Consultation Guide

Multisectoral Consultations on the National Human Resource Development (HRD) Roadmapping

Contents

[Schedule of Consultations 2](#_Toc436632240)

[Program 2](#_Toc436632241)

[Objective of Consultations 3](#_Toc436632242)

[Outputs of Consultations 3](#_Toc436632243)

[Responsibility of DOLE TWG-HRD members 3](#_Toc436632244)

[Consultation procedure 4](#_Toc436632245)

[Guide to workshop facilitation and use of workshop forms 5](#_Toc436632246)

[Workshop Forms 7](#_Toc436632247)

[Secretariat Forms 7](#_Toc436632248)

[Workshop Form No. 1 8](file:///C:\Users\KIM\Documents\werq\ILS\-%20ILS%20-%20active\HRD\multisectoral%20consultations\invite\Consultation%20guide_DOLE%20v3.docx#_Toc436632249)

[HRD Situation: Labor Supply-Demand 8](#_Toc436632250)

[Workshop Form No. 2 9](file:///C:\Users\KIM\Documents\werq\ILS\-%20ILS%20-%20active\HRD\multisectoral%20consultations\invite\Consultation%20guide_DOLE%20v3.docx#_Toc436632251)

[HRD Goals and Strategies 9](#_Toc436632252)

[Secretariat Form No. 1 10](file:///C:\Users\KIM\Documents\werq\ILS\-%20ILS%20-%20active\HRD\multisectoral%20consultations\invite\Consultation%20guide_DOLE%20v3.docx#_Toc436632253)

[HRD Situation: Convergent Human Resource Development Challenges 10](#_Toc436632254)

[Secretariat Form No. 2 11](file:///C:\Users\KIM\Documents\werq\ILS\-%20ILS%20-%20active\HRD\multisectoral%20consultations\invite\Consultation%20guide_DOLE%20v3.docx#_Toc436632256)

[Workshop Proceedings 11](#_Toc436231067)

# Schedule of Consultations

|  |  |  |
| --- | --- | --- |
| DATE | SECTORS | RESPONSIBLE DOLE AGENCY |
|  |  |  |
| DEC. 3, 2015 (thurs.) | IT-BPM | Bureau of Local Employment (BLE) |
|  | Aerospace | BLE |
|  | Electric Vehicles | BLE |
|  | Motorcycles | BLE |
|  | Automotive | Bureau of Labor Relations (BLR) |
|  | Automotive parts | BLR |
|  |  |  |
| DEC. 4, 2015 (FRI.) | Copper & copper products | Institute for Labor Studies (ILS) |
|  | Iron and steel | ILS |
|  | Metal casting | ILS |
|  | Jewelry | ILS |
|  |  |  |
| Dec. 14, 2015 (MON.) | Ceramic tiles | National Wages and Productivity Commission (NWPC) |
|  | Furniture | NWPC |
|  |  |  |
| Dec. 15, 2015 (Tues.) | Mass Housing | BLR |
|  | Chemicals | BWC |
|  | Petrochemicals | BWC |
|  | Plastics | National Conciliation and Mediation Board (NCMB) |
|  | Cement | NCMB |
|  |  |  |
| Dec. 16, 2015 (Wed.) | Electronics & Semiconductor | Technical Education and Skills Development Authority (TESDA) |
|  | Tool and die | TESDA |
|  | Biodiesel | Bureau of Workers with Special Concerns (BWSC) |
|  | Rubber products | National Reintegration Center for OFWs (NRCO) |
|  | Natural health products | Professional Regulation Commission (PRC) |
|  |  |  |

# Program

|  |  |
| --- | --- |
|  |  |
| Morning Session | |
| 8:30 – 9:00 am | Registration |
| 9:00 – 10:00 | Invocation  National Anthem  Opening Remarks  Message of Support from ILO  Overview of the Consultation |
| 10:00 – 12:00 pm | **Parallel Workshop Sessions**  Workshop Mechanics  A Presentation of the HRD Situation Analysis Report |
| LUNCH | |
| AFTERNOON SESSION (Continuation of Parallel workshop sessions) | |
| 1:00 – 3:30 | Workshop Sessions |
| 3:30 – 4:30 | Presentation of Workshop Outputs |
| 4:30 – 5:00 | Closing and Way Forward |

# Objective of Consultations

The DOLE aims to produce twenty-two (22) sectoral HRD plans and one (1) overseas employment HRD roadmap to be consolidated into a National Human Resource Roadmap (NHRR).

Specifically, the sectoral consultations shall be conducted to achieve the following objectives:

1. To generate industry data from stakeholders (situation analysis);
2. To present employment projections;
3. To identify HRD issues and challenges in the industry; and
4. To recommend policy priorities, program convergence efforts and monitoring and evaluation framework.

# Outputs of Consultations

1. Workshop outputs in the form of accomplished workshop forms/templates and/or other inputs for the Sectoral HRD Roadmaps; and
2. Proceedings of workshop discussions.

# Responsibility of DOLE TWG-HRD members

Relative to the conduct of the consultations, representatives of DOLE TWG-HRD agencies shall be expected to perform the following responsibilities for their assigned sectors.:

* **Identification of stakeholders, sending of invites and confirmation of attendance.** The agencies shall identify stakeholders of assigned industries to be invited to the consultations; **a maximum of thirty (30) pax may be invited for each sector.** The agency shall also be responsible in sending communication to identified stakeholders using the template invite letter and confirm their attendance in the consultations.
* **Provision of secretariat and administrative support.** The agencies shall provide secretariat support for the workshops of assigned sector/s, including: provision of needed equipment such as overhead projector/s, projection screen/s and laptop/s for use in the workshop and assistance to participants for their assigned sector’s individual workshops.
* **Provision of documents (e.g., handouts).** The assigned agency shall produce copies of the program and forms/templates for use in workshops. Copies of HRD situation analysis reports/presentations shall also be shall be provided by the responsible agency for their assigned sector/s.
* **Present workshop mechanics.** The agencies shall present and explain the workshop mechanics to participants before proceeding with the workshop.
* **Finalization of HRD Situation Analysis Report/s, presentation in workshops and inputting in workshop forms.** Agencies shall finalize their HRD situation analysis reports, to focus on the HRD situation and HRD goals and strategies. The agencies shall present their HRD situation analysis reports for assigned sector/s in the workshop and produce copies/handouts for dissemination to the participants. The consultations will take off from the analysis of initial labor supply and demand data which will be subject for validation by stakeholders. The results may be inputted in the workshop forms provided to serve as working document for the workshop.
* **Facilitation of workshop.** Agencies shall facilitate the conduct of the workshop for their assigned sector/s.
* **Documentation of proceedings.** Agencies shall document the proceedings of the workshops for their assigned sector/s.
* **Submission of workshop outputs.** Agencies shall submit workshop outputs and proceedings to ILS and BLE for consolidation not later than 5 days after the consultations.

As one of the secretariat and core-members of the DOLE TWG-HRD, the ILS shall provide support on the following:

* **Venue.** The ILS shall arrange for the venue and catering for the consultations.
* **Templates.** The ILS shall develop templates for distribution to DOLE TWG members.

Representative from the Labor Communications Office shall document the proceedings of the meeting and consultations for press release.

# Consultation procedure

1. In the plenary session, an overview of the consultation and workshop mechanics shall be presented by the assigned agency.
2. After the opening ceremonies and presentation on consultation mechanics, the sectors will break into parallel workshop sessions.
3. Responsible DOLE agencies shall conduct and facilitate the parallel workshop sessions for their assigned agencies:
   1. The agency shall present their finalized HRD Situation Analysis Report to provide basis for subsequent workshop discussion.
   2. Using the consultation guide and workshop forms (Workshop Forms Nos. 1 and 2) provided, the DOLE agency shall facilitate the workshop to produce inputs to the HRD sectoral plan. The agency shall facilitate the workshop to gather information such as:
      1. industry responses to specific issues on skills supply and demand and additional information on in-demand and hard-to-fill occupations, traditional and emerging occupations and core competencies needed;
      2. inputs for policy enhancements in the area of human resource development; and
      3. feedback on the HRD situation analysis.
   3. Results of the HRD situation analysis reports such as on identified imbalances, convergent HRD issues and HRD goas and strategies may be inputted in the workshop forms prior to serve as working documents for the workshop when information/data is available.
4. If raised by the industry, convergent HRD issues can be inputted using Secretariat Form No. 1.
5. The agency shall input the responses of the participants in the provided workshop forms and document proceedings of the discussions following the provided template (Secretariat Form No. 2).

# Guide to workshop facilitation and use of workshop forms

|  |  |
| --- | --- |
| **Section in HRD Roadmap Outline** | **Guide questions** |
| **HRD Situation** |  |
| 1. Labor Supply-Demand current situation and prospects; 2. Imbalances: Occupational/skills shortages and surpluses | Using Workshop Form No. 1, what are the qualifications, competencies and skills required by the sector? This is to determine the boundaries of professions, skills, occupations, education disciplines that may fall within the sector/industry. |
| 1. Convergent HRD considerations (non-skills related challenges)  * Decent work issues * Legal, policy and regulatory framework * Special concerns (gender, youth, women, PWDs, children) | \***IF RAISED BY THE INDUSTRY**, using Secretariat Form No. 1, the convergent human resource challenges or non-skills related issues in the industry may be clustered using the decent work framework. Some examples of issues that may be raised are the following:   * **Employment** – expected issues to be raised: skills mismatch, lack of soft and industry-specific skills, access to and quality issues of technical-vocational and apprenticeship programs, lack of diversified recruitment practices by employers (for managers and professionals), low initial pay, high staff turnover, emigration of professionals * **Rights at Work** – may be reports of violations of Labor Code and ILO Core Conventions, or other challenges concerning laws and regulations * **Social Protection** – issues relating to access to health care and income security, particularly in cases of old age, unemployment, sickness, invalidity, work injury, maternity or loss of a main income earner. * **Social Dialogue** – involving strong and independent workers’ and employers' organizations such as unions and Industry Tripartite Councils, among others |
| 1. Assessment | From the results of situation analysis, what are the challenges, strengths/weaknesses and aspirations of the sector? |
| **HRD Goals and Strategies** | The purpose of this part is to ensure that the sector/industry and HRD goals and strategies are aligned or mutually reinforcing. |
| 1. Vision 2. Objectives and Outcomes 3. Key Result Areas/Strategies | Using Workshop Form No. 2**,** identify the following:  **Sector Vision**: one-paragraph statement, the vision should be toward social and economic change for the industry. It should also be aligned with the overall vision as contained in the industry roadmap.  **Sector Outcomes**: Identify top sector outcomes that best address the challenges and strengths enumerated in Part I. The sector outcomes here must be based on the results of the talent mapping and the challenges and strengths enumerated in the assessment of HRD situation. The outcomes should directly address those identified challenges and sustain strengths. Participants may also formulate the desired outcome/s taking off from the industry’s vision.  **Identify key strategies**. This part spells out the activities to implement the outcomes and the reform measures to advocate in order to attain the sector vision. The key strategies should be able to address HRD issues and challenges identified previously in Workshop Forms Nos. 1 and 2. |

# Workshop Forms

Workshop Form No. 1: HRD Situation: Labor Supply-Demand

Workshop Form No. 2: HRD Goals and Strategies

# Secretariat Forms

Secretariat Form No. 1: HRD Situation: Convergent Human Resource Development Challenges

Secretariat Form No. 2: Workshop Proceedings

### HRD Situation: Labor Supply-Demand

## Workshop Form No. 1

Current situation/prospects and Imbalances (occupational/skills shortages & surpluses)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Labor Demand** | | | | | | | | | | | | **Available**  **Labor Supply** | **Imbalances (shortage/surplus)** |
| **Job Title of vacant position** | **No. of anticipated vacancies** | **Short**  **job description** | **Nature of employment** | **General Qualifications** | | | | | **Competencies or skills** | | **Geographic location** |
| **Sex** | **Age range** | **Educational Attainment** | **Experience** | **Credentials** | **Generic** | **Job-specific** |
| *Definition or sample job titles or positions to be provided*  Is the position considered hard-to-fill? If yes, cite recruitment difficulties. | For annual or within a specified period | *Definition or sample tasks to be provided* | *Definition or sample to be provided*  *May be direct, indirect, seasonal, regular, permanent* | Male/  Female/ Either |  | E.g., highschool, college | No. of years | E.g., skills certificates, required licenses | *Definition or sample to be provided* | *Definition or sample to be provided* | This pertains to the geographic location (e.g., region, province) where the supply will be needed or where the industry’s production base is located. | Data on available labor supply, or those employable by year (annual turnout)  Includes data from: Department of education (DepEd); Higher Education Institutions (HEIs), techvoc institutions, PRC  If available, include details on courses/discipline, geographic location | The identified imbalances can be based on a formula (to be provided) or identified by industry subject to verification.  For industry-supplied data on imbalances, sector should provide basis (e.g., data and computation) how figure was derived. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

### HRD Goals and Strategies

## Workshop Form No. 2

|  |  |
| --- | --- |
| **Guide Question** | **Response** |
| 1. **What is the vision of the industry for human resource development in 2022?** | *\*include sample from HRD situation analysis repor*t |
| 1. **Outcome objectives** | *(Sectoral) Outcomes:* |
| 1. **Key Strategies** | Classify into short-term, (within 3 years), medium-term (5 years) and long term (10 years) |

HRD Situation: Convergent Human Resource Development Challenges

## Secretariat Form No. 1

Non-skills related challenges in the roadmap sector

|  |  |
| --- | --- |
| **DESCRIPTION OF HRD ISSUE/GAP** | **RECOMMENDATION TO ADDRESS THE GAP** |
| 1. **Employment** |  |
| 1. **Rights at Work** |  |
| 1. **Social Protection** |  |
| 1. **Social Dialogue** |  |
| **Others (e.g., on infrastructure, energy, etc.)** |  |

### Workshop Proceedings

## Secretariat Form No. 2

|  |
| --- |
| **ROADMAP SECTOR:** |
| **DATE OF CONSULTATIONS:** |
| **RESPONSIBLE AGENCY:** |
| **LIST OF ATTENDEES:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Name** | **Sex** | **Position / Representation** | **Organization** | **Contact details** | |  |  |  |  | Tel. no.  Fax no.  Mobile no.  Email: | |  |  |  |  | Tel. no.  Fax no.  Mobile no.  Email: | |  |  |  |  | Tel. no.  Fax no.  Mobile no.  Email: | |
| **Issues / topics raised and discussion (Please cite person/s and/or organization/s that gave responses):** |
| **Agreements/Conclusion/Resolution/Recommendation/Decision/Action to be taken:** |
| **Annex: Handouts/documentation shared:** |