

HR2007/03/19/5

1. BASIC INFORMATION

- 1.1 CRIS Number:** 2007/019-247
1.2 Title: **Health and Safety at Work**
1.3 Code: 19 – Social Policy and Employment
1.4 Location: Croatia

Implementing arrangements:

1.5 Implementing Agency:

Central Financing and Contracting Unit
Programme Authorising Officer
Mrs. Vladimira Ivandić, Assistant Minister
Ministry of Finance, Central Finance and Contracting Unit
Katančićeva 5, 10000 Zagreb, Croatia, E-mail: cfcu@mfin.hr

1.6 Beneficiary (including details of SPO):

Ministry of Economy, Labour and Entrepreneurship, Senior Programme Officer
Mrs. Vera Babić, State Secretary
Ministry of Economy, Labour and Entrepreneurship
Ulica grada Vukovara 78, 10 000 Zagreb, Croatia

- 1.7 Overall cost:** 2.660.000 €
1.8 EU contribution: 2.245.000 €
1.9 Final date for contracting: 2 years following the date of conclusion of the Financing Agreement
1.10 Final date for execution of contracts: 2 years following the end date for contracting
1.11 Final date for disbursements: 3 years following the end date for contracting

2. OVERALL OBJECTIVE AND PROJECT PURPOSE

2.1 Overall Objective

Development of the effective system of the occupational health and safety at work in Croatia in line with EU standards, as well as to strengthen the administrative capacity of all relevant institutions related to the protection of health and safety of workers at work, in line with the bench mark for Chapter 19 of negotiations.

2.2 Project purpose

Strengthening the administrative capacity of following institutions: Ministry of Economy, Labour and Entrepreneurship (Department for Occupational Health and Safety at Work), State Inspectorate of the Republic of Croatia-Labour Inspectorate and State Institute for Health Protection and Safety at Work Establishing the basis

of an efficient system of health protection and safety at work based on preventive activities. Connecting in IT network of institutions participating in the Project will provide mutual use of the existing and the new data bases.

2.3 Link with AP/NPAA / EP/ SAA

The objectives of the project follow the priorities of the **Accession Partnership** for Croatia (AP). Therefore, the project objectives address, as it is laid down in AP, to:

a) Short-term Priorities: Social Policy and Employment: “Continue alignment with the *acquis* in the areas of labour law, health and safety, gender equality and anti discrimination. Strengthen related administrative and enforcement structures and inter-ministerial coordination”.

b) Medium-term Priorities: Social Policy and Employment: “Further align with the *acquis* and strengthen the related administrative and enforcement structures, including the labour inspectorates.”

Project also addresses other important areas such as public administration, in line with objective in AP: “Continue the process of institution building directly relevant to the *acquis* and introduce reforms to improve the effectiveness of the public administration generally”.

The Government of the Republic of Croatia issues annually the **National Programme for the Integration of the Republic of the Croatia into the European Union (NPAA)** in which is planned for year 2007.: “Strengthening of administrative capacities of the State Inspectorate as the main supervisory authority will be continued by employment of (100) new inspectors in the field of labour and safety at work in 2007, with planned employment of additional 80 workers in 2008. Structural changes in the State Inspectorate will be based on a new Regulation on Internal Organization of the State Inspectorate that will enable an integral system of labour inspection on different levels, with achieving a necessary horizontal and vertical professional and organisational connection. Special attention will be paid to professional improvement of safety at work inspectors. Since there is a need of significant strengthening of institutional and administrative capacities in the field of safety at work, for the purpose of better organizational and professional connection, control and systematic following of safety at work state in 2007 by integrating Croatian Institute for Occupational Health and Institute for Safety at Work, will be established a State Institute of Public Health and Safety at Work, as a special institution authorized for the field of health and health safety at work (with two unites: Occupational Medicine Service and Safety at Work Service). The establishment of the new State Institute will mean the employment for 40 professionals in occupational medicine and safety at work. In the framework of the planned reorganization of work in the Ministry of the Economy, Labour and Entrepreneurship in which is also Safety at Work Department it is foreseen strengthening of administrative capacities of the Department by employment of new workers.”

The European Partnership (EP) highlights the priorities which are linked with the objectives of the project as follows: "Continue alignment with EU legislation in the field of occupational health and safety, labour law, equal treatment for women

and men and antidiscrimination; strengthen related administrative structures and those required for the coordination of social security."

The Stabilisation and Association Agreement (SAA) highlights the following priority: "The Parties will cooperate mutually on improvement of the level of health protection and safety of workers, taking as an example the protection level that existing in the Community."

Progress Report (PR) for 2006 quotes the following: "The Labour Inspectorate needs substantial strengthening, and it needs to become more mobile"

2.4 Link with MIPD

Under *Component I*, pre-accession assistance to Croatia will support *institutional capacity building* for *acquis* transposition and implementation according to the priorities identified in the Accession Partnership, the screening reports and subsequent negotiations in the different chapters of the *acquis*. Assistance will be provided to consolidate sectoral reforms that have adopted such as public administration reform, judicial reform, and anti-corruption policy and to ensure their effective implementation. Priority will be given to supporting the institutions that are directly concerned by the reforms. Pre-accession assistance will support institutional capacity building for *acquis* transposition and implementation. Assistance in the 2007 – 2009 period will give priority to sectors: (1) where basic political issues still need to be addressed; (2) where the legislation to be harmonised is particularly difficult; (3) where the implementation capacity is particularly weak; (4) where a track record of implementation will be required prior to accession; and (5) where harmonisation requires costly investment over several years.

2.5 Link with National Development Plan (where applicable)

In accordance with Strategic Development Framework for 2006 – 2013 for the realization of professional and efficient public administration, the following goals are set: "Continue to work on increasing the efficiency, professionalism and knowledge of public administration, Establish networking through IT in the service of users – developing e-public administration, the networking of state administration bodies, the linking of databases, and the use of modern communication technologies."

2.6 Link with national/ sectoral investment plans (where applicable)

Not applicable.

3. DESCRIPTION OF PROJECT

3.1 Background and justification

In the Republic of Croatia, within the Ministry of Economy, Labour and Entrepreneurship there is the Department for Occupational Health and Safety at Work. There is also the State Inspectorate of the Republic of Croatia. There exists also the Croatian Institute for Occupational Health (CIOH), under the jurisdiction of the Ministry of Health and Social Welfare. The Ministry of Health and Social Welfare is also partner under this project and will take a role in the elaboration and

coordination of legislation amendments implementation. Ministry of Health and Social Welfare also performs sanitary and legal/procedural inspection of the Occupational Health Services. According to the Croatian legislation the Ministry of Health and Social Welfare has the jurisdiction on the medical issues related to OSH and the Ministry of Economy, Labour and Entrepreneurship has the jurisdiction on the technical issues related to the OSH. All mentioned institutions have insufficient administrative capacity and are poorly equipped. Role of the each of the mentioned institutions is defined by separate legal Act.

Department for Occupational Health and Safety at Work in the Ministry of Economy, Labour and Entrepreneurship was established according to the Decision concerning Internal Organisation of the Ministry of Economy, Labour and Entrepreneurship (O.J. 24/2004). By the Ministerial decision it has been stipulated to establish 3 new working places in the OSH Department, that would be 6 persons overall (at the present situation there are only 2 computers available in the OSH Department). The employees are of technical, economic or law qualifications. The vacancy for one expert has been published in June. The scope of the work of the OSH Department in the MELE is to prepare appropriate texts to be submitted to the minister in charge of the respective fields, in particular for purposes of drawing up regulations and establishing co-operation regarding OSH on the European level, to give advises concerning the implementation of all OSH regulations, administrative work concerning issuing permissions for OHS services, supervision of the work of the future State Institute for Health Protection and Safety concerning safety issues, cooperation with administrative bodies dealing with OHS issues on EU level, cooperation in the drawing up of Croatia's safety and health at work standards, cooperation in drawing up programmes for occupational safety and health specialists, employers and their safety agents, and to take part in examinations, to offer professional assistance to different subjects in the field of safety and health at work concerning the implementation of regulations, tasks of the Focal point of the European Agency for Safety and Health at Work.

The Croatian Institute for Occupational Health is established by Government decision in 1996. The Health Care Act defines it as a medical institution performing activities in the domain of occupational health. The Institute is under capacitated in personnel - 11 employees. The Croatian Institute of Occupational Health has 3 computers 4 years old, and 2 computers 1 year old procured through MATRA project together with 2 laptops. The existing medical equipment is over 10 years old and insufficient.

As an independent body of state administration the State Inspectorate was founded pursuant to the Law on the Organization of Ministries and State Administrative Organizations in 1997 and the Law on State Inspectorate (1999) governs the inspection work, organization and ways of work of the State Inspectorate as a central body of the state administration. The mission of the State Inspectorate is to provide a comprehensive inspection service in all administrative areas concerning our authority, to ensure that laws are properly implemented. Inspectors are placed on the following positions: inspector for economic affairs, labour inspector, inspector for electric power supply, inspector for mining

industry and inspector for pressure vessels. In the course of inspection supervision, inspectors are independent and they conduct the procedure, pass decisions and undertake measures within the framework of legal regulations, duties and authorities pursuant to the Law and other regulations. The State Inspectorate Headquarters are located in Zagreb. Pursuant to the Law, it is organized into five Regional Units, their headquarters being in Rijeka, Split, Osijek, Varaždin and Zagreb. Regional Units have Branch Offices in many towns (62 locations). At the end of 2006 in State Inspectorate 850 officials were employed, including 260 senior inspectors and 471 inspectors.

Implementation of legal obligations in the field of labour relations and health and safety at work is supervised by State Inspectorate labour inspectors. In 2006 in Inspectorate were employed 65 senior labour inspectors and 121 labour inspectors. Pursuant to the Regulation on internal order in State inspectorate there are vacant posts for 45 labour inspectors. According to the NPAA 100 new labour inspectors should be employed in 2007 and another 80 labour inspectors in 2008. There is a lack of equipment that enables inspectors in their tasks. In average, 3 inspectors use one computer and 5 inspectors use the same car. With this quantity in average one labour inspector can use vehicle only once a week. Implementation of this project will raise this average, and three inspectors will use one vehicle and this will affect quantity of inspection visits. Currently there are no laptops. Inspectors use pen and paper in the field and are forced to retype their notes in the office. Available equipment is very often old and with low quality. These conditions have impact on quantity and quality of performance of inspector's duties.

Despite the existing legislation and institutions, there is no established efficient system of cooperation and coordination of mutual activities in the field OSH. The intention of the Project is to strengthen the administrative capacities of the relevant institutions, including establishment of the State Institute for Health Protection and Safety at Work, by using the existing personnel capacities of the Croatian Institute of Occupational Health which is completely involved in drafting the Project and which will become a part of the new State Institute for Health Protection and Safety at Work. The new system of the OSH related issues that is under establishment will secure efficient cooperation of relevant institution and the development of the OSH network in order to provide a successful implementation of all relevant OSH EU standards in the Republic of Croatia.

3.2 Assessment of project impact, catalytic effect, sustainability and cross border impact (where applicable)

The Project will contribute to strengthen the capacity in terms of personnel education, as to be able to perform the required duties and activities in the most efficient way in the sense of organization. The content of education of occupational health physicians, nurses, safety engineers, employers and employees should be provided by State Institute personnel and by means of elaborated education plans and programs, including professional information distribution (fact sheets, newsletters, etc.). The equipment procured for the new State Institute for Health Protection and Safety at Work (medical equipment, 2 vehicles, 32 desktop

computers and 8 notebook computers) will support and enable the personnel which are to be employed by the State Institute to perform all the prescribed duties.

Equipment procured through the Project will enable labour inspectors in the State Inspectorate to be more mobile and available while performing their preventive role. More cars will facilitate preventive and control visits, especially in high risk sectors. Temporary and mobile construction sites as well as forest sites are remote and without vehicles it is impossible to fulfil inspector's tasks. Use of PCs and laptops will ease tasks and reduce time necessary for inspection control especially on remote sites. In this way inspectors will be enabled to make necessary documentation on site and will not lose time to retype it later in their office and will have more time for control visits. Additional training and education of inspectors is necessary because of implementation of new regulations. Implementation and control over implementation of these regulations requires new ways of proceeding. It is planned to procure the following equipment: 132 notebook computers, 20 desktop computer, 72 network laser printers, 132 inkjet mobile printer, 132 mobile phones, 7 LCD projectors and 2 servers in total amount of 349.240,00 € and 35 passenger vehicle in total amount of 645.839,65 €. Regarding the mentioned IT equipment it is important to stress that all of the notebook computers will be connected in network in order to speed up the exchange of information, particularly regarding the exchange of the information from the on-site visits of labour inspectors.

Involvement of Stakeholders in the programme benefits

The **beneficiary** of the project is the Ministry of Economy, Labour and Entrepreneurship. The institutions/services taking part in this Project make the administrative part of the Health and Safety at Work system. It is important to emphasize that in addition to the primary beneficiary there are also secondary beneficiaries that benefit from the fact that enhanced administrative and technical capabilities directly increase their own effectiveness and benefits, according to the European standards, such as occupational health physicians, health and safety experts and labour inspectors, employers' associations and trade unions. The selected stakeholders have been consulted in respect of proposed project in two mentioned groups. Project was well received by all stakeholders. The concept of Health Protection and Safety at Work System has been promoted by the Government Office for Social Partnership and the Economic and Social Council. Social partners also take part in the National council for Health and Safety at Work and are regularly informed on all OSH issues in the Republic of Croatia, including this Project. Regarding the Project it is important to stress that the social partners have been consulted and fully support the establishment of the new State Institute for Health Protection and Safety at Work. It has been proposed and agreed that the representatives of the social partners will be members of the Steering Committee of the mentioned Institute.

Catalytic effect and Additionality

Additionality is ensured. EU funding will not replace other funding from the government or other donors and the EU funded intervention/project will result in benefits which would not occur otherwise.

3.3 Results and measurable indicators

The main goal of this project is to establish the efficient system and network of OSH institutions that will be able to perform their activities in accordance to demanding EU regulations and practice, as well as to strengthen each of the institution related to OSH issues.

3.3.1 State Institute for Health Protection and Safety at Work

- All structures and procedures set for the functioning of the State Institute for Health Protection and Safety at Work

This institution will work closely with the Ministry of Health and Social Welfare and the Ministry of Economy, Labour and Entrepreneurship. At the moment there is in function the Croatian Institute of Occupational Health (CIOH) that will become the future State Institute for Health protection and Safety at Work. It is planned that the State Institute` full capacity in personnel would amount 55 people (at this very moment only the CIOH personnel (11 persons) are employed as the basis for the new State Institute) in total it is foreseen to have 10 occupational physicians, 1 public health specialist, 1 psychologist, 10 safety experts, 2 informatics experts, 1 toxicologist, 3 nurses and accompanying administration. The main activities of the State Institute are related to proposing and posting the doctrines, standards and working methods on OSH, keeping Register of occupational diseases, accidents at work and work related diseases, conducting statistics and analysis (in accordance with the EU standards – ESAW and EODS), as to be able to propose specific preventive measures for employers, workers, occupational health physicians (per economic branches) as well as to supply the Government with relevant data for their strategic planning. It duties will also be to permanently educate, advise, coordinate and perform professional supervision of the occupational health physicians and safety experts.

The most important verifiable indicators for the above mentioned are:

- established the State Institute for Health Protection and Safety at Work including adopted Statute of the State Institute;
- around 55 persons employed in the State Institute;
- improved statistics on occupational health and safety at work; establishing of 6 new registries (for carcinogens and mutagens, cytostatics, malignant mesothelioma, non-malignant diseases caused by asbestos, CA caused by asbestos, other occupational diseases registry)
- at least 45 persons from State Institute for Health Protection and Safety at Work that participated in the educational activities
- at least 25 persons attended study visits and work placements

- purchased vehicles and purchased IT and medical equipment
- established data base and new software developed ESAW and EODS;
- employees use established IT network;
- annually decreased number of accidents at work by 1 – 3% during next 5 years;
- increased (realistic) number of recognized occupational diseases (due to insurance covered diagnostics procedure) aprox. 600 per year during next 5-6 years;
- real number and percentage of employees suffering work related disease particular economic branch.¹
- educated 2 ILO B readers.

3.3.2. Ministry of Economy, Labour and Entrepreneurship, Department for Occupational Health and Safety at Work

- Increased administrative capacity of Department for Occupational Health and Safety at Work in the Ministry of Economy, Labour and Entrepreneurship

Results expected from this project would be:

- The improvement of competency of all the personnel of the OSH Department in MELE, especially in the area of the preparation of the national legislation related to the EU regulations and positive experience of EU countries in the OSH area and in accordance to the Action Plan for the Alignment of the Legislation and the Creation of necessary Capacities for the Application and Implementation of the *acquis communautaire* (Chapter 19 – Social Policy and Employment), including the involvement of all stakeholders in the process of preparation of the drafts, according to the assessment analysis.
- The improvement of the knowledge and skills of personnel in OSH Department related to coordination of the development of expert analysis for the curricula for education and qualification in the OSH area, coordination and cooperation in designing the programmes for the OSH experts, employers and their authorized personnel, as well as the workers representatives for the OSH.
- Strengthening the present and future cooperation with the labour inspectors in the application of national regulations, organizing joint

¹ In the Republic of Croatia the existing data are that much insufficient (not existing) that we can not mention the number and percentage of employees suffering work related disease per particular economic branches and therefore we can not predict the forthcoming situation. According to the present, insufficient data the number of work related diseases in general working population does not exceed 5% which is too low in comparison to other organized European countries.

actions and promotional activities, evaluation and monitoring of the current situation and improving OSH in Croatia.

The most important verifiable indicators for the above mentioned are:

- at least 6 persons from OSH Department that participated in the educational activities
- at least 6 persons attended study visits and work placements
- IT Equipment purchased
- improved statistics on occupational health and safety at work.

3.3.3. State Inspectorate of the Republic of Croatia – Labour Inspectors

- State Inspectorate of the Republic of Croatia, Labour Inspectorate, increased administrative and performance capacities

The project will result in:

- Strengthening the institutional capacities in inspection control over implementation of regulations of safety and health control at work by additional education of inspectors and additional technical equipping.
- Technical equipment that will be procured through the Project will be located depending on needs of each unit and having in mind regional disparities in the Republic of Croatia. It is planned for every regional unit to get station wagon for sentry inspectors or smaller sedans for trips (inspection visits) depending on number of inspectors and size and development of area under authority. Very often there is no possibility of public transportation to some locations and vehicles are the only solution to visit these sites (i.e. woods, remote sites, islands) and therefore it is proposed to place 10 station wagons for sentry inspectors in those areas. Some vehicles will be used for technical inspections that are the obligation of the headquarter in Zagreb (2 vehicles). It is proposed to place smaller sedans in next order: 5 in regional unit Osijek (branch offices in headquarter, Virovitica, Požega, Slavonski Brod and Vukovar), 5 vehicles in regional unit Rijeka (headquarter, Pazin, Pula, Poreč and Crikvenica), 4 vehicles in regional unit Split (headquarter, Zadar, Šibenik and Dubrovnik), 4 in regional unit Varaždin (headquarter, Koprivnica, Krapina and Čakovec) and 5 vehicles in regional unit in Zagreb (headquarter, Vrbovec, Sisak, Karlovac and Bjelovar).
- Regarding the IT equipment, including notebook and desktop computers, laser printers, mobile printers, mobile phones, LCD projectors and servers will be located depending on the priorities, starting with sentry inspectors and the less developed counties.
- Study visits, surveys and other form of training and education will be organized depending on each county unit of labour inspectors and the level of their knowledge and skills needed to be improved.

- The inspectors will be educated for reporting, data processing and exchange in OSH within the Republic of Croatia and to EU bodies. The inspectors will be educated for activities in the area comprising the following Directives and areas: Directive 92/57/EEC of 24 June 1992 on satisfying of minimal conditions for safety and health protection in temporary and movable buildings – sites, Directive 2000/54/EC of 18 September 2000 on protection of workers against risks connected to exposition to biological means at work, Directive 2004/40/EC of 29 April 2004 on the minimum requests for safety and health related to exposition of the workers to physically harmful substances (electromagnetic fields), Directive 89/655/EEC of 30 November 1989 concerning the minimum safety and health requirements for the use of work equipment by workers at work and the areas of industrial accidents: prevention, sanitation system, identifying of reasons.
- Trained instructors will be able to further train all the labour inspectors on the OSH matter in the State Inspectorate.

The most important verifiable indicators for the above mentioned are:

- at least 130 persons from State Inspectorate that participated in the educational activities
- at least 5 persons per study visit and work placement
- purchased vehicles
- IT Equipment purchased
- increasing by 10% number of inspections and measurements at building sites
- progress on reduction of specially serious injuries at building-sites
- inspection concerning exposition to biological substances at work
- inspection concerning exposition of physically damaging effects
- increasing by 10% number of inspections and measurements regarding the use of work equipment by workers at work
- drafting Inspectorate's reports according to the adopted methodology

3.3.4 Software

The Government of the Republic of Croatia has the agreement with the Microsoft Company concerning application supply, or application packages including Microsoft Windows XP Professional and Microsoft Office. Regarding the procurement modalities it would be recommended that all the further purchased software should be Microsoft compatible in order to be able to facilitate present Croatian practice. For the upgraded software that is planned to be developed under the project in order to facilitate the need for networking and the compilation and analysis of all data it would be recommended to develop additional applications to fulfil the above mentioned requirements. The software that is available at the market will be a part of the national contribution and the preparing

concept and development of the upgraded software will be a part of this project. Due to the above mentioned the derogation would be required.

3.3.5 IT Network

The Government of the Republic of Croatia is founder of the IT network HITRONet (e-Croatia) that will at the highest state level provide network of all the administrative bodies in the Republic of Croatia. The development of the OSH network, as proposed in this project, will provide a necessary network connection of OSH institutions and departments in Croatia. For establishing the IT network the IT equipment has to be purchased and the newly created OSH network will be connected to the existing HITRONet network. The existing data bases of all institutions will be completed and the improved one will be created – Register of occupational diseases and accidents at work according EODS and ESAW. For the first time all the institutions will be able to share documents, surveys, results of inspection and all the other relevant data that will enable all of them to improve the work, as well as to avoid duplication and misunderstandings. The following institutions will be connected in network: State Institute for Health Protection and Safety at Work, Ministry of Economy, Labour and Entrepreneurship, Department for Occupational Health and Safety at Work and State inspectorate. The budget allocated to this item will only be limited to the building the IT network in connection with the health and safety at work.

3.4 Activities

3.4.1. Component Twinning

a) Twinning activities in the State Institute for Health and Safety at Work

- Organize trainings, workshops and study visits to the relevant institutions participating in the OHS system of MC for the personnel that will be working in the State Institute for Health and Safety at Work
- Analysis of present organizational structure of OSH in Croatia (round-table discussion with conclusions)
- Analysis of the existing legal procedure within the OSH System applied at this moment and improvements intended to be achieved (round-table discussions with conclusions)
- Analysis and defining of the education subjects and needs in the system (round-table discussions with conclusions)
- Harmonizing the content and application of the Croatian List of Occupational Diseases with the European List.
- Education in application of the EU statistics methodology according to EODS and ESAW, as well as the application-software for the EODS & ESAW
- Defining, preparing and performance of training courses/workshops on the Following topics: advanced training methodology; elaboration of train-the- trainer programme-manual; work with computers; evidence based learning, distance

learning; making a newsletter; Risk Assessment elaboration and evaluation; communication skills towards stakeholders;

- Defining of basic principles of Ethic Codex in the OSH at Work domain for the personnel of the State Institute; demonstration workshops performance (practicing learned activities under supervision of advisor)- tested in pilot projects
- Elaborated communication skills of the Institute staff towards the employers, employees; evaluation capability of the Risk Assessment Document; principles of Ethical Codex in OSH at Work acquired
- Education for ILO B readers

All of the University educated personnel in the State Institute will be educated in particular domain according to their working tasks (35 persons). Based on the principal knowledge acquired, the personnel will permanently improve its professional knowledge and transfer it to possible new personnel and social partners. Group study visit with other participants in this Project to the institutions dealing with OSH issues in MS, as to get the insight into functioning of the system. Individual study visits to OSH clinics and institutions entitled for permanent education of stakeholders.

b) Twinning activities in the Ministry of Economy, Labour and Entrepreneurship, Department for Occupational Health and Safety at Work

Organize trainings, workshops and round table meetings for the Ministry of Economy, Labour and Entrepreneurship - Department for Occupational Health and Safety at Work. All the personnel of the OSH Department will be trained and educated according to their specific qualifications and backgrounds, especially the newly employed ones (6 employees).

The training and further education is needed in following:

- Providing necessary technical skills training in preparation of impact assessment analysis for directives before issuing regulations and follow up procedures during implementation in the field;
- Assistance and improving knowledge in preparing the drafts of regulations harmonised with relevant EU (Directives and issues related to the implementation and enforcement of the *Acquis*; on OSH)
- Assistance in developing and preparing Guidance for implementation of monitoring, surveillance, statistic and analyses related to the EU directives;
- Trainings and workshops related to the information activities for the stakeholders (web-site, publications, actions, conferences, announcement procedures and documentation availability to the interested users).

c) Twinning activities in the State inspectorate – Labour Inspectors

The activities of inspectors anticipated by the Project refer to higher specialization in the area of safety at work, in particular to increase their competence relating to the inspection and measures to be implemented. Trainings, workshops and round table meetings for labour inspectors will be organize to make them more

specialized in the field of work and safety at work, especially in competence related to inspection and measures to be taken for implementation of EU standards and good practice of Member State, and taking in account the regional disparities in the Republic of Croatia:

- educate and train inspectors on technologies, means and organization of work on building- sites
- educate and train inspectors in activities in which biological harmfulness appears (with the emphasis on food-processing industry, agricultural industry and health care sector), on types of harmfulness and consequences, ways of detection and methods of harmful consequences prevention
- educate and train inspectors on work places on which electromagnetic fields appear (with the emphases on power production, transmission and distribution of power and telecommunications), harmfulness and consequences, ways of detection and methods of harmful consequences prevention
- educate and train inspectors on technologies, means and organization of work
- educate and train inspectors on accident prevention, supervising of the accident consequences management and the analysis and determination of the accident causes

Twinning activities will also be directed to give assistance on drafting of document on contents and frequency of inspector's reporting, document on mutual reporting between the Inspectorate, Ministry, Institute and other documents on reporting to bodies in MS; to educate inspectors for reporting, data processing and exchange in OSH within the Republic of Croatia and to EU bodies. The activities will be related to defining important norms, rules, control points and defining procedures for the inspectors, training of trainers and preparation of the adequate supporting materials.

d) Study visits and work placements to competent authorities in EU Member States

It is foreseen to organize study visits and work placements to the relevant institutions participating in the OSH system of Member States for the representatives of the State Institute for Health and Safety at Work, Department for Occupational Health and Safety at Work in the Ministry of Economy, Labour and Entrepreneurship and the State Inspectorate. Representatives of all the mentioned institutions could participate together at the study visits to the relevant (chosen) institutions participating in the health and safety and inspection system as to get insight into functioning of the system in the Member State, which would contribute to better understanding and cooperation in establishing of the improved system in Croatia. Work placements should be organized in that sense to reflect the needs of each relevant institution in the area of the Occupational Health and Safety at Work in Croatia.

At the study visits and work placements the participants should be able to observe:

- organization and functioning of the OSH system (medical, technical and inspection aspects)
- education within the OSH system (occupational physicians, employers, employees, wide public)
- monitoring in the specific fields (health, machinery, chemicals, electricity and the others) and monitoring the situation during the implementation of relevant OSH regulations
- getting acquainted with the experiences of relevant competent bodies related to preparation of new regulation drafts
- preparation of impact assessment analyses for the most important Directives before issuing regulations and follow up procedures during implementation in the field
- how to deal with practical issues related to the implementation and enforcement of the *acquis* such as getting acquainted with establishment and functioning of labour inspectorate practice and documents of MS and getting insight into IT network functioning in the MS.

e) Development of the concepts

Development of the concept of the IT network with participation of all three institutions.

Development of the concept of the statistical software for all three institutions.

Means: Twinning contract; Budget: Total budget 1.0 m €

EU contribution 1.0 m €; No national co-financing

3.4.2. Component Supply

Supply component will cover purchase of following equipment:

1. IT equipment and other mobile equipment within the amount of 0,430 m €

	Total	Ministry of Econ., Labour and Entrepreneurship	Inspectorate	State Institute for Health Protection and Safety at Work
- Notebook computer	pcs 143	3	132	8
- Desktop computer	pcs 56	4	20	32
- Monitor LCD 17inch	pcs 183	4	147	32
- Network laser printer	pcs 92	4	72	16
- Inkjet mobile printer	pcs 143	3	132	8
- 4 function device	pcs 14		14	
- Mobile phone	pcs 132		132	
- LCD projector	pcs 11	1	7	3
- Server	pcs 6	2	2	2

2. Medical equipment within amount of 0,062 m € for the State Institute for Health and Safety at Work

- Spirometer	pcs	2;	- ECG	pcs	1
- ECG holter	pcs	1;	- Blood pressure holter	pcs	1
- Reanimation set	pcs	1;	- Pulsoxymeter	pcs	1
- Audiometer	pcs	2;	- Ergosystem	pcs	1
- Monitor	pcs	1;	- Niktometer	pcs	1
- Madical File holder	pcs	10;	- Optotyp	pcs	1
- Negatoscope	pcs	2;	- LCD Negatoscope	pcs	2

3. Vehicle within the amount of 0,675 m €

	Total	Inspectorate	State Institute for Health and Safety at Work
- Passenger vehicles	pcs	37	35
			2

The value of equipment for the State Inspectorate amounts to the total of 0,995 m€ and consists of following: IT equipment 0,349 m € and passenger vehicles 0,646 m€; for the State Institute for Health Protection and Safety at Work amounts to 0,148 m€ and consist of following: IT equipment 0,056 m€, medical equipment 0,062 m€ and passenger vehicles 0,029 m€; for the Ministry of Economy, Labour and Entrepreneurship Department for Occupational Health and Safety at Work IT equipment amounts to the total 0,025 m€.

Means: Supply contract; Budget: Total budget 1.168 m €

EU contribution: 0.876 m€ 75%; National contribution: 0.292 m € 25%

3.5 Conditionality and sequencing

For establishing the efficient system of protection at work and implementation of protection at work in line with the good practice in EU the employees have to be trained and the equipment purchased. With a view of better organization of the system the State Institute for Health Protection and Safety at Work has to be established. For establishing of the State Institute the Government has to issue decision on establishing, that is an integral part of the Action Plan for the Alignment of the Legislation and the Creation of necessary Capacities for the Application and Implementation of the *acquis communautaire* (Chapter 19 – Social Policy and Employment). It is expected the Action Plan to be adopted by the end of July 2007 and the Government Decision for the establishment of the State Institute for Health and Safety at Work is planned for early 2008.

The implementation of the Project will strengthen the administrative capacities of all existing and the new institutions, relating to the work and work safety. The education of all participants in the Project: medical and technical employees and inspectors will be carried out by implementation of training courses, workshops and round tables. Two medical practitioners for ILO B readers will be educated. The study visits will be organized in corresponding institutions in EU member countries relating to the activity of health protection and safety at work. For

increasing the inspectors' mobility the cars will be purchased and the medical equipment will be purchased for the State Institute for equipping the physicians' offices. For establishing the IT network the IT equipment has to be purchased and the newly created OSH network will be connected to the existing HITROnet network. The existing data bases of all institutions will be completed and the improved one will be created – Register of occupational diseases and accidents at work according EODS and ESAW.

3.6 Linked activities

MATRA

The Croatian Institute of Occupational Health is implementing the bilateral project MATRA with the Dutch counterpart (January 1, 2006 to December 31, 2007), under the title “Strengthening of the Croatian Institute of Occupational Health”.

3.7. Lessons learned

MATRA

Performed workshops “Training of trainers” (how to make and organize a workshop, Interprofessional learning - peer review groups), quality aspect in Occupational health services – standardization – Pilot project with unique medical file and Work place visit procedure started in march 2007. Web page is under construction.

4. INDICATIVE BUDGET (AMOUNTS IN €)

Activities	TOTAL PUBLIC COST	SOURCES OF FUNDING								
		EU CONTRIBUTION			NATIONAL PUBLIC CONTRIBUTION					PRIVATE
		Total	% *	I INV B	Total	Type of cofinancing (J / P) **	% *	Central	Regional	IFIs
Activity 1	1.000.000	1.000.000	100							
Activity 2	1.660.000	1.245.000	75		415.000	J	25			
TOTAL	2.660.000	2.245.000	84		415.000		16			

** compulsory for INV (minimum of 25 % of total EU + national public contribution) : Joint cofinancing (J) as the rule, parallel co financing (P) per exception

* expressed in % of the Total Public Cost

5. INDICATIVE IMPLEMENTATION SCHEDULE (PERIODS BROKEN DOWN PER QUARTER)

Contracts	Start of Tendering	Signature of contract	Project Completion
Contract 1.1	1Q/08	3Q/08	2Q/10
Contract 2.1	3Q/08	1Q/09	3Q/09

All projects should in principle be ready for tendering in the 1ST Quarter following the signature of the FA
Duration of the project is planned within 24 months.

6. CROSS CUTTING ISSUES (WHERE APPLICABLE)

6.1 Equal Opportunity

Based on the fundamental principles of promoting equality and combating discrimination, participation in the project will be guaranteed on the basis of equal access regardless of sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation. Specifically in relation to the issue of equality between men and women, Croatia's population (2001 census) constitutes 51.87% women and 48.13% men, with those in active employment (based on Labour Force Survey statistics, conducted in accordance with ILO methodology, for the second half of 2002) divided 45.31% women and 54.69% men.

6.2 Environment

Not applicable.

6.3 Minorities

The project does not directly involve activities with a minority's impact.

ANNEXES

1. Log frame in Standard Format
2. Amounts contracted and Disbursed per Quarter over the full duration of Programme
3. Reference to laws, regulations and strategic documents:
 - Reference list of relevant laws and regulations
 - Reference to AP /NPAA / EP / SAA
 - Reference to MIPD
 - Reference to National Development Plan
 - Reference to national / sector investment plans
4. Details per EU funded contract

Annex 1: Log frame in Standard Format

Logical Framework Matrix

Health and Safety at Work		Programme name and number IPA 2007	HR2007/019-247
Ministry of Economy, Labour and Entrepreneurship			
		Total budget: € 2.660.000	IPA budget: € 2.245.000
Overall objective	Objectively Verifiable Indicators	Sources of Verification	
Development of the effective system of the occupational health and safety at work in Croatia in line with EU standards in this area, as well as to strengthen the administrative capacity of all relevant institutions related to protection at work, in line with the bench mark for Chapter 19 of negotiations.	<ul style="list-style-type: none"> Efficient and improved system of the occupational health and safety at work in Croatia. 	<ul style="list-style-type: none"> Government policy papers Governmental bodies' reports Progress reports National and international surveys Statistics on occupational health and safety 	
Project purpose	Objectively Verifiable Indicators	Sources of Verification	Assumptions
Strengthening the administrative capacity of following institutions: Ministry of Economy, Labour And Entrepreneurship, Department for Occupational Health and Safety at Work, State Inspectorate of the Republic of Croatia-Labour Inspectorate and State Institute for Health Protection and Safety at Work. Establishing the basis of an efficient system of health protection and safety at work based on preventive activities.	<ul style="list-style-type: none"> Strengthen Department for Occupational Health and Safety at Work in the Ministry of Economy, Labour and Entrepreneurship and the Labour Inspectorate, State Inspectorate of the Republic of Croatia with new personnel educated and trained. New State Institute for Health Protection and Safety at Work founded. 	<ul style="list-style-type: none"> Government policy papers Governmental bodies' reports National and international surveys Statistics on occupational health and safety Progress report Project implementation and evaluation reports Central CIOH Registry report 	<ul style="list-style-type: none"> To amend the Law on occupational health and safety at work The decision of the Government on the establishment of the State Institute for Health Protection and Safety at Work.

		<ul style="list-style-type: none"> OHS annual reports 	
Results	Objectively Verifiable Indicators	Sources of Verification	Assumptions
<ol style="list-style-type: none"> All structures and procedures set for the functioning of the State Institute for Health Protection and Safety at Work. Increased administrative capacity of Department for Occupational Health and Safety at Work in the Ministry of Economy, Labour and Entrepreneurship State Inspectorate of the Republic of Croatia, Labour Inspectorate, increased administrative and performance capacities Set up IT Network of the all above mentioned institutions. 	<ul style="list-style-type: none"> established the State Institute for Health Protection and Safety at Work including adopted Statute of the State Institute 55 of persons employed in the State Institute equipment for the State Institute purchased improved statistics on occupational health and safety at work. establishing of 6 new registries (for carcinogens and mutagens, cytostatics, malignant mesothelioma, non-malignant diseases caused by asbestos, CA caused by asbestos, other occupational diseases registry) At least 181 persons from all institutions that participated in the educational activities At least 41 persons attended study visits and work placements purchased vehicles IT Equipment purchased purchased medical equipment established data base and new software developed employees use established IT network Annually decreased number of accidents at work by 1 – 3% during next 5 years Increased (realistic) number of 	<ul style="list-style-type: none"> Governmental bodies' reports National and international surveys Statistics on occupational health and safety Progress report Project implementation and evaluation reports Attendance list for educational activities The invoices of purchased cars, computers, laptops and other equipment. Final/interim project reports Project Steering Committee minutes Training evaluation reports 	<ul style="list-style-type: none"> Commitment of all the relevant institutions to support the project Persons employed with the State Institute Organizational structure of the State Institute set

	<p>recognized occupational diseases (due to insurance covered diagnostics procedure) aprox. 600 per year during next 5-6 years</p> <ul style="list-style-type: none"> • Real number and percentage of employees suffering work related diseases in particular economic branch • Increasing by 10% number of inspections and measurements at building-sites • Progress on reduction of specially serious injuries at building-sites • Inspection concerning exposition to biological substances at work • Inspection concerning exposition of physically damaging effects • Increasing by 10% number of inspections and measurements regarding the use of work equipment by workers at work • Drafting Inspectorate's reports according to the adopted methodology 		
Activities	Means	Specification of costs	Assumptions
<p>1.1. Organize trainings and workshops for the people that will be working in the State Institute for Health and Safety at Work</p> <ul style="list-style-type: none"> • Analysis of present organizational structure of OSH in Croatia (round-table discussion with conclusions) • Analysis of the existing legal procedure within the OSH System applied at this moment and improvements intended to be achieved (round-table discussion) 	<ol style="list-style-type: none"> 1. Twinning 2. Supply 	<ol style="list-style-type: none"> 1. Twinning-1.0 m Euro 2. Supply-1.66 m Euro 	<ul style="list-style-type: none"> • Functioning of the unit for the implementation of EU projects

<p>with conclusions)</p> <ul style="list-style-type: none"> • Analysis and defining of the education subjects and needs in the system (round-table discussion with conclusions) • Education for ILO B readers. • Harmonizing the content and application of the Croatian List of Occupational Diseases with the European List. • Education in application of the EU statistics methodology according to EODS and ESAW • Defining, preparing and performance of training courses/workshops on the following topics: advanced training methodology; elaboration of train-the-trainer programme-manual; work with computers; evidence based learning; distance learning; making a newsletter; Risk Assessment elaboration and evaluation; communication skills towards stakeholders; defining of basic principles of Ethical Codex in the H&S at Work domain) for the staff of the State Institute. Demonstration workshops performance (practicing learned activities under supervision of advisor)- pilot. • Education system of stakeholders elaboration (with testing-pilot) • Preparation of educational programmes for stakeholders with the supporting materials • Education system of stakeholders elaboration (with testing-pilot) 			
--	--	--	--

<ul style="list-style-type: none"> • Analysis of the registered number of occupational diseases, injuries and accidents at work and thus determine future activities <p>1.2. Organize study visits and work placements to the relevant institutions participating in the OHS system of MC for the staff in the State Institute for Health and Safety at Work.</p> <p>1.3. Provide equipment for the persons working in the State Institute to be able to Perform the job in line with EU standards (medical equipment, IT equipment and vehicles)</p> <p>2.1. Organize trainings and workshops for the Ministry of Economy, Labour and Entrepreneurship - Department for Occupational Health and Safety at Work</p> <ul style="list-style-type: none"> • Providing necessary technical skills training in preparation of impact assessment analysis for Directives before issuing regulations and follow up procedures during implementation in the field of <ul style="list-style-type: none"> - assistance and improving knowledge in preparing the drafts of regulations harmonised with relevant EU Directives and issues related to the implementation and enforcement of the <i>acquis</i> - assistance in developing and preparing Guidance for implementation of monitoring, surveillance, statistic and analyses related to the EU Directives 			
---	--	--	--

<p>- trainings and workshops related to the information activities for the stakeholders (web-site, publications, actions, conferences, announcement procedures and documentation availability to the interested users)</p> <p>2.2. Organize study visits and work placements for Department to adequate institutions including the OSH in a Member State related to monitoring in the specific fields. Getting acquainted with the experiences of relevant competent bodies related to preparation of new regulations drafts and monitoring the situation during the implementation</p> <p>2.3. Provide IT equipment for the persons working in the Department for Occupational Health and Safety at Work</p> <p>3.1. Organize trainings, workshops and round tables meetings for labour inspectors to be more specialized in the field of work and safety at work, especially in competence related to inspection and measures to be taken:</p> <ul style="list-style-type: none"> - at temporary and movable building-sites - in connection with risks due to exposition to biological substances at work - in connection with exposition on workers to physically damaging effects (electromagnetic fields) 			
---	--	--	--

<p>-in connection with the minimum safety and health requirements for the use of work equipment by workers at work</p> <p>-in connection with the preventions and sanations systems and identification the causes of industrial accidents</p> <p>3.2. Reviewing and analysing relevant strategic documents, current inspection practice and measures taken.</p> <p>3.3. Assistance on drafting of document on contents and frequency of inspector's reporting, document on mutual reporting of Inspectorate, Ministry, Institute and other documents on reporting bodies outside the Republic of Croatia.</p> <p>3.4. Educate inspectors for reporting , data processing and data exchange in OSH within the Republic of Croatia and towards EU bodies.</p> <p>3.5. Defining of important norms, rules, control points and defining procedures for the inspectors</p> <p>3.6. Preparation of the supporting materials</p> <p>3.7. Organize study visits and work placements for labour inspectors to get insight into work and procedures of the Institutions included in OSH in a Member State. Getting acquainted with practice and documents of Member States and EU.</p> <p>3.8. Provide equipment for the labour inspectors to be more mobile (IT equipment, vehicles and other mobile</p>			
--	--	--	--

<p>equipment).</p> <p>4.1. Development of the concept of the IT network with participation of all the three institutions.</p> <p>4.2.</p> <ul style="list-style-type: none"> • Development of the concept of the statistical software for all the three institutions • Provide software to create IT network of all the institutions related to occupational health and safety at work place. (for State Institute for Health Protection and Safety at work – Register of occupational diseases and accidents at work according to EODS and ESAW) • Provide hardware for the IT network for all institutions of the project. 			
			<p>Preconditions</p> <p>The decision of the Government on the establishment of the State Institute for Health Protection and Safety at Work.</p>

Annex 2: Amounts contracted and Disbursed per Quarter over the full duration of Programme

Contracted	2008 II	III	IV	2009 I	II	III	IV	2010 I	II	III	IV
Contract 1		1.000.000									
Contract 2				1.660.000							

Cumulated		1,000,000	1,000,000	2.660.000							
Disbursed	2008 II	III	IV	2009 I	II	III	IV	2010 I	II	III	IV
Contract 1		500.000		500.000							
Contract 2				1.660.000							
Cumulated		500,000	500,000	2.660.000							

Annex 3: Reference to laws, regulations and strategic documents

Reference to Council Directives:

1. Council Directive 83/477/EEC of 19 September 1983 on the protection of workers from the risks related to exposure to asbestos at work (second individual Directive within the meaning of Article 8 of Directive 80/1107/EEC). Official Journal *L* 263.
2. Council Directive 91/382/EEC of 25 June 1991 amending Directive 83/477/EEC on the protection of workers from the risks related to exposure to asbestos at work (second individual Directive within the meaning of Article 8 of Directive 80/1107/EEC) Official Journal 206.
3. Council Directive 89/656/EEC of 30 November 1989 on the minimum health and safety requirements for the use by workers of personal protective equipment at the workplace (third individual directive within the meaning of Article 16 (1) of Directive 89/391/EEC). Official Journal *L* 393.
4. Council Directive 90/269/EEC of 29 May 1990 on the minimum health and safety requirements for the manual handling of loads where there is a risk particularly of back injury to workers (fourth individual Directive within the meaning of Article 16 (1) of Directive 89/391/EEC). Official Journal *L* 156, 21/06/1990 P. 0009 – 0013
5. Council Directive 98/24/EC of 7 April 1998 on the protection of the health and safety of workers from the risks related to chemical agents at work (fourteenth individual Directive within the meaning of Article 16(1) of Directive 89/391/EEC). Official Journal *L* 131, 05/05/1998.
6. Directive 2000/54/EC of the European Parliament and of the Council of 18 September 2000 on the protection of workers from risks related to exposure to biological agents at work (seventh individual directive within the meaning of Article 16(1) of Directive 89/391/EEC). Official Journal *L* 262.
7. AP: Croatia: Accession Partnership 2005; www.strategija.hr
8. EP: European partnership with Croatia 2004; www.strategija.hr
9. SAA; Stabilisation and Association Agreement; www.strategija.hr
10. NPAA: Draft
11. MIPD: Draft
12. National Development Plan: Strategic Development Framework for 2006 – 2013 page 6; www.strategija.hr

Annex 4: Details per EU funded contract

Profile of the resident twinning advisor and short term experts and account of tasks

In order to coordinate institution capacity building and follow the execution of the activities foreseen by giving advice on making concepts and implementation, including supervision of the procurements of the equipment and training of personnel there should be engaged one resident twinning advisor and several short term experts of relevant educational background and experience.

Profile of the resident twinning advisor

Qualifications and skills

- University degree in e relevant discipline
- Ability to manage a group of experts
- Very good knowledge of written and spoken English
- Ability to organise and oversee administrative and logistical support
- Computer literacy

Specific professional experience

- At least 5 years professional experience in occupational health and safety at work domain (knowledge of medical, technical and inspection issues);
- Experience in the development of national policies and strategies in health and safety at work
- Communication skills and previous experience of working in a multi disciplinary team
- Relevant experience in the organisation of the practical application of the EU *acquis* in the field related to the twinning fiche

Tasks of resident twinning advisor

- Contacts with Member State's Administration representatives, relevant participating organizations, Croatian stakeholders engaged in the project and EC Delegation
- Providing advice to the Croatian Institutions participating in the project developing the implementation plans and coordinating and administering the work of the short term experts
- Monitoring the implementation of the twinning contract and budget spending
- Providing advice on the alterations, modifications or improvement required to comply with relevant Community legislation

- Determination of human resource requirements regarding education and training of personnel participating in the preventive role of the sector
- Organization of the Study visit and drafting Report on the findings of the Study visit
- Drafting a report on institutional capacity building
- Preparation of the final report

Ministry of Economy, Labour and Entrepreneurship will provide working premises for the RTA during his/her engagement in the project.

Profile of short-term experts for twinning

Qualifications and skills:

- University degree in a relevant discipline
- Very good command of written and spoken English
- Ability to work within a team and to transfer know-how
- Computer literacy

Specific professional experience:

- At least 5 years professional experience in occupational health or safety at work or Inspecting jobs in the field of labour and safety at work
- Experience in implementation of the relevant EU legislative and institutional requirements of European System of the occupational health and safety at work in cooperation projects, preferably in transition countries.
- Actively performing relevant topic activities.