same throughout the four workshop sessions. However, some changes may be made according to the availability of participants.