IPEC Info

Indicator database on children's activities in Latin America and the Caribbean

USER'S MANUAL

International Labour Office (ILO)
International Programme on the Elimination of Child Labour (IPEC)

credits

Edition
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1 introduction

IPEC Info is a database system that helps to organise and pres ent indicators on work, school and domestic activities, as well as some social aspects of girls and boys less than 18 years of age in countries of Latin America and the Caribbean. It is an adaptation of the DevInfo technology, which was developed in co-operation with the United Nations System.

The goal of this system is to facilitate access, use, interpretation and dissemination of indicators on the activities of girls and boys and their social context. Among potential users of **IPEC Info** are different governmental institutions, statistical institutes, non-governmental organisations, universities, research centres, agencies within the United Nations System, and others interested in information on girls and boys in Latin America and the Caribbean.

This system consists of the following elements:

- Indicators
- Time periods
- Geographic areas
- Units
- Sub-populations
  - Sex (female / male)
  - Zone of residence (urban / rural)
  - Age group
  - Ethnicity (indigenous / non-indigenous)
  - Region (province, state or others)
- Data sources
- Values (data)

IPEC Info provides access to indicators organised, by de fault, by "Theme", where the indicators are grouped into the following 15 topics:

- Characteristics of the dwelling
- Characteristics of the girls and boys
- Characteristics of the household
- Schooling

- Domestic chores in the own home
- Children's work – Characteristics of working girls and boys
- Children's work – Status in employment
- Children's work – Hours worked and shift
- Children's work – Magnitude of work
- Children's work – Occupation
- Children's work – Perception of dependence on children's work
- Children's work – Industry or branch of economic activity
- Children's work – Agricultural work
- Children's work – Child domestic work
- Children's work – Location of employment

Similarly, the user may choose to display the indicators by "Sector", where the indicators are organised in two sectors of 3 classes each:

- Activities of girls and boys less than 18 years of age
  - Domestic activities in the own home
  - School activities
  - Work activities
- Social aspects of girls and boys less than 18 years of age
  - Household aspects
  - Demographic aspects
  - Socio-economic aspects

Some of the indicators may be organised by "Convention", particularly with regards to the ILO Minimum Age Convention, 1973 (No. 138) and/or the ILO Worst Forms of Child Labour Convention, 1999 (No. 182).

In addition to consulting the indicators, as we will see below, the system offers easy access to the display of these indicators in tables, graphs or maps.

2 home page

The Home Page appears as shown below:

a Address bar

After installing IPEC Info, you must select the database, entering **localhost: //IPEC Info 1.0/IPEC_Info.mdb** (or the corresponding database according to the version of IPEC Info selected) in this bar, in case the system does not do so automatically.

b Product

Presents a brief description of IPEC Info and its information sources, and lists links for access to the Users' Manual, the questionnaires and the documents that describe the definition of urban and rural zones, as well as the methodology employed in the surveys that provided the information contained in IPEC Info. Furthermore, it also includes a list of the tables, charts and maps included in **Presentation** (See E).

c Organisation

Lists the links to the portals of the Sub-Regional Coordinator for the International Programme on the Elimination of Child Labour for Central America, Panama, Dominican Republic, Haiti and Mexico, the Regional Office for the International Programme on the Elimination of Child Labour for Latin America and the Caribbean, and the headquarters office of the International Programme on the Elimination of Child Labour.

d Search

Allows direct access to the **"Indicators"** page.

e Presentation

Contains a large number of tables, charts and maps that provide the main results of the indicators available in IPEC Info.

f Images

Contains the photographs from the Home Page, together with the *leame.txt,* file which lists the photographers of each photograph.

g Contents

Provides a **"Wizard"** to guide the user through the programme.

h Guided Tour

Contains a presentation that states the objectives, benefits, advantages, potential users, contents and uses of IPEC Info.

i Speaker

Allows activation or deactivation of the background music.

icons

The first step for obtaining data is the selection of parame ters, specifically the indicator (including sub-population and unit), the time period and the area for which the information is sought. On the lower right-hand side of the Home Page there are four icons. Each parameter selection page can be accessed by clicking on the corresponding icon.

Click on...	To...
	Go to the **Indicator** page. Here you may select from a list of indicators with their corresponding units and sub-populations for which you wish to display data.
	Go to the **Time** page. Here you may select the time period (year) for which you wish to view the indicators.
	Go to the **Area** page. Here you may select the geographic location for which you wish to access data. Each area is divided in sub-levels and has a unique area identification (Area Code).
	Go to the **Data** page and display the data for the indicators, time periods and areas selected.

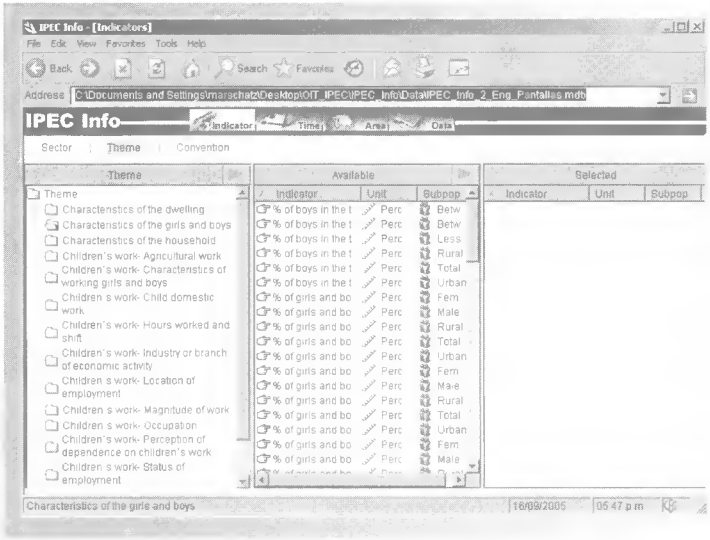
3 parameters

As was mentioned above, in order to obtain a desired value (data point), you must first select three parameters: the indi cator, the time and the area. The parameters may be selected in any order, but you must select all of them before obtaining a value for an indicator.

Indicator

In the option for "**Indicator**" you may select the indicators, as well as the units and sub-populations, for which you wish to obtain data.

By pressing the "**Indicator**" button, the following window will appear. By default, the indicators are grouped by **Themes**



The window is divided into three columns. The left-hand column shows the 15 themes into which the indicators have been grouped:

- Characteristics of the dwelling
- Characteristics of the girls and boys
- Characteristics of the household
- Domestic chores in the own home
- Schooling

- Child labour – Characteristics of working girls and boys
- Child labour – Status in employment
- Child labour – Hours worked and shift
- Child labour – Magnitude of work
- Child labour – Occupation
- Child labour – Perception of dependence on children's work
- Child labour – Industry or branch of economic activity
- Child labour – Agricultural work
- Child labour – Child domestic work
- Child labour – Location of employment

If you select the presentation by "**Sector**"", the left hand column will show the 2 sectors and their 3 respective classes:

• Activities of girls and boys less than 18 years of age
  - Domestic activities in the own home
  - School activities
  - Work activities

• Social aspects of girls and boys less than 18 years of age
  - Household aspects
  - Demographic aspects
  - Socio-economic aspects

In the presentation by "**Convention**", 2 ILO Conventions appear in the left-hand column that contain some of the applicable indicators:

ILO Conventions:
• Convention on the minimum age for admission to employment, 1973 (No. 138)
  - Article 2
  - Article 3
  - Article 5
  - Article 7

• Convention on the prohibition of the worst forms of child labour and immediate action for its elimination, 1999 (No. 182)

- Articles 1 and 3d

The centre column shows the indicators that are available within each theme (or within each class of each sector, or within each Convention, according to the choice the user has made for his/her presentation). The indicators chosen by the user appear in the right-hand column.

To select an indicator, you must first select the topic (or the sector and class, or the Convention) from the left-hand column, and then double-click on the desired indicator that appears in the list of available indicators in the centre column. In the centre column, it is important to verify that the unit and the sub-population related to each indicator selected are the ones desired.

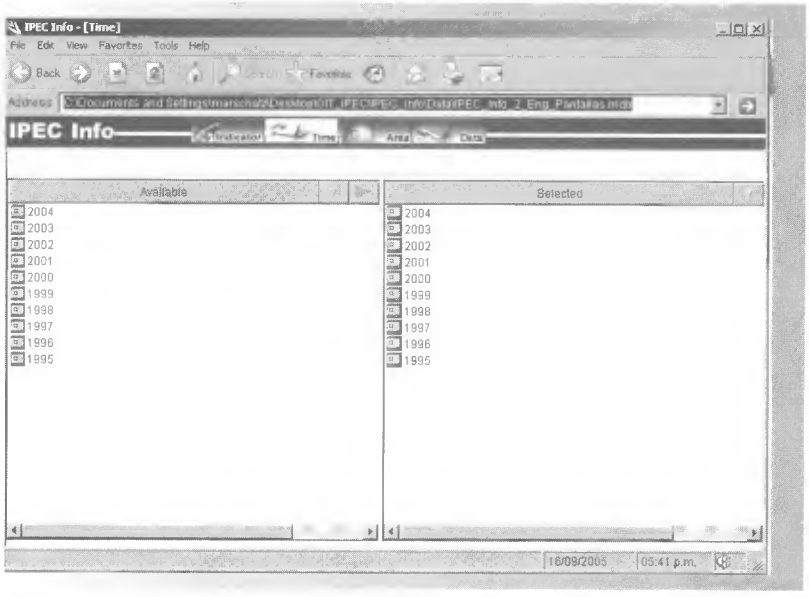
An indicator has been correctly selected when it appears in the right-hand column. If you wish to eliminate an indicator from the right-hand column, double-click on its name.

USEFUL INFORMATION: If you right-click on an indicator's name, whether in the centre column ("Available") or the right-hand column ("Selected"), and select "Information", a window opens containing a definition of the indicator and, where relevant, other important information on how it was calculated for different countries. Similarly, by right-clicking on the name of some themes an "Information" option appears, which contains the definition and other relevant information on the theme. In the case of the Convention articles, a right-click will display the full text of these articles.

Time period

In the option for "**Time**" one may select the year for which one desires to obtain data.

By clicking on the "**Time**" button, a window similar to the following will open.



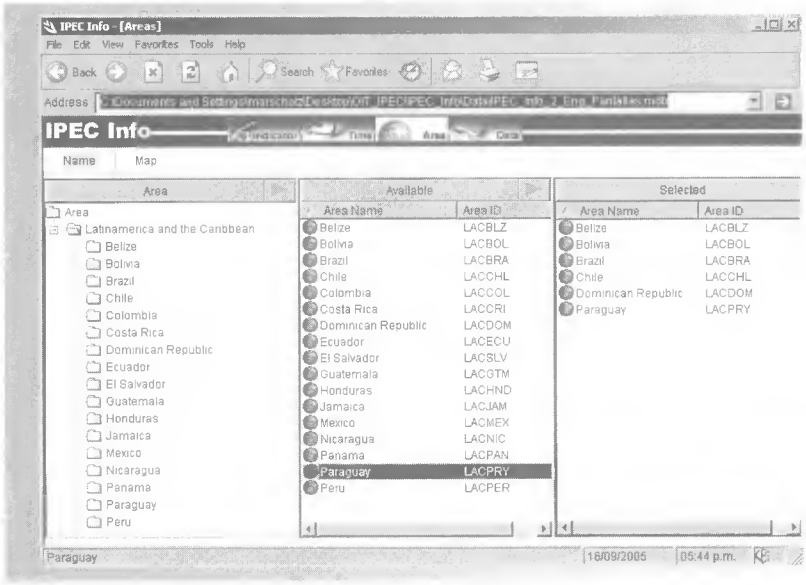
The window is divided into two columns. In the left-hand column, the years available appear, and the right-hand column displays the years selected by the user.

To select a time period, double-click on the desired year that appears in the list of years in the left-hand column. A period has been correctly selected when it appears in the right-hand column. If you wish to eliminate a period from the right-hand column, double-click on it.

Area

In the "**Area**" option you may select the geographic area for which you desire to obtain data.

By selecting the "**Area**" button, a window similar to the one below will appear.



The window is divided into three columns. The left-hand column presents a list of the area levels and area sub-levels. The centre column presents the sub-levels available for each area level selected in the left-hand column. The areas (levels and sub-levels) selected by the user are dis played in the right-hand column.

The area may be selected by **Name** or **Map**

1. If you select the "**Name**" option, the list of area sub-levels appears in the centre column. An area can be selected by double-clicking on the area that appears in the centre column.
2. If you select the "**Map**"option, a map of the region selected appears in the centre column. An area can be selected by clicking on the map.

An area has been correctly selected when it appears in the right-hand column. If you wish to eliminate an area from the right-hand column, double-click on its name.

Useful Information: You can select all of the indicators, time periods or areas available by pressing the right mouse button over the "Available" column and choosing "Select all". You can deselect all of the indicators, time periods or areas selected by merely right-clicking on the "selected" column and choosing "Clear all".

Auto-selection ▶ Button auto-selection

The auto-select button appears on the "**Indicator**", "**Time**" y "**Area**" pages. It allows you to automatically select the indicators, time periods and areas for which data exist. Each step in the auto-selection process is integrated with the previous selections made by the user.

For example, if the user selects an indicator, the auto-select option on the "**Period**", page will select only those years for which there is data on this indicator. Similarly, in the "**Área**", page, the auto-select option will automatically select only those areas for which data exists on this indicator and for the years already selected.

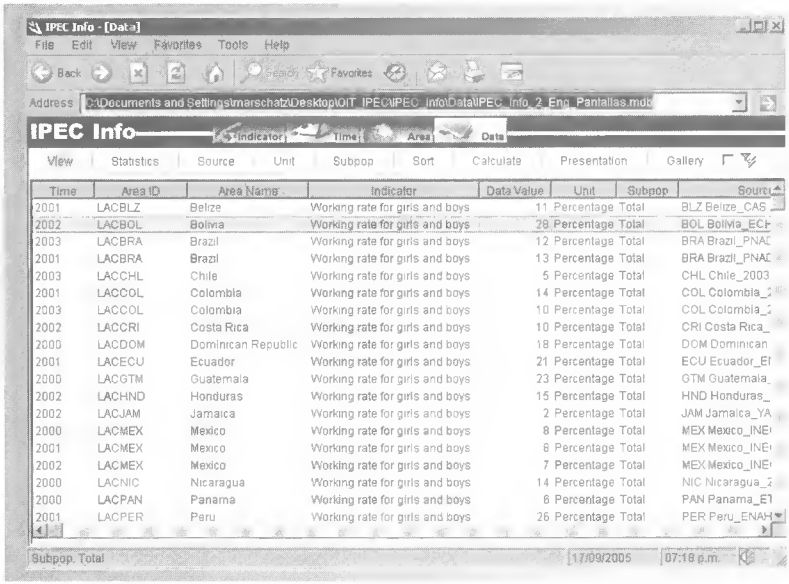
On the "**Indicator**" page, the auto-select button in the left-hand column automatically selects all those indicators for which there are data, while the auto-select button in the centre column ("Available") selects those indicators for which there are data, but only for the list of available indicators.

Likewise, in the "**Area**" page, the auto-select button in the left-hand column automatically selects all the areas from all the levels for which there are data. This same button in the centre column ("Available") selects the areas for which data exist, but only from the list of available areas.

4 displaying the data

Once you have selected the parameters (indicator, year and area), it is then possible to see the values for the desired indicators.

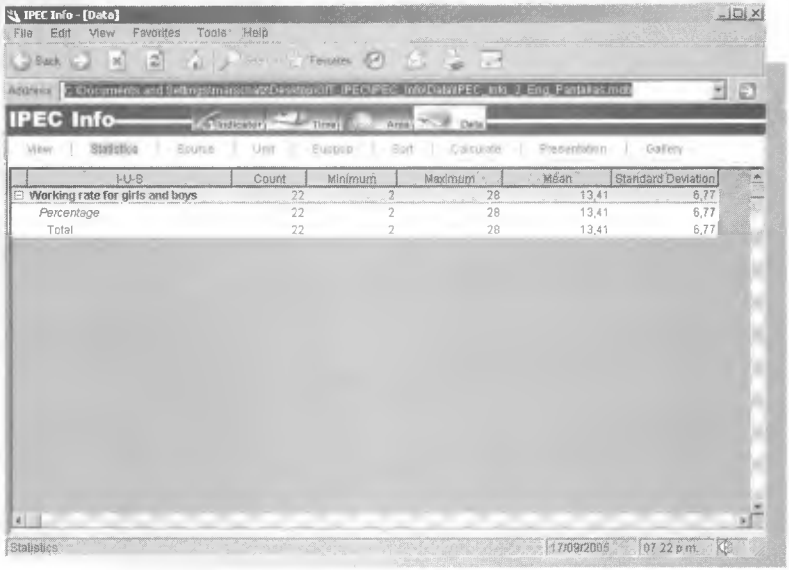
After pressing the "**Data**" button, a window similar to that shown below will appear.



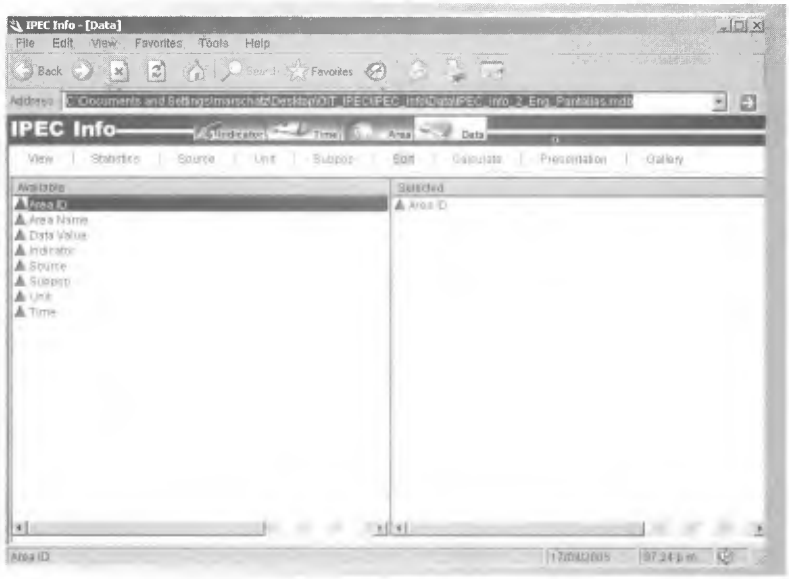
In the "**View**" option, you can see a table with the values for the indicators corresponding to the selected parameters. This table contains the following information: Time, Area Code, Area Name, Indicator, Value, Unit, Sub-population and Source.

In the "**Statistics**" option, you can display the number of data points, the minimum and maximum values, the mean and standard deviation of the data for each indicator. This information may be more useful further along, to define the ranges of the categories in the maps (see Section 7 of the Manual).

The "**Subpop**" option is useful for visualising the disaggregation available and the disaggregation selected for the indicators. At this point, double-clicking on the name will change the sub-population selection.



The "**Sort**" option allows you to define the way you want the data ordered in the presentation. These can be presented in ascending or descending order, according to the following elements: area code, area name, data value, indicator, source, sub-population, unit and time period. In the case presented below, the choice has been made to display the data in ascending order according to the area code. The upward-pointing arrow icon indicates ascending order, while a downward-pointing arrow would be descending order.



The "**Calculate**" option provides methods for carrying out simple calculations with the data obtained from the database. The different methods available are: "**Per cent**", "**100 minus**", "**Composite index**", "**Subtotal**", "**Transform unit**" and "**User-Defined Formula**".

The "**Per cent**" method allows you to obtain an indicator (ra tio) for which the user selects a numerator and a denominator, and whose unit of measurement is percentage. For example, if we have the number of girls working and the total number of girls, this method makes it easy to calculate the percentage of girls working in respect of the total number of girls.

The "**100 minus**" method provides the difference between 100% and the value of an indicator in percentages. For example, if we have the school attendance rate of the working boys, by applying this method we obtain the non-attendance rate of the working boys.

The "**Composite index**" method calculates an index composed of the selected indicators, according to the relative weight assigned to each one by the user. For each composite index created you must select a name, sector and class in which it will be placed, as well as the corresponding unit, sub-population, number of decimal places, minimum and maximum. If the user selects only one indicator, the "Composite index" method transforms this indicator into an index with a maximum value of 100, adjusting the other values accord ing to their weight relative to this maximum value of 100.

The "**Subtotal**" method allows you to obtain data values for geographic areas at a level below that originally selected.

The "**Transform unit**" method facilitates transforming one unit by a multiplier. For example, it allows you to convert thousands to hundreds, or vice-versa.

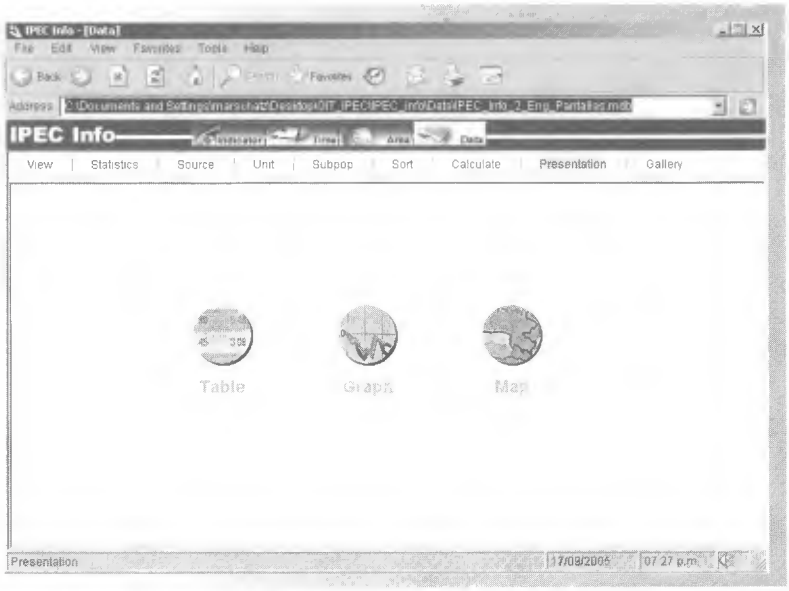
The "**User-Defined Formula**" method allows the user to create calculations in accord with a formula s/he has defined.

5 presentation formats

Once the desired indicator has been chosen, together with the unit and sub-population, as well as the time period and geographic area, the option exists to present the data generated in different forms. It is possible to present the data in the following formats:

- **Tables**
- **Graphs**
- **Maps**

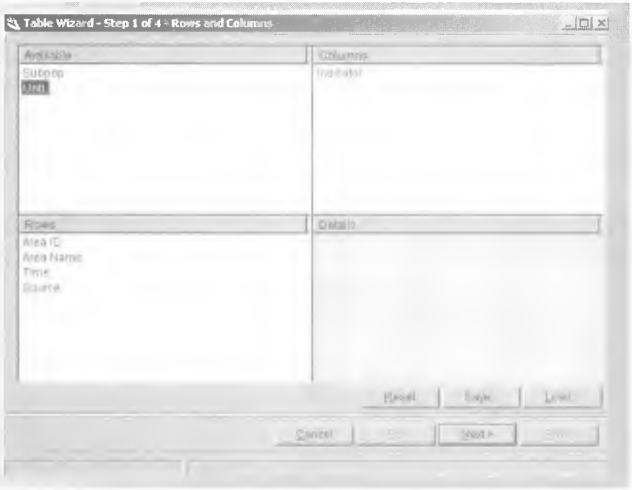
After selecting the "**Presentation**" button, the following window will appear:



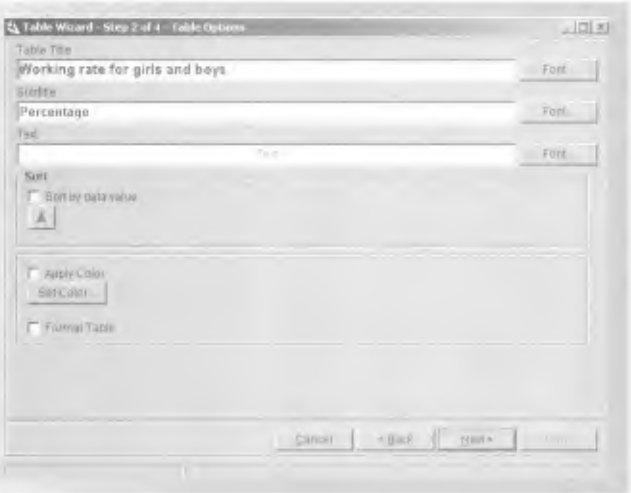
Tables

To select the option to present the data in a table format, click on the "**Table**" button.

The first step in constructing a table consists of selecting the elements for the rows and columns of the table. In the window that opens select and drag the elements that you wish to place in the rows and columns of the table into the sections indicated.



Click on "**Next**" to continue. In the next screen you will have the option to place a title and subtitle on the table. There are also options to colour the table's cells in accord with indicator values, to sort the data by value and to automatically format the table.



To obtain a preview of the table, click on "**Next**".If you wish to change any aspect of the table, you may click on "**Back**", or you can click on "**Next**" (Next >) to continue to name and save the table.

Graphs

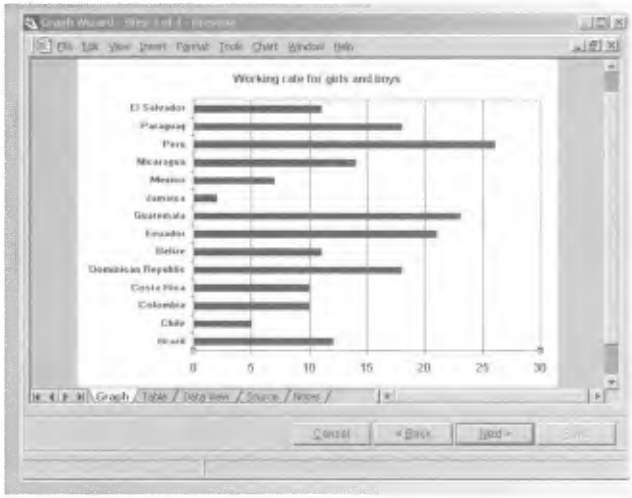
To select the option to present the data in graphs, you must click on "**Graphs**".

The first step in creating a graph consists of selecting the elements for the X- and Y-axes in the chart. Select and drag the elements that you wish to place in the axes into the indicated sections, and then click on "**Next**" to continue.

If you wish to sort the data by data value, mark the box for the "**Sort**",option, and then click on the arrow icon to determine the order desired (ascending or descending). Mark the "**Format table**" box if you wish to automatically format the table. Click on "**Next**" (Next >) to continue.

This step opens the MS Office Excel Chart Wizard, where you will be able to select the type of chart and other options related to sources for data, titles and labels, among others.

Once the chart options have been selected, they can be previewed as in the following example.



Click on "**Back**" if you wish to make some change to the chart, or "**Next** " to move on to naming and saving the chart.

Maps

If you wish to select the option to display the data in maps, you must click on the "**Map**" button.

The data will be grouped in categories depending on their value. By default, the programme pre-selects the options for method and number of breaks, minimum and maximum values to be displayed and category colours, but these may be modified by the user.

The "**Method of breaks**" determines how the data will be grouped in the different categories. The options are "Equal count" (equal number of cases in each category), "Equal size" (categories with intervals of the same size), "Continuous" (the data values are grouped in a continuous manner) and "di-sontinuous" (the data values are grouped in a discontinuous manner). After selecting a method, you must click on the "Apply" button for the changes to take effect.

The user may also determine the number of categories for grouping the data (a minimum of two categories) and the number of decimal places to be used for the ranges. After selecting these numbers, you must click on the "Apply" button for the changes to take effect.

To exclude from the map those data greater than or less than a certain value, you may modify the "**Maximum**" and "**Minimum**".

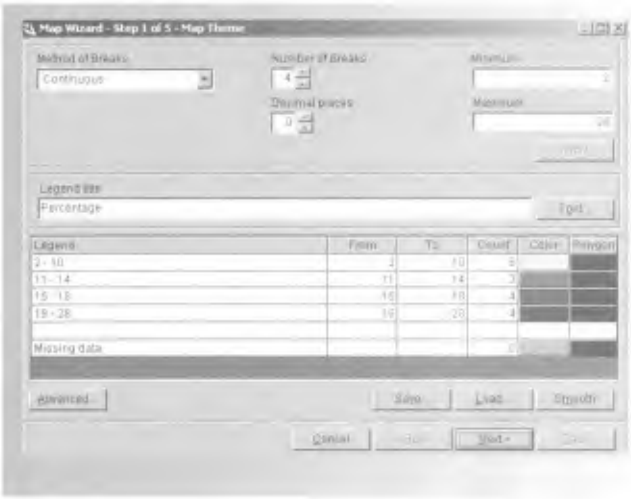
In "**Legend title**" you may make changes to the map legend and its format.

The range of a category can be changed by clicking on the values that appear in the columns "**From**" and "**To**". This option is relevant in the cases of continuous and discontinuous method of breaks. The legend column is automatically updated when any change is made to a range.

In order to modify the category labels, click on the "**Leyend**"; column, a window will open to specify and change the label format.

There is also an option for selecting the colours to apply to each category. If you wish to change the colour of the map categories, click on the colour box to display the colour palette and make your selection. The "**Smooth**" button changes the shading of the colours chosen.

The "**Polygon**" column allows you to select the type of fill available (solid, striped, dots, etc.). The fill options available are displayed after clicking on the corresponding cell in this column.



When more than one indicator, sub-population or unit were chosen by the user, the programme automatically selects the first one of these to show in the map, since it is not possible to display several simultaneously. In those cases where several indicators, sub-populations and/or units are chosen, the "**Advanced**" option allows you to change the indicator, the sub-population and the unit to be displayed in the map.

Click on "Next >" to continue. The next step consists of assigning a title and subtitle to the map, as well as one of the three options for "**Design**" (Square / Tall / Wide) for displaying the map. The "Label" section allows you to modify the options regarding the labels that may be presented in the map (for example, area names, data values, etc.).

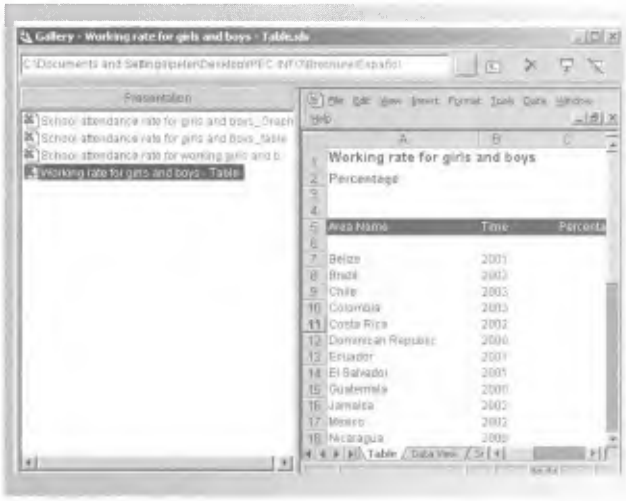
Click on "Next >" to continue. As the next step, you will find the "**Customize**" option, which lets you make changes to the map, such as adding new countries with their respective format (fill style and colour, outline, labels), among others. There are also options for "Full extent", "Zoom In", "Zoom Out", "Pan", "Refresh", "Features" (to show features such as the name, value, sub-population, unit, year for the data on a particular region) and "Label" (to apply labels to the map), all of which may be activated by clicking on them.

By clicking on "Next >", you will arrive at the following step, a preview of the map, which opens in an MS Office Excel spreadsheet. If you wish to make changes to the map, you may click on "< Back" or click on "Next >" and "Save" to assign a name and save the map.

Useful Information: Upon customising a map, you may add other neighbouring countries or regions without data values. To add regions or countries to a map, click on "Customize", then the "Add" button and select the map of the region or country that you wish to add. In some cases, this may improve the map's appearance.

6 gallery and presentations

All of the presentations that you have prepared are stored in "Gallery" by default, whether these are tables, charts or maps. These files are recorded in MS Office Excel format (.xls), so that handling them is the same as using the MS Office Excel programme. The presentations created may be easily accessed by means of the "Gallery" option in the "Tools" menu, which will open a window similar to that shown below.

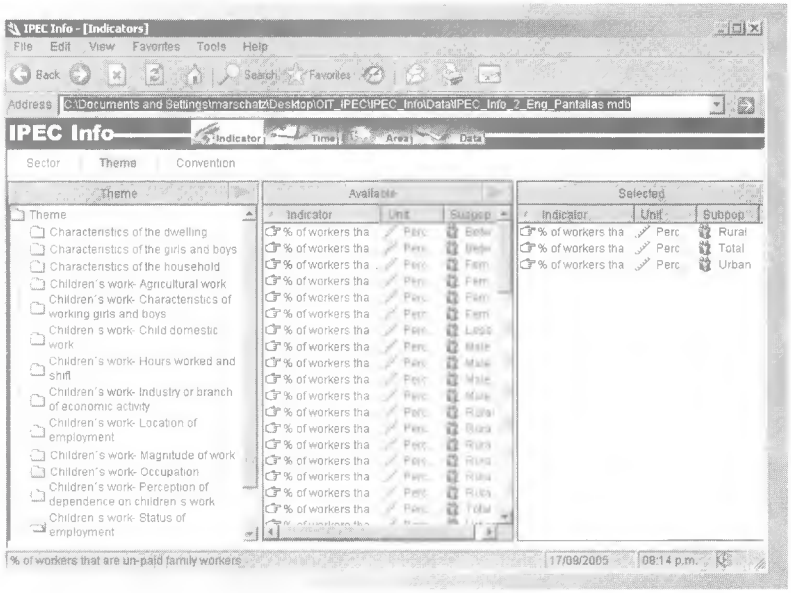


Inserting the tables, charts or maps you have created into MS Office PowerPoint or MS Word documents is very simple, since the files are originally created in MS Office Excel and are image-type files. Thus, a simple "Copy" and "Paste" is sufficient. Nevertheless, it is important to adjust the size of the tables, charts or maps to the presentation or MS Office Word document, as may be the case. Once the images have been inserted, this can be carried out by clicking the right mouse button on the image, selecting "Image Format", and then selecting "size", to modify it as necessary.

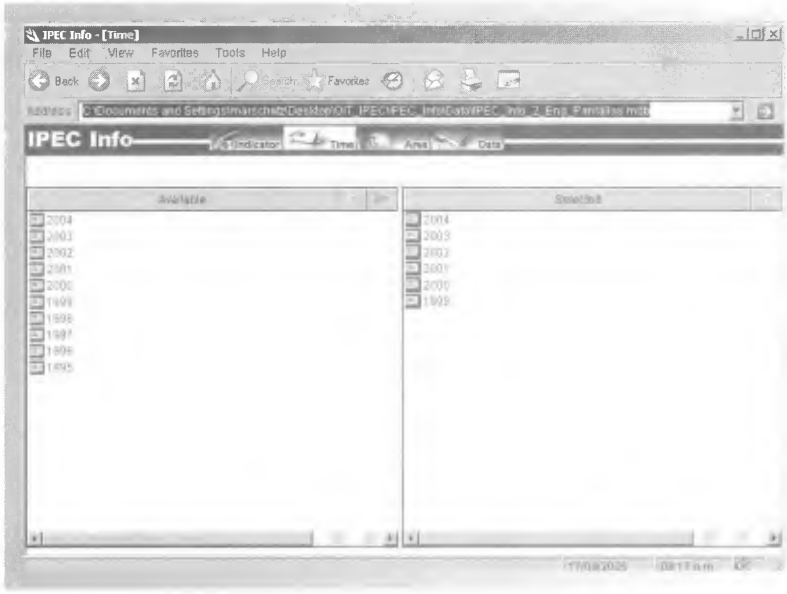
7 example

As an example we may suppose that we are interested in ascertaining the percentage of working girls and boys that are un-paid family workers for the countries with available data by zone of residence (urban / rural) and total.

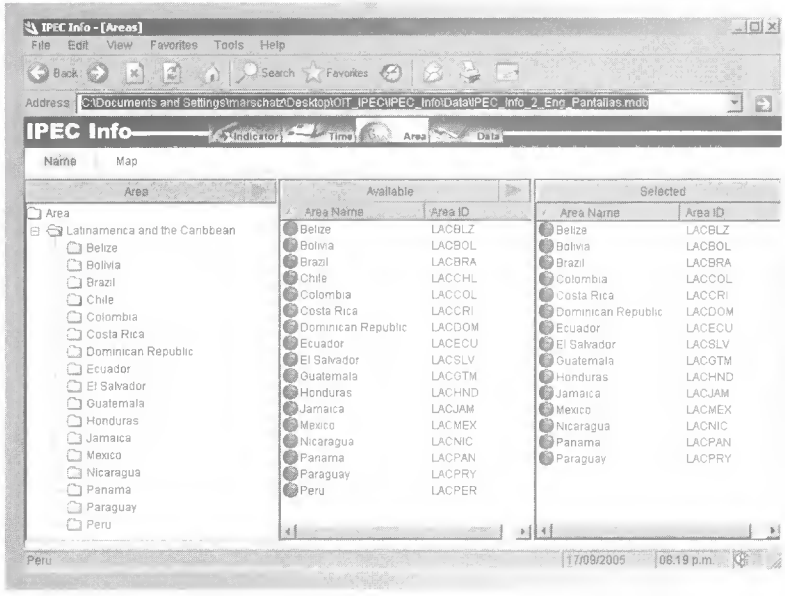
The first step is to click on "Indicator" option on the Home Page. Then select the topic "Children's work – Status in employment". As can be seen in the following figure, you must select the indi cator together with the unit and the sub-populations of interest (urban, rural and total, in this case) in the centre column. Once these have been selected, they appear in the right-hand column ("Selected").



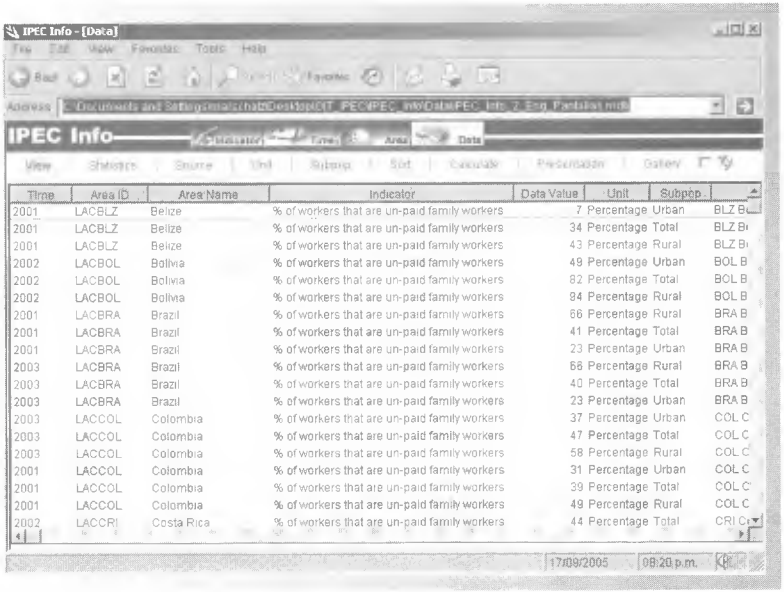
The following step is to select the time periods. In this case we select all those available, which can be achieved by clicking on the Auto-Select button.



Once the time periods have been selected, the desired areas are then selected. In this case, all the countries available in Latin American and the Caribbean are selected by pressing on the Auto-Select button.

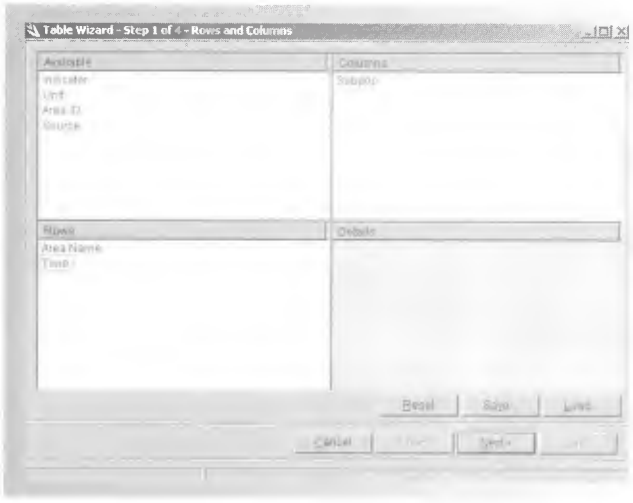


Once the indicator is selected with the desired areas and periods, you must click on the "Data" button, which will present us with the data as follows.

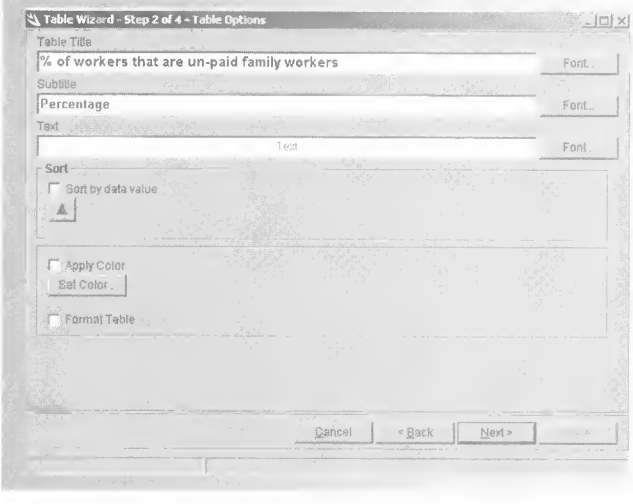


It is important to mention that at this point you may obtain general statistics, such as the mean, minimum and maximum, among others, by clicking on the "Statistics" button. It is also possible to display and change the sub-population, sort the data by any of the variables in the data display, as well as calculate different aspects related to the indicator, clicking on the respective button. The "Presentation" option permits us to choose one of three types of presentation for the data: tables, graphs or maps.

If you select the "Table" option, the first step is to select which variables will go in the rows and columns. In this case we have selected the sub-population for the columns and the area name and time period for the rows, as can be seen in the following figure.

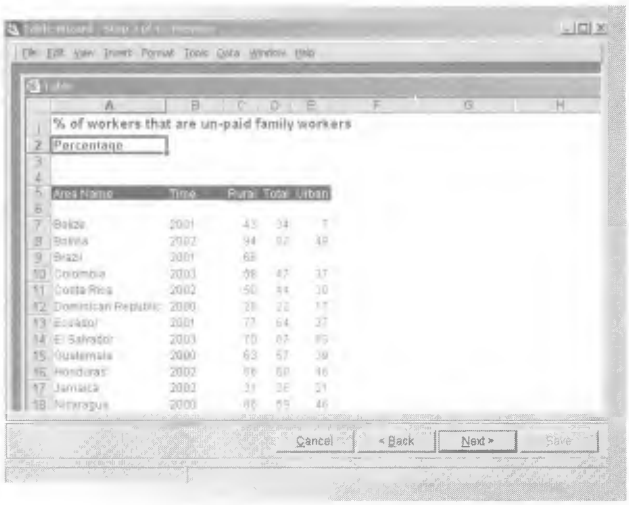


In the following step you select the title and sub-title for the table, and you may also select the option to sort by the data value (either ascending or descending), apply colourd or give an automatic format to the table.

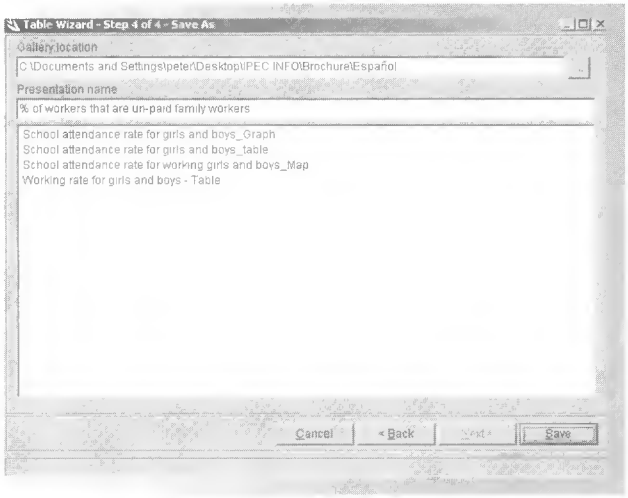


The next step is to preview the table in MS Office Excel format, as shown in the following figure. Here you may make different adjustments, according to your requirements. The preview table presents four spreadsheets: the first ("Table") contains the table itself, the second ("Data View") contains a display of the data, the third

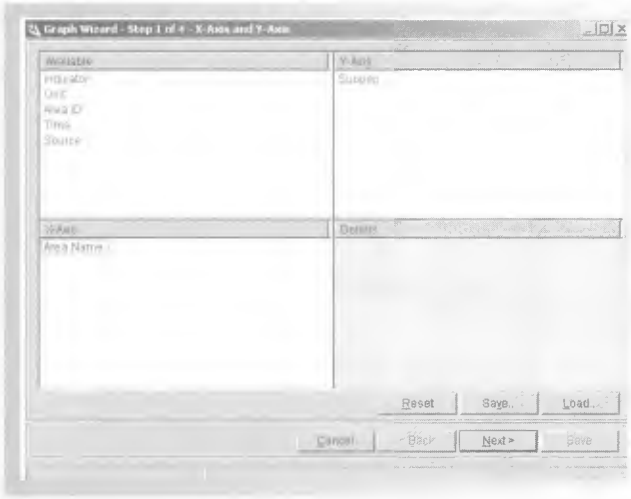
("Source") provides the data source and the fourth ("Notes") contains notes on the indicator.



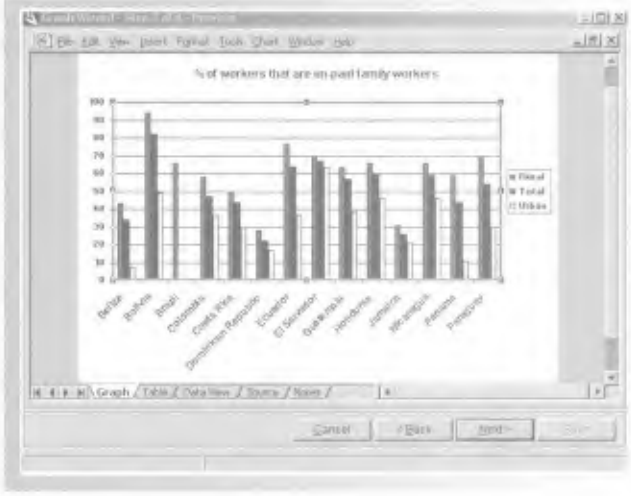
The last step is to assign a name to the table, which will be stored in the programme Gallery by default, or in the directory indicated by the user.



Creating a graph is very similar to creating a table. The first step is to select the variables that will occupy the X- and Y-axes. In this case, for the X-axis, the area name has been selected, which refers to the countries, and for the Y-axis, sub-population has been selected.



The following step allows us to sort the data and provide a for mat for the graph. After this, the programme displays the MS Office Excel Chart Wizard, where the graph may be custom ised as desired. Here follows an example of how a customised graph looks prior to saving in the Gallery or directory chosen by the user.

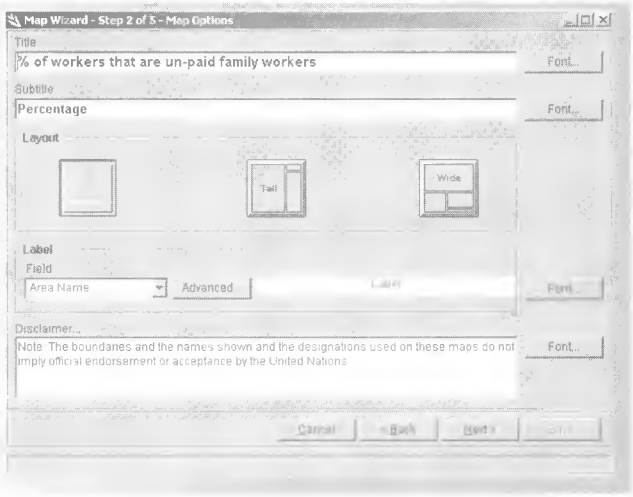


In order to create a map of the total of unpaid family working children by country, in the data display, we proceed to elimi nate the data corresponding to the urban and rural zones, since they will not be necessary for this map. Once this has

been done and the "Map" option has been selected in the "Presentation" section, we must select a method for distributing the values. In this case the "Equal Size" method is chosen, with 4 breaks and no decimal places.

In this step the user may also modify the minimum, maximum, legend title, ranges, legends and colours for the categories.

In the following step, you may modify the title and sub-title for the map, as well and the map layout. In this case we have selected a "Tall" layout due to the characteristics of a map for Latin America and the Caribbean.



In the following step we are presented with a preview of the map. We may choose to include a label for each country, which gives the country's name, the value of the indicator, or some other information.

After this step, the map is presented in MS Office Excel format. The preview contains four spreadsheets: the first ("Map") presents the map, the second ("Map Data") presents the data, the third ("Source") provides the data sources and the fourth ("Notes") contains notes on the indicator.

The last step corresponds to providing a name and saving the map, whether this be in the programme Gallery or in a user-selected directory..