

Glossary

Acquired Immunodeficiency Syndrome (AIDS):	AIDS is the clinical condition that results from infection with the human immunodeficiency virus (HIV, see below), which progressively damages the body's ability to protect itself from disease organisms.
Advocacy:	The act of promoting a given idea to a targeted audience.
Antiretroviral drugs (ARV):	A substance or drug that inhibits or suppresses the activity of retroviruses such as HIV. Standard antiretroviral therapy (ART) consists of the use of at least three antiretroviral drugs to maximally suppress the HIV virus and stop its progression.
Atypical work:	Includes a broad range of non-standard work arrangements, such as part-time, casual and seasonal work, job-sharing, fixed-term contracts, temporary agency work, homework and remote working; piecework; informal employment in all sectors as well as disguised employment relationships (disguised self-employment). These forms of work differ from the historical norm of "typical" or standard work , which is full-time, legally protected employment of unlimited duration, with a single employer's, performed at a single employer's workplace and with a guaranteed regular income.
Breastfeeding facility:	A basic infrastructure designed to allow women to breastfeed or express breast milk at work. Such a facility can be a clean room or space with a chair and access to clean water, behind a protective screen for privacy.
Capacity development/building:	Any act aimed at providing a better understanding of an issue and the means to take action on it. Training on how to act in favour of the extension of maternity protection at work is an example of capacity development.
Cash and medical benefits:	Financial compensation for loss of salary or income and for any medical costs incurred due to maternity. It is a key component of economic security for women during maternity.
Civil society:	All groups of individuals which have a say on a given issue without being a formal part of the government, a trade union or an employers' organization. NGOs, universities, community groups and non-governmental research facilities are typically considered as part of civil society.
Collective bargaining agreement (CBA):	A list of workers' rights and responsibilities negotiated on either a sector or company level between trade unions and employers. Where national legislation is deemed insufficient, such agreements play an important role in implementing fundamental rights at work.

Competent authority:	The governmental body which has the mandate to accept or reject the ratification of an ILO Convention signed by a given State. In a democracy, the national parliament is usually the competent authority.
Constituents (ILO Tripartite):	The International Labour Organization (ILO) is the only tripartite UN agency with government, employer and worker representatives. This tripartite structure makes the ILO a unique forum in which governments and the social partners of the economies of member States can freely debate and openly elaborate labour standards and policies.
Contributions (contributory schemes versus non-contributory):	Under contributory schemes, entitlements to social security are conditional on the payment of contributions for prescribed periods. Under non-contributory schemes, entitlements are extended to all who meet a requirement (e.g. income and other criteria).
Decent Work:	Productive work for women and men in conditions of freedom, equity, security and human dignity. Decent work involves opportunities for work that is productive and delivers a fair income; provides security in the workplace and social protection for workers and their families; offers better prospects for personal development and encourages social integration. It also gives people the freedom to express their concerns, to organize and to participate in decisions that affect their lives and, guarantees equal opportunities and equal treatment for all.
Decent Work Agenda:	A series of objectives put forth by ILO constituents with the goal to create Decent Work for All. These objectives are to create new jobs, to guarantee fundamental working rights, to extend social protection and to promote social dialogue.
Dependent work:	Employment, either in the formal or informal economy, in which the worker depends upon another person (employer) or entity (enterprise) for the raw materials, inputs, equipment, work location and sale of the final products.
Domestic work:	Any work that is performed in or for a household or households. A domestic worker is anyone who engages in domestic work within an employment relationship. A person who performs domestic work only occasionally or sporadically (i.e. not on an occupational basis) is not a domestic worker.
Economic security:	The guarantee that under any circumstances, a person will have the financial means to lead a decent life. For example, cash benefits during maternity leave help a woman to avoid falling into poverty, as well as allowing her to be independent from her husband or other family members. They are therefore a vector of economic security.
Employed women:	In legal terms, it includes all women in an employment relationship, irrespective of the form of contract (written or oral, express or implied), the type of work, where it takes place and the type of pay

(wage or salary, cash or in-kind). Statistically, it comprises all women above a specific age who during a specific brief period, either one week or one day, were in “paid employment” or “self-employment”.

Employer liability: Systems in which the employer is responsible for providing specified payments or services directly to employees. Such systems do not involve any direct risk-pooling, since the liability for payment is placed directly and individually on the employer. Employers may insure themselves against liability, and in some jurisdictions such insurance is compulsory.

Employers’ organizations: Employers’ organizations are institutions set up to organize and advance the collective interests of employers. They are crucial for shaping an environment conducive to competitive and sustainable enterprises that can contribute to economic and social development and for providing services that improve and guide the individual performance of enterprises. They are a critical component of any social dialogue process, which can help to ensure that national social and economic objectives are properly and effectively formulated, and enjoy wide support among the business community which they represent. They are one of the three constituents of the ILO.

Employment protection: The right of a woman worker to retain her job during pregnancy, maternity leave and during a period following her return to work. This includes the right to return to the same job or one of equivalent pay after maternity leave and the right to retain any benefits a woman would have been entitled to if she had not gone on leave (e.g. pension, seniority, consideration for promotions).

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Family responsibilities: Responsibilities in relation to the care of dependants and other members of the immediate family who clearly need care or support, such as children, the elderly and people with a disability or sickness. Such care work is usually unpaid, and is considered a non-economic activity, despite its importance.

Flexitime: A working time scheme wherein workers can vary their daily starting and ending times around an established set of “core” business hours (e.g. 10:00 to 16:00). Flexitime allows workers and employers to schedule working hours flexibly on a daily and weekly basis, as long as the contractually required hours are worked for a specified period.

Gender equality: The enjoyment of equal rights, opportunities and treatment given to men and women, and to boys and girls, in all spheres of life. It implies that people’s rights, responsibilities, social status and access to resources do not depend on whether they are born male or female.

However, this does not suggest that men and women are the same or must become the same, or that all labour market measures must arrive at the same results. Gender equality entails that all men and women should be free to develop their personal abilities and make life choices without the limitations set by stereotypes or prejudices about gender roles or the characteristics of men and women.

**Human
Immunodeficiency
Virus (HIV):**

A retrovirus of the genus Lentivirus that infects and destroys vital cells of the human immune system. It causes the acquired immunodeficiency syndrome (AIDS) and allows other life-threatening opportunistic infections and cancers to thrive.

Informal economy:

All economic activities by workers that are, in law or in practice, not covered, or insufficiently covered, by formal arrangements. The concept covers two different situations: 1) informality due to the lack of a formal reference point, where there is no applicable labour standards and thus no obligations to be filled or rights to be respected or demanded; and 2) informality due to non-conformity with a legal reference point, where applicable labour standards exist but are completely or partially flouted and neither obligations nor rights are recognized.

**International
labour standards:**

All provisions contained in Conventions and Recommendations adopted within the framework of the ILO, regardless of their ratification. These provisions provide a norm by which not only governments but also trade unions and employers can measure good labour practice.

Job-sharing:

A voluntary arrangement whereby two persons take joint responsibility for one full-time job and divide the time they spend on it according to specific arrangements made with the employer. A common form of job-sharing is to split one full-time job into two part-time jobs. Unlike work-sharing (see below), job-sharing is generally not used as a measure to avoid layoffs or increase employment.

**Maternal
mortality:**

An indicator of the number of mothers' deaths caused directly by pregnancy or childbirth. Maternal mortality is statistically shown as a ratio of maternal deaths to childbirths. If death is caused by HIV, even during pregnancy or in the aftermath of childbirth, such death will usually be registered as an HIV-related death and not a maternity-related death. Maternity at work: The period in any woman worker's life extending from the beginning of pregnancy until a period following her return to work, as defined by national laws or regulations.

**Maternity
protection at work:**

All measures which protect the health and economic security of a woman worker and her newborn during maternity. In line with ILO standards there are five key elements of maternity protection at work: maternity leave, cash and medical benefits, health protection at the workplace, employment protection and non-discrimination, and paid daily breastfeeding breaks.

Maternity leave:	A period of time during maternity when a woman is allowed not to work without losing any of her work entitlements (namely her job, but also benefits such as pensions, seniority, promotions). This period is defined by national legislation. The ILO recommends such leave to last at least 14 weeks, including six weeks of compulsory leave after childbirth.
Means tests:	Wealth- or income-based criteria for social security schemes that grant entitlements only to those below a prescribed threshold.
Mother-to-child-transmission:	The transmission of HIV from an HIV-positive mother to her child during pregnancy, labour, delivery or breastfeeding. In the absence of any interventions, transmission rates range from 15-45 per cent, but can be reduced to five per cent with effective medications.
Non-discrimination at work:	The fundamental right of each person to be protected from discrimination, namely any distinction, exclusion or preference based on race, colour, sex, religion, political opinion, national extraction or social origin which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation. In the context of maternity protection this generally refers to the right of women to be protected from discrimination based on potential or actual maternity.
Occupational Safety and Health:	The degree to which workers in a given working environment are protected from diseases and accidents (both physical and mental) directly linked to their occupation.
Out-of-pocket payments:	Any costs that are paid directly out of the personal funds of an individual. With regard to maternity protection, these payments generally refer to any costs directly linked to maternity that could be paid by social security (e.g. medical bills) but are instead borne entirely by the mother.
Paid employment:	Working relationships which include persons who are 1) “at work” and who performed some work for wages or salary, in cash or in kind during the reference period; or 2) “with a job but not at work”, who were temporarily not at work during the reference period but had a formal attachment to their job. The latter category is determined according to one or more of the following criteria: (i) the continued receipt of wages or salary; (ii) an assurance of return to work following the end of the contingency, or an agreement as to the date of return; (iii) the elapsed duration of absence from the job which, wherever relevant, may be that duration for which workers can receive compensation benefits without obligations to accept other jobs.
Parental leave:	Leave granted to either parent in order to care for a child. It generally follows a period of maternity or paternity leave. Income replacement, duration and conditions for taking parental leave vary enormously between countries, according to national laws, regulations or CBAs.

Paternity leave:	A period of leave taken by a father around the time of his child's birth. Paternity leave does not yet feature in any international standards, but it is becoming increasingly common in national law and in enterprise practice, and particularly in CBAs.
Perinatal period:	The period of time immediately before and after childbirth. Specific definitions vary, but it generally begins at the 20th to 28th week of gestation and ends one to four weeks after birth.
Piecework:	Work done by the piece and paid for at a set rate per unit and according to the quantity produced.
Ratification process:	A series of steps through which a State bindingly subscribes to the provisions of an international treaty, such as an ILO Convention. This process usually starts with the executive power of a State signing the Convention (thus indicating its interest in ratifying it), submitting the Convention to the competent authority for approval, and subsequently registering the ratification with the international organ responsible for the Convention.
Right to return:	A guaranteed right to return to the same or an equivalent position paid at the same rate at the end of a leave period, including maternity, paternity and parental leave.
Scope:	The extent to which an international or national standard applies to a population. In terms of maternity protection at work, the scope refers to the amount of employed women to whom ILO Conventions or national laws on this subject matter apply.
Self-employment:	It includes persons who are 1) "at work" and who performed some work for profit or family gain, in cash or in kind during the reference period; or 2) "with an enterprise but not at work" who are connected to an enterprise (which may be a business enterprise, a farm or a service undertaking) and were temporarily not at work during the reference period for any specific reason.
Social assistance:	Social security benefits, in cash or in kind, conditional on recipients' income levels, designed generally to alleviate or reduce poverty. They are usually tax-financed and do not require a direct contribution from beneficiaries or their employers as a condition of entitlement.
Social health protection:	A series of public or publicly organized and mandated private measures against social distress and economic loss caused by the reduction of productivity, stoppage or reduction of earnings, or the cost of necessary treatment that can result from ill health. Some special features of social health protection are to be taken into account.
Social insurance:	In the context of social security, social insurance refers to schemes that guarantee protection through an insurance mechanism based on: 1) prior payment of premiums or contributions; 2) risk sharing or "pooling"; and 3) the notion of a guarantee.

Social protection:	Protection provided by social security systems in the case of social risks and needs.
Social Protection Floor (SPF):	A basic set of social rights, services and facilities, defined by the United Nations, that every person should enjoy. These basic rights, services and facilities form a minimal degree of social protection that every nation should be capable of implementing. Maternity protection benefits (cash and medical) can also be part of the minimum guarantees included in nationally designed social protection floors.
Social security:	All measures providing benefits, whether in cash or in kind, to secure protection from: lack of work-related income (or insufficient income); lack of access or unaffordable access to health care; insufficient family support, particularly for children and adult dependants, and general poverty and social exclusion. Social security schemes can be of a contributory (social insurance) or non-contributory nature.
Stakeholder:	An actor, group or organization that is seen to have a particular interest in and means of action on a given issue. The ILO recognizes three key stakeholders for all labour issues, which are the ILO tripartite constituents: governments, trade unions and employers' organizations. Stakeholders can also be found within civil society.
Universal schemes:	Social security schemes that extend transfers of income or services to all individuals who fulfil a particular non-contributory criterion or set of criteria (e.g. residency).
Unpaid work:	It can be economic or non-economic. Unpaid economic work falls under the United Nations Systems of National Accounts (SNA) and GDP calculations, such as unpaid work in a family business or for the market, subsistence production, or, collection of water and fuel. Unpaid care work or family responsibilities (see above) are not counted as economic activities and therefore excluded from the SNA and GDP calculations.
Workers' organizations:	Free trade unions are democratic, self-organizing institutions of working people wishing to advance their rights as workers and citizens. The international trade union movement is the world's largest and most representative organization based on voluntary membership. Trade unions are key civil society institutions in most democratic countries and a critical component of any social dialogue process to promote decent work and safe conditions of work. They are one of the three constituents of the ILO.
Work-sharing:	Work-sharing is a reduction of working time intended to spread a given volume of work over a larger number of workers in order to avoid layoffs or to increase employment. A decrease in working hours is usually coupled with cuts in wages and benefits which, in turn, may be partially compensated for by government wage subsidies or often social benefits.