STANDARD SUMMARY PROJECT FICHE

PROJECT NUMBER HU0006-01

1. Basic Information

1.1 Désirée Number:
1.2 Title: Health and safety at work – joint project
1.3 Sector:
1.4 Location: Hungary

2. Objectives of the project

2.1 Wider Objective: effective enforcement organisations for the concerted application of the framework directive on health and safety at work (89/391/EEC).

2.2 Immediate Objectives:
- Local enforcement activities of the National Public Health and Medical Officers’ Service (NPHMOS) are strengthened by training medical officer and public hygiene inspector staff members in occupational hygiene.
- Operational safety at work information system enables effective implementation of regulations covering the scope of the framework directive and provision of comparable, related statistical data. Co-ordination is enhanced, health at safety related functions of the three inspection authorities are performed in a uniform way.
- Employers (esp. of small and medium-size enterprises), employees and self-employees have easy access to health and safety related legislation, professional information and briefing materials.

2.3 Accession Partnership and NPAA priority:
- AP 4.2 “alignment of … health and safety legislation and development of enforcement structures”
- NPAA 5.2 section 11/A/1-3, 11/B/3: the institutional development addressing occupational health by training of occupational hygiene specialists; safety at work by creating an information base and co-operation among the inspection authorities by establishing an inter-connectable filing system on employers, workplace characteristics and inspection activities).

3. Description

3.1 Background and justification: Approximation of legislation of the field has already been effected to great extent, the adequate institutions of their effective applications are in place and co-operation among them is regulated by Act XCIII of 1993 on Labour Safety, but administrative capacities and co-ordination need to be developed further to improve effectiveness of enforcement of health and safety legislation.

By monitoring workplace environment, assessing and managing risks and by advising employers and employees on prevention of hazards trained occupational hygienists are key actors of local enforcement of health and safety legislation. Shortage of trained occupational hygienists constitutes a constraint in enforcement on county and local level. To overcome the bottleneck, an intensive training course for medical officers and public health inspectors of NPHMOS will be developed and implemented.
The course will address the preparation of a postgraduate specialisation in occupational hygiene within the framework of the national vocational specialisation scheme as defined by Regulation No. 66/99 of the Minister of Health. Within this national scheme, precondition of the 2-year *postgraduate occupational hygienist specialisation for medical doctors* will be board exam in preventive public hygiene (completion of a 4-year specialisation). In parallel, the course will lay foundations for the introduction of the *college level regular postgraduate occupational hygienist specialisation for public hygiene inspectors*.

The national vocational specialisation scheme thus provides for a long-term solution of human resource development of the field, however, it can not respond to short-term demand of strengthening local level enforcement by trained occupational hygienists. On the other hand, curriculum and training materials to be developed will serve as core material for the regular specialisation training within the national vocational specialisation scheme.

Co-operation between the three authorities involved in inspection has become more institutionalised over the past few years. The National Occupational Safety and Health Policy being currently finalised as a joint exercise and its implementation will also serve the enhancement of co-ordination. Uniform performance of enforcement functions requires the operation of inter-connectable information systems of the three authorities, access to a shared filing system on workplace characteristics, employer profiles and on main indicators of inspection activities allowing complex evaluation of the inspection findings and co-ordination of subsequent measures if necessary.

### 3.2 Linked activities:

#### 3.2.1. HU9302 Health Sector Restructuring Programme 1994-1997

**HU9302-03-03 Harmonisation component: Health and Safety sub-project**

Under *Harmonisation* component legislative position had been reviewed and harmonisation needs were identified, as well MS best practices and organisational structures had been spotted in the field of health and safety at work

*Health and Safety* (HU9203-03-03) sub-project included

- a pilot *Know-how Transfer* programme to provide occupational health specialists of NPHMOS with knowledge on safety issues and safety specialists of NLI with health related information
- a pilot *Joint Supervision* programme element to promote joint supervision at workplaces in two pre-selected counties based on conjoint inspection plan and protocols
- *Management Information System* to define functions and to prepare an IT support plan of a hypothetical joint authority for health and safety at work
- *PR and Information Materials* programme element to provide employers and employees with information materials to sensitize them in relation to health and safety at work issues

#### 3.2.2. HU9910-01 Development of Central and Regional Public Health Laboratories

Besides modernisation of the laboratory facilities as a major immediate objective of the programme, institutional development and capacity building in the field of chemical safety has started including

- training in toxicology, risk assessment and the associated data processing for 120 staff members of NPHMOS involved in toxicology and chemical safety
- establishing a Chemical Safety Information Centre to fulfil tasks incumbent on NPHMOS by the recent Bill on Chemical Safety in line with EU guidelines
  - The chemical safety information system will allow data connections with existing systems or systems to be developed later (as with the information system to be developed at the National Labour Inspectorate under the present programme).
3.2.3. Human resource development plan in the framework of a comprehensive institutional development strategy of NPHMOS has identified overcoming shortage in occupational hygienists as mid-term priority. The National Occupational Safety and Health Policy will include references to institutional building tasks of the National Labour Inspectorate.

3.3 Results:
Immediate objectives of the project will be realised through the following outputs:

- Training curriculum and materials in occupational hygiene are developed, training is implemented
- Well-developed data processing systems at the National Labour Inspectorate and the National Mining Office are installed and fully operational
- Integrated information exchange system is developed for the participating institutions and is fully operational
- IT systems end-user training is completed by 680 staff members of the three authorities
- Information materials are developed for employers, employees and self-employees
- Open access to health and safety related information base on legislation and prevention for employers and employees is ensured

3.4. Activities

3.4.1. Occupational health – training of occupational hygiene specialists

A special post-graduate intensive training course in occupational hygiene will be developed and implemented following the definitions of the International Occupational Hygiene Association.

Duration of the intensive course will be six weeks ending with a final exam.

Trainees: Altogether 100 medical officers and public health inspectors from central, county and city institutes of the National Public Health and Medical Officers’ Service will participate.

Accreditation: Trainees will receive credit points after completion of the course and taking a successful exam. The acquired credits will be transferable to the subsequent regular postgraduate specialisation courses.

The present programme component covers curriculum development, preparation of training materials and implementation of the training. The training component will be implemented by an open tender process, inviting Hungarian and foreign universities, scientific institutes resp. consortia of universities and/or scientific institutes to participate. Value of service tender: 400,000 EURO

Administrative expenses, rental of premises and associated running costs will be covered by the national co-financing contribution.

3.4.2. IT development of the inspection authorities

(A) Development of a safety at work information base

Under the component the National Labour Inspectorate and its county inspectorates, as well as the headquarters of the National Mining Office and National Labour Inspectorate, will be supplied with similar data processing systems including both hardware and software. Procurement is foreseen to be organised as one tender with two lots.

The following main activities will be carried out to implement the component:
• Planning and elaboration of the list of data and data providers to be registered and of the method of data collection
• Refining data storage and processing systems (KPIR and TRAPEX).
• Preparation the necessary software for data recording and data management concerning
  - main data of employers
  - results of inspections
  - imposed fines
  - actions taken for prevention
• Selecting, procuring and installing the required hardware at 20 county offices of the National Labour Inspectorate and the central and four regional headquarters of the National Mining Office (PCs, printers and scanners).
• Creation of networks, subsystems
• Procurement of recording equipment to be used at local inspections
  (a) one laptop/county (20 pieces),
  (b) five palmtops/county (100 pieces),
  (c) one camera/county (20 pieces)

(B) Enhancement of co-operation between occupational health and safety inspectorates

The uniform performance of enforcement functions in the field of occupational health and safety requires a reliable and fast information system integrating each of the inspection authorities.

The information systems to be established at NLI and NOM together with the health at work information system to be developed and the chemical safety information system under development within the HU9910-01 programme shall be able to allow the review of the implementation of the health and safety Acquis as transposed and provide valid and comparable statistical data in line with the EU requirements.

The operation of the inter-connectable information systems will allow access to a shared filing system on workplace characteristics, employer profiles and to main indicators of inspection activities and enables complex evaluation of the inspection findings and co-ordination of subsequent measures, if necessary.

Development will encompass but not limited to:
• refining the inter-connectable registration sub-systems (definition of valuable and useful information, collection and processing of data)
• defining methods of evaluation and analysis of data
• developing synchronised fluent information transmission
• supporting organisational development related to the operation of the IT systems.

Operation of the information exchange system will be covered partly by the technical expertise from the twinning assignment, partly by procurement of services and supplies from national co-financing contribution.

(C) Dissemination information to employers and employees

Parallel to establishing and operating the integrated information system of the inspection authorities, employees, employers and self-employees should have access to all health and safety relevant information having a bearing on their work. (legislation, specialised professional information, which can help them in their activities in preventing occupational accidents and diseases. They shall obtain all relevant statistical data and information, which can contribute to effective prevention of hazards in running their business.
In the light of the above, an open access information base will be established under the auspices of NLI to provide employers, employees and self-employees with the relevant information via telephone hot-line, an internet website and authorised access to relevant linked databases.

Based on the results of the HU9303 Phare programme various briefing materials will be provided for employers and employees, as well.

Costs of activities will be financed from twinning arrangement and by additional national co-financing contribution.

D) HU/2000/IB/SO/02 Twinning

The twinning arrangement envisages providing the professional framework for the successful implementation of the whole of the second component by virtue of the professional, institutional experience of the MSs that have similar integrated systems operational in the field of health and safety.

The secondment of the long-term pre-accession advisor is envisaged for 13 man-months starting from 12. 2000. The PAA will be available for the entire duration of the project to assist and monitor implementation. The PAA will be hosted by the National Labour Inspectorate.

The tasks of the PAA are as follows:

The PAA will assist the co-ordination work but will also assist directly all Beneficiary Institutions involved in project implementation.

− professional support in the project implementation in close co-operation with the interlocutors of the beneficiaries and the national project leader,
− advising in matters of technical implementation, support in refining the EU compatible, inter-connectable data registration systems (definition of valuable and useful information, collection and processing of data)
− methodological support in evaluation and analysis of data
− development of synchronised, fluent information transmission,
− support in developing appropriate data processing strategies,
− support in refining supervision methods and tools for the co-ordinated inspections,
− support in synchronising inspection systems at the various inspection authorities,
− support organisational development related to the IT development,
− implementation of training programmes for IT end-users,
− preparation and printing of information materials for employers and employees
− co-ordination and supervision of the assistance of the medium and short term experts
− channelling institutional foreign relations,
− overall monitoring the implementation of the project.

Required inputs of PAA:

The twinning institution has to be experienced in advising and training of occupational health and safety institutions and in managing change. It should be well acquainted with establishing and/or operating similar scale integrated health and safety related information systems. The twinning institution must be closely linked to, or preferably be within the structures of the governmental administration of an EU member state.

Profile of the Pre-accession Adviser:

The adviser should

• be highly qualified in the field of occupational health and safety and have sound theoretical and practical experience in areas related to EU regulations of occupational health and safety,
• be familiar with operation of integrated health and safety related information management systems
• possess management skills
• experience with the operation of the Phare Programme including participation in the preparation of tender dossiers is a comparative advantage
• be fluent in English
• have broad international contacts
• be familiar with the social and cultural environment of Eastern-European countries at a pre-accession stage.

**Short- and medium-term experts**
Areas not directly covered by the PAA can be taken over by medium and short-term experts. The concrete assignments and further topics will be subject to the preparation of the technical covenant and the recommendations. Nevertheless, involvement of a short-term expert for the National Mining Office, who will assist to review the implementation of the relevant EU directives is highly recommended

**Operational arrangements/implementation**
Organisation of the operational relationships in Annex 7.

**The guaranteed results of the project are:**
• Review and support for the implementation of the transposed *Acquis* with advice at the inspection authorities
• collection and transfer of relevant information on the requirements set to similar integrated health and safety at work information systems in line with the data provision requirements of EU guidelines
• planning, procurement and installation and successful trial operation of the information base of NLI and related to the information exchange system of the three inspection authorities
• information materials developed for and successful operation of the open access information base for employers, employees and self-employees on the relevant legislation and prevention related professional information

**4. Institutional Framework**
In Hungary, administrative competence for occupational health and safety is assigned to two different ministries with one subordinate executive agency each: the Minister of Social and Family Affairs supervises the National Labour Inspectorate, and the Minister of Health supervises the National Public Health and Medical Officers’ Service. In addition, the National Mining Office and its regional headquarters are responsible for inspection activities related to extraction of mineral raw materials under the supervision of the Ministry of Economic Affairs. (Organisation of the operational relationships in Annex 7.)

**5. Detailed Budget (MEUR)**

<table>
<thead>
<tr>
<th>Component</th>
<th>Phare</th>
<th>Support</th>
<th>Total Phare</th>
<th>National Co-financing</th>
<th>IIF*</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>1/ contract no. 1 Training of occupational hygienists</td>
<td>Investment Support</td>
<td>Institution Building</td>
<td>(=I+IB)</td>
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6. Implementation Arrangements

6.1. Implementing Agency:

**PAO:** Judit RÓZSA, Head of the CFCU, Ministry of Finance  
Address: József nádor tér 2-4.  
1051 Budapest  
Telephone: (36-1) 327-2520  
Fax: (36-1) 327-5972  
e-mail: jrozsa.cfcu@sdi.hu

**SPO:** Noémi Danajka, Deputy Director General, Head of the PHARE Office,  
Ministry of Social and Family Affairs  
Address: Frankel Leó út 30-34.  
H-1023 Budapest  
Telephone: (36-1) 345-72-50  
Fax: (36-1) 326-02-57  
e-mail: n.danajka@wbpmu.hu

The programme will be carried out under the responsibility of the Ministry of Social and Family Affairs. To ensure efficient co-ordination of this multi-beneficiary programme, a *National Co-ordination Working Group* will be set up. It will act as advisory and decision making body for the programme and will exercise professional policy and institutional supervision over programme planning and implementation. The deputy secretary of state of the Ministry of Social and Family Affairs will chair the Working Group. Its members will be

- authorised representative of the Ministry of Health appointed by the administrative secretary of state of the Ministry of Health;
- authorised representative of the Ministry of Economic Affairs appointed by the administrative secretary of state of the Ministry of Economic Affairs;
- authorised representatives of the beneficiary institutions (National Public Health and Medical Officers’ Service, National Labour Inspectorate, and the National Mining Office) appointed by the their chief directors.

The Ministry of Social and Family Affairs and its Phare Co-ordination Unit will be responsible for technical co-ordination and will act as interlocutor for all parties involved.

6.2. Twinning:

Task managers at each of the beneficiary organisations will be appointed for their respective areas of the programme. They will act as the institutional counterpart of the PAA specifically charged with ensuring strong and effective co-operation between the beneficiary organisations.
6.3. All procurement procedures will follow standard Phare procedures and rules according to the DIS. Twinning arrangement is expected for the second component of the project for the value of 0.6 ME, who will be complemented by national co-financing contribution in a value of 0.17 ME.

6.4 The two programme components will be implemented through a Twinning arrangement and 3 additional tender operations as follows:

- Open service tender for training in occupational hygiene
  Value: 0.40 ME Phare contribution
  National co-financing contribution in a value of 0.2 ME will cover rental of premises and all associated running and running costs.
• Tender for the investment component covering procurement of services and supplies related to
development of a safety at work information base described above under 3.4.2.A)
	# Lot 1: logical system planning, software adaptation, physical system planning
	# Lot 2: hardware development
	# Lot 3: recording equipment for on-site inspections
	Value: 1.821 ME out of which 1.5 ME Phare support and 0.321 national co-financing contribution

• Tender with lots for additional supply of services and supplies following public procurement rules
related to enhancement of co-operation between occupational health and safety inspectorates described above under 3.4.2.B). Operation has to follow logical and physical
system planning related to development of a safety at work information base under 3.4.2. A).
	Value: 0.503 ME national co-financing contribution jointly and proportionally covered by line beneficiaries

7. Implementation Schedule

<table>
<thead>
<tr>
<th>Component</th>
<th>Start of tendering</th>
<th>Start of project activities</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component 2.a (Lot 1)</td>
<td>02/2001</td>
<td>04/2001</td>
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<tr>
<td>Component 2.b</td>
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<td>08/2001</td>
<td>11/2001</td>
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</table>

8. Equal Opportunity

Not applicable. Trainees are staff members of limited number.

9. Environment

The project has no measurable impact on the environment.

10. Rates of return

Not applicable.

11. Investment criteria

- **Catalytic effect**: The Phare contribution will help to improve of the enforcement structures health
and safety at work and to ensure the close co-operation between the three competent authorities.
- **Co-financing**: The national co-finance contributions will be about 30 percent of total project cost.
The Ministry of Social and Family Affairs, responsible for the technical programme aspects will
cover the cost of managing the programme.
- **Additionality**: No other financiers will be displaced by the Phare intervention.
- **Project readiness and Size**: All necessary preparatory studies will be completed in May 2000. The
tender documentation will be ready in August 2000.
- **Sustainability**: All competent authorities ensure that new structures and equipment will be
operated as planned.
- **Compliance with state aids provisions**
- **Contribution to National Development Plan**

12. Conditionality and sequencing
Phare support will be conditional upon the necessary steps taken for the proper enforcement of the framework directive on health and safety at work and upon the provision of the co-financing from Hungarian sources.
### Logframe Planning Matrix for Programme

<table>
<thead>
<tr>
<th>Programme Number</th>
<th>Document:</th>
<th>Programme Title</th>
<th>Health and Safety at Work</th>
<th>Total Phare budget</th>
<th>Total Budget</th>
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<tr>
<td>HU0006-01</td>
<td></td>
<td></td>
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<td>2.5 Million Euro</td>
<td>3.694 MEuro</td>
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#### Date of Drafting: 23 February, 2000

#### Planning Period
- Contracting 30/09/2002
- Disbursement 30/09/2003

#### Programme Number
HU0006-01

#### Programme Title
Health and Safety at Work

#### Version: 2.0

#### Page: 7

### Wider Objectives
- Effective enforcement organisation for the concerted application of the framework directive on health and safety at work (89/391/EEC)
  - All standards set by the Acquis met
  - Regular Commission reports

### Immediate Objectives
- Well co-ordinated system of co-operating Hungarian health and safety at work inspection authorities supported by the IT development
  - Exchange of information between health and safety at work inspection authorities free of technical problems
  - Co-ordinated inspections free of administrative problems
  - Inspection performance equal or better than in comparable Member States
  - Regular reports of the participating institutions
  - Commission reports
- Well-trained cadre of occupational hygienists and labour inspectors qualified for co-ordinated inspections and for inspections of foreign-owned or foreign part-owned employers
- Employers and employees well informed on health and safety aspects of their economic activities
  - Continued commitment to substantive compliance with the health and safety at work Acquis
  - Funds for operating and maintaining data processing system available when needed
  - Only minimal staff fluctuation among inspectors and hygienists

### Results
- Exchange of information between health and safety at work inspection authorities free of technical problems
- Co-ordinated inspections free of administrative problems
- Inspection performance equal or better than in comparable Member States
- Regular reports of the participating institutions
- Commission reports
- Continued commitment to substantive compliance with the health and safety at work Acquis
- Funds for operating and maintaining data processing system available when needed
- Only minimal staff fluctuation among inspectors and hygienists
Training course for hygienists staff developed and operational
Well-developed data processing systems at the National Labour Inspectorate and the National Mining Office installed and fully operational
Well-developed information exchange system installed at all participating institutions and fully operational
Systems end-user training completed
Information material for employers and employees developed
Open access to health and safety related information base by for employers and employees hosted by the National Public Foundation for Research in Safety at Work (research base of the NLI)

All equipment procured and installed in time and are operational
Training materials for hygienists course available
680 staff members trained on using inter-connectable data processing systems
Information material circulated for the target group
Information base for employers and employees installed and operational

Reports on training
Inspection reports
Progress reports by the participating institutions

Qualified professionals for training available when needed
Trained staff emoluments are in line with market conditions
Operational funds available when required

Input:
2.5 Million Euro of the year 2000 Phare Programme to be matched by a local co-finance contribution of 1.194 Million Euro

Annex 2.

<table>
<thead>
<tr>
<th>Component</th>
<th>2000</th>
<th>2001</th>
<th>2002</th>
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<tr>
<td>Component 1.</td>
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<td>Component 2.b</td>
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<tr>
<td>Twinning covenant</td>
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D: Design
T: Tendering and contracting
I: Implementation
### Health and safety at work

<table>
<thead>
<tr>
<th>Cumulative contracting and disbursement schedule:</th>
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<td><em>Phare contribution: 2,50 MEUR</em></td>
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<th>10-12/00</th>
<th>01-03/01</th>
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NB: 1. *all contracting should normally be completed within 6-12 months and must be completed within 24 months of signature of the FM*
2. *all disbursements must be completed within 36 months of signature of the FM*
In the field of health and safety, strengthening enforcement will be a task of highest priority in the period to come. Therefore, considerable support is required to extend administrative capacities of National Labour Inspectorates (NLI) whereby NLI will be able to fulfil its increasing inspection duties.

As strengthening enforcement capacity of NLI is a clear expectation on behalf of the EU the Government decided to reintegrate the responsibilities of professional management and supervision of the regional inspectorates to the NLI Headquarters from January 1, 2000 onwards. Therefore, feasibility studies concerning fulfilment of the re-integrated responsibilities are not yet available. The demands formulated in this proposal are based on

- results of the HU9302 Phare Programme for the Health System Restructuring Programme, Health and Safety sub-project
- ministerial preparatory work for the Hungarian National Programme for the Adoption of the *Acquis Communautaire*
ORGANISATION OF THE INSTITUTIONAL FRAMEWORK IN HUNGARY

Annex 5.

Parliament

Government

Ministry of Economic Affairs

Ministry of Health

Ministry of Social and Family Affairs

National Coord. Working Group

National Mining Office

National Public Health and Medical Officers’ Service

National Labour Inspectorate

Regional headquarters

County Medical Officers’ Services

County Labour Inspectorates

Beneficiary Institutions

Advisory and Decision Making Body

Overall project co-ordination

Long term pre-accession advisor

Twinning task manager

Twinning task manager

Twinning task manager

Medium term experts

Short term experts

CFCU

Phare Co-ord. Office

Overall project co-ordination

Medium term experts

Short term experts