



International
Labour
Organization

Just Transition
Policy Gateway

Policy classification, selection, and validation methodology

The Just Transition Policy Gateway applies a structured methodology to curate policies and related documents

This methodology helps ensure consistency, transparency and quality across the platform, while supporting meaningful peer learning across countries and contexts.

► Policy information

Documents metadata: filtering and classification

All documents included in the database are systematically assigned a set of qualities, referred to as metadata. Metadata provides structured information about the content of each document and is essential to ensuring consistency and effective search and filtering across the database.

Metadata is applied at the document level and is manually assigned through a qualitative review process.

Such filtering and classification process follows ILO guidance to the greatest extent possible, while maintaining the flexibility needed to reflect the specific scope, structure, and analytical purpose of each policy. Where necessary, adaptations are made to ensure that diverse policy types and national contexts are accurately represented without compromising methodological coherence.

The table below provides a complete overview of the filters currently used in the database. The category “Other” indicates that, while the preliminary analysis identified a defined set of terms, the classification is not intended to be fully exhaustive. Additional relevant information may therefore be captured under this category. The methodology is iterative and will continue to evolve; as the repository expands and new insights emerge, the filtering categories may be further refined or expanded.

Filter	Definition	List
REGIONS	Geographical location as denoted in the organizational structure of the ILO	<ul style="list-style-type: none"> • Africa • Americas • Arab States • Asia and the Pacific • Europe and Central Asia
COUNTRY	Country the policy document refers to	
POLICY ORIGINATOR	<p>The Gateway follows a tripartite approach (governments and social partners), and includes documents originating by either Governments or social partners at supranational, national, and subnational levels.</p> <p>If interested, please visit: Social Dialogue and Tripartism (ILO)</p>	<ul style="list-style-type: none"> • Workers’ organizations • Employers’ and business membership organizations (EBMOs) • Government ministries and agencies (national level) • Government ministries and agencies (subnational levels) • Government ministries and agencies (supranational levels)
POLICY TYPE	Type of documents included in the repository. This includes both policies and laws.	<ul style="list-style-type: none"> • Action plans • Collective bargaining agreements • Policies • Policy position papers • Strategies (plans, frameworks, roadmaps, blueprints)

JUST TRANSITION POLICY AREAS	Indicates the policy's alignment with one or more of the nine policy areas outlined in the ILO Guidelines for a Just Transition towards Environmentally Sustainable Economies and Societies for All (2015).	<ul style="list-style-type: none"> • Active labour market policies • Enterprise policies • Industrial and sectoral policies • Macroeconomic and growth policies • Occupational safety and health • Rights • Skills development • Social dialogue and tripartism • Social protection
ENVIRONMENTAL FOCUS	Specifies the type of environmental change the policy seeks to address, using the UNFCCC framework on the triple planetary crisis, which defines three interlinked global challenges faced by humanity.	<ul style="list-style-type: none"> • Biodiversity loss • Climate change • Pollution
TARGET GROUPS	Identifies groups most likely to be affected or impacted by the policy	<ul style="list-style-type: none"> • Employers • Indigenous people • Micro, small and medium-sized enterprises (MSMEs) • Women • Workers • Youth • Other
SECTOR	Sector classification follows the ILO Sectoral Policies Department categories as closely as possible, with limited adaptations to reflect the specific characteristics of environmental and/or employment policies. If interested, please visit: Industries and sectors (ILO)	<ul style="list-style-type: none"> • Agriculture, Forestry and Land use • Chemical industry • Energy • Extractives • Financial services • Infrastructure, construction and related sectors • Manufacturing • Marine and coastal sectors • Maritime and transport • Private services sector • Public services, utilities and health • Tourism • Other
CROSSCUTTING THEMES	These themes are considered cross-cutting as they span multiple sectors and are reflected across different sections of policy documents	<ul style="list-style-type: none"> • Circular economy • Critical Energy Transition Minerals • Digital economy • Employment/job creation • Finance (public/private) • Gender equality • Green economy • Heat stress • Informal economy • Nature Based Solutions • Plastic pollution • Other

Additional information available at policy Level

In addition to the metadata and filters described above, each policy page provides a set of document-specific information to support contextual understanding and qualitative analysis. Where available, this includes:

- Official policy title
- Year of adoption
- Timeframe of the document (if available)
- Summary: a concise overview of the document's content and scope
- Key insight: highlights why the document is relevant for a just transition, with reference to the criteria listed in the minimum requirements for publication, such as a sectoral approach, an example of integrated policy areas coverage, or of institutionalised social dialogue, etc.
- Expected outcomes: the results the policy aims to achieve, as documented or anticipated
- Implementation: refers to mechanisms already in place or planned for implementation, as well as related policy developments and how this document has informed subsequent updates
- Social dialogue: information on social dialogue processes undertaken during the formulation of the just transition policy, where explicitly documented. This section refers to social partners involvement only.
- Key stakeholders: a broader category, it covers other stakeholders consulted during the negotiation processes, groups particularly relevant to the policy, and where applicable, the geographical or territorial scopes of the just transition approach take.

This information is presented at the individual policy level and complements the structured metadata by providing greater insight into policy intent, implementation context, and the involvement of social partners and other stakeholders.

► Identification and validation process

The platform relies on a multi-layered verification and validation process designed to ensure data integrity, policy accuracy, institutional coherence, and editorial consistency prior to publication. Each stage of the process serves a distinct purpose and involves different actors responsible for reviewing, validating, and contextualizing the information.

Policies are curated and published by a team of just transition specialists within the ILO through a rigorous process of identification, information gathering, review, and verification carried out in collaboration with:

- Governments, Employers and Workers' Organizations
- ILO field offices
- ILO policy departments and bureaux for workers and employers' organizations
- The expanded just transition network within and outside the ILO

This collaborative approach helps ensure that the platform reflects diverse institutional perspectives, remains grounded in policy realities, and maintains a high standard of credibility and relevance.

Minimum requirements for publication

In line with the Gateway's commitment to quality and relevance, each document is assessed against a set of minimum requirements before being included in the database. To be considered for publication, a submitted policy must meet at least one (and preferably more) of the following criteria:

- **Coverage of multiple just transition policy areas.** The document addresses more than one of the nine policy areas outlined in the ILO Guidelines for a Just Transition (2015), demonstrating breadth and policy coherence in its approach.
- **Well-integrated just transition angle.** Just transition considerations are not limited to a standalone section but are meaningfully embedded throughout the text, reflecting a coherent and systemic approach to the environmental and social dimensions of the transition.
- **Sector-specific implementation plans.** The document includes concrete, innovative, sector-level plans for implementing just transition commitments, going beyond general objectives to outline actionable steps, timelines, and responsibilities.
- **First example of just transition integration in the country/region.** The document represents a first-of-its-kind integration of just transition principles at the country or regional level, making it a valuable reference point for peer learning and policy exchange.
- **Social partner positions with a clear just transition scope.** The document explicitly captures and reflects the positions of workers' and employers' organisations on a specific topic or sector, articulated within a clearly defined just transition scope.
- **Collective bargaining agreements with explicit just transition provisions.** The document is a collective bargaining agreement that includes explicit and prominent just transition provisions, such as clauses addressing green job creation, reskilling for workers in transitioning sectors, occupational safety and health in the context of environmental change, or joint labour-management commitments to a fair and inclusive transition process.
- **Integrated tripartite mechanisms.** The document embeds or formalises tripartite mechanisms, involving governments, employers' organisations, and workers' organisations, as an integral component of its just transition governance or implementation framework.

► Contribute a policy

Policies can be submitted through an online form available directly on the platform. The form requests specific information that may require some time to compile, as the objective is to capture the most accurate, up-to-date, and contextually relevant information alongside the policy document itself.

Important: Only publicly accessible policy documents can be published on the platform, as all uploaded materials are made available for public consultation. **By submitting a document, contributors grant the ILO permission to upload and display the information on the platform.**

While the Gateway relies on information that is already in the public domain, it also seeks to enrich publicly available policy documents through **additional commentary**,

contextual insights, and stories of policy development and implementation that can support peer learning and practical exchange. Any non-public information shared is reviewed directly with the policy source before publication.

All identified and submitted policies undergo a structured validation process prior to publication to ensure accuracy, consistency, and institutional coherence.

The platform operates on a principle of quality over quantity. Its objective is to provide structured, verified, and decent work-centred knowledge that is credible, practical, and immediately relevant for implementation and peer learning purposes.

► Use of AI

The platform is working towards integrating controlled AI usage to support metadata classification and the preparation of document summaries. The process remains human-centred, with AI used as a tool rather than a replacement for expert judgement. Structured review and validation by just transition specialists is essential to maintaining accuracy and credibility.

► Multimedia

The policy pages are enriched by photos, videos, quotes, where available. This is intended to give voice to the people involved in the processes and bring forward the different facets of negotiations with different perspectives coming from governments, employers and workers' organizations or development partners. Such storytelling component connects users to policy champions and encourages country-to-country exchange. It turns static documentation into dynamic learning.

Why storytelling matters

Policies do not emerge in a vacuum. Each one reflects a process: years of negotiation, advocacy, social dialogue and collective effort by governments, workers, employers and communities. When only the final document is shared, that process becomes invisible, along with the lessons that others could learn from it.

Storytelling helps move beyond a simple repository of policies. It provides context, builds trust in the process and helps practitioners in other countries understand what it takes to achieve change.

For this reason, each policy featured on the JTPG page should, where possible, be accompanied by at least one storytelling element, such as a quote, a photo or a short video.

Multimedia formats

These elements should be simple to produce and focus on real experiences and perspectives.

PHOTOS

Technical specifications

- Minimum resolution: 2000 pixels (longest side)
- Format: JPG or PNG
- File size: ideally above 1 MB less than 15 MB

Content

- Relevant to the policy (consultations, implementation, workplaces)
- Prefer images that include people (with consent)

QUOTE

Length

- 20–50 words (maximum 2–3 sentences)

Content

- Clear and direct message
- Focus on importance, process or expected impact

Include

- Full name
- Title
- Organization
- Video interview

VIDEO

Technical specifications

- Maximum length: 5 minutes
- Format: horizontal (16:9)
- Resolution: minimum 1080p (Full HD)
- File format: MP4 preferred

Recording with a phone (if no professional equipment is available)

- Use the back camera
- Keep the phone stable (tripod or solid surface)
- Record in a quiet environment
- Ensure good lighting (face a light source, avoid backlighting)
- Frame the speaker from chest to head
- Look at the camera

Audio

- Use an external microphone if available
- If not, keep the phone close (1–1.5 metres)
- Avoid noisy environments

Content

- Short interview with one speaker
- Clear and concise answers

Guiding questions for quotes and video interviews

- These questions are intended for quotes and video interviews (not for photos).
- Select one or two questions per stakeholder. Short, direct answers are preferred.

Government

- What was the process behind developing this policy?
- How were different stakeholders brought together to reach agreement?
- What makes this policy important for the country moving forward?

Employers' organizations

- How were employers involved in the policy discussions and negotiations?
- What were the main challenges or concerns from the business perspective?
- What opportunities does this policy create for enterprises?

Workers' organizations

- How were workers' voices included in the development of this policy?
- What were the main priorities or concerns raised by workers?
- What difference will this policy make for workers and their communities?

ILO/development partners

- How did the ILO/development partners' support the dialogue and policy development process?
- What was important in bringing stakeholders together?
- What lessons from this process could inform other countries?

Consent and use

Please ensure that:

- Individuals featured have given their consent
- Content can be shared publicly

Selecting speakers for quotes and video interviews

When selecting individuals to feature, consider the following:

- Relevance
- Choose people who were directly involved in the policy process.
- Diversity of perspectives
- Where possible, include different actors (government, employers, workers) to reflect the social dialogue process.
- Clarity of communication
- Select individuals who can explain ideas clearly and in simple terms, avoiding overly technical language.
- Engagement and authenticity
- Prioritize speakers who can share concrete experiences or insights, rather than formal or scripted statements.
- Comfort on camera (for video)
- Choose individuals who are comfortable speaking on camera and can deliver short, natural responses.

How to submit videos

You may record and submit materials using a mobile phone. No editing is required. Please send the raw files in the best quality available.

Step 1: Record your material

- Record the video, take photos or capture the quote
- Do not compress or edit the files

Step 2: Transfer files to your computer

You can transfer files from your phone using one of the following methods:

- Connect your phone to your computer using a cable and copy the files
- Use file transfer tools such as AirDrop (Mac/iPhone) or similar options

Important: Do not use WhatsApp or similar messaging applications to transfer files, as they reduce quality

Step 3: Send files via Swiss Transfer

- Go to: <https://swisstransfer.com>
- Upload your files
- Enter the recipient email: [add email address]
- Add your name and country in the message
- Click “Transfer”