### 1. Basic Information

1.1 Désirée Number: **2002/000-180-02-01**

1.2 Title: **Human resources development in occupational safety and health**

1.3 Sector: **Social development and Employment**

1.4 Location: **Hungary**

### 2. Objectives

2.1. **Overall Objective(s):** Strengthening enforcement capacities for an effective and concerted application of the framework directive on health and safety at work.

2.2. **Project purpose:**
   - Fostering human resource development at safety inspection authorities in order to improve the effectiveness of local inspections, National Labour Inspectorate (NLI), National Public Health and Medical Officers’ Service (NPHMOS) and National Mining Office (NMO) in line with the responsibilities falling under the framework directives on health and safety at work (89/391/EEC; 89/654/EEC; 89/654-656/EEC and 92/58/EEC);

2.3. **Accession Partnership and NPAA priority**

   **Accession Partnership, 2001 under Social policy and Employment objectives**
   - Complete alignment and ensure proper implementation of the social acquis, in particular in the field of health and safety at work. Strengthen the related administrative and enforcement structures, including labour inspectorates. Continue adopting legislation in line with the anti-discrimination acquis and prepare for its implementation.

   **NPAA, 2001. Chapter 5, Economic and social cohesion, section 5.2 Employment and social affairs**
   
   10/4 a.) Developing the National Public Health and Medical Officers’ Service – main elements of the preparatory strategy: „The need to carry out tasks that ensue from European integration, to increase the inspection and investigation system’s capacity that ensure the enforcement of legislation and to improve the quality of work...”

   10/4 d) Measures planned for 2002: “Continuation and closure of the integration training of NPHMOS staff.”

   11/B a) main elements of the preparation strategy: “The approximation of laws has made a considerable progress in the area of safety at work hence in the years to come the emphasis will be placed on enforcement and control. This makes it absolutely necessary to reinforce the National Labour Inspectorate and to prepare it to perform its new and more numerous task. All this applies to the National Mining Office as well...”

   11/B c) measures envisaged for 2001, Institution Building: “Reinforcement of and preparations at the National labour Inspectorate will remain key task in 2001 and 2002, as well...”

   **Among the key tasks of IB identified under 11/B/2:** “… The training of labour inspectors must be continued facilitating them to perform their inspection work at a higher level and with increased efficiency”

   11/B/4: “The organisation operating the Hungarian focal point to the European Agency for Safety and Health at Work is the National Labour Inspectorate. Accordingly, the Inspectorate is planning to set appropriate procedures and structure in order to comply this task with the close co-operation of the involved Hungarian organisations (NPHMOS, National Mining Office)”
11/B d) measures envisaged for 2002, 11/B/7: “Administrative capacities are to be developed in the area of safety at work in order to provide for a more efficient enforcement of law. For this reason we plan to launch a twinning project as a continuation of the HU0006-01 programme being currently implemented in the frame of COP 2000. Its goals would include the following: strengthening the human resources presently available at authorities supervising safety at work; training courses facilitating the authoritative and preventive activities of labour safety and labour health inspectors; support provided to the operations of the Hungarian focal point of the European Agency for Safety and Health at Work... “

2.4. Contribution to National Development Plan:
The programme will contribute largely to human resource development of the health and safety at work inspectorates. As a secondary indirect effect successful implementation of the training component, subsequent more effective local enforcement activity and development of new partnership attitudes would raise the general awareness about active labour force.

2.5. Regular Report from the Commission on Hungary’s progress towards accession, 2000, overall assessment under Chapter 13, Social policy and employment
... Attention will need to be paid to the enforcement and implementation of, in particular, health and safety and labour law directives.

3. Description
3.1 Background and justification:
A National Programme of Safety at Work has been elaborated covering strategic tasks to be implemented in connection with protection of health and ability to work, as well safety at work and labour environment. The national programme has been discussed by the Parliament and issued in a form of a parliament resolution (No. 20/2001. (III.30.) to serve as the medium-term action programme for the next five years and sets forth as strategic principles sustainable economic development, care taking, prevention and partnership.

In summarising the state of affairs of the protection of workers, the Resolution refers to the socio-economic changes of the last decade which resulted in a radical increase in the number of employers from 15-17 000 to nearly one million. Parallely, the average size and number of employees has substantially decreased. As a consequence of the economic burdens of employers, the danger exists that a negative identity of interests between employers and employees ranks higher wages and economy behind health and safety of workers at work. Average age of work equipment, the average status of safety at workplaces and most importantly, the inadequate attitude of both employers and employees towards the importance of health and safety at workplaces, thus the necessity to reduce risk of accidents and occupational illnesses clearly requires continuous efforts to strengthen both health and safety inspection capacities. Besides raising efficiency and level of control at the same time it is equal important to build up a new partnership between state authorities, employers’ and employees’ organisations.

The radical change in the numbers, size and main characteristics, complexity, often multi-nationality of ownership of the work organisations, the requirement to build up partnership relations, the increased role of information provision and guidance as new phenomena require new skills of health and safety inspectors. Among these new skills, the importance of social skills, communication, conflict resolution, negotiation skills are perceived as increasingly important to create a new balance between authoritative control functions and the participating in a new partnership with the employers and employees and the growing number of co-operating stake-holders of the world of labour (public health, standardisation, product safety, social security, environment protection, etc.). It is fully recognised by the inspection authorities that besides ongoing trainings to up-date professional knowledge, to inform on the approximation of laws, to communicate in foreign language and to acquire a general proficiency in IT usage social skills are in this last stage of pre-accession preparation equally important. As an organic continuation of former training activities therefore the three authorities jointly wish to have their inspectors participate in as large number as possible in the proposed trainings. The trainings on social skills are also expected to contribute to tighten professional relations and further harmonise inspection methodologies between the inspectors of the three authorities.
Council Regulation No. 2062/94 of 18 July 1994 established a European Agency for Health and Safety at Work in order to serve the information needs of people with an interest in occupational safety and health. The aim of the Agency is to encourage improvements in the working environment by providing the Community Bodies, the Member States and those involved in health and safety at work with technical, scientific and economic information of use in the field of safety and health at work. The National Labour Inspectorate has been appointed as Hungarian focal point. For the purpose of achieving the aim of the European Agency for Safety and Health at Work the NLI has to find the most efficient way of work. In the frame of the twinning programme, experts from a Member State(s) will provide professional and methodological support for strengthening its consolidated operation.

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 sensitise them in relation to health and safety at work issues

3.2.2. HU0006-01 Health and safety at work – joint project

This project is under implementation in the frame of he COP 2000 Programme. The objectives of the project are the following:

- development training curriculum and materials in occupational hygiene and implementation of the training programme
- development of data processing systems at the National Labour Inspectorate and the National Mining Office Integrated information exchange system is developed for the participating institutions and is fully operational
- implementation of IT systems end-user training
- development information materials for employers, employees and self-employees
- to ensure the access to health and safety related information base on legislation and prevention for employers and employees

3.3 Results:

- Module based training curriculum and interactive self-study material developed to update inspection methods and social skills of labour safety inspectors including communication, negotiation techniques and conflict resolution
- Inspectors of NLI, NPHMOS and their county offices, as well as of NMO and its regional headquarters are trained. The total number of participants will be 681 persons comprising of 320 participants from the NLI, 320 participants from the NPHMOS and 41 participants from the NMO.
- Hungarian focal point of the European Agency for Health and safety at work is fully operating in line with requirements set and operation is based on problemfree information exchange and high level co-operation with NPHMOS and NMO
- Introduced and exchanged theoretical, technical methods and practical experiences in connection with the operation of national focal points of MSs.
3.4 Activities:

**Twinning arrangement**

*a.) Broad objective*

The twinning arrangement envisages providing the professional framework for the successful implementation of the project by virtue of the professional, institutional experience of the MSs.

*b) Scope of twinning assignment*

The secondment of the long-term pre-accession advisor is envisaged for 12 man-months starting from October 2002. 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 but will also assist directly the National Public Health and Medical Officers’ Service and the National Mining Office involved in project implementation.

The following activities will be covered by the PAA:

*General advisory tasks:*

- 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,
- co-ordination and supervision of the assistance of the medium and short term experts,
- overall monitoring the implementation of the project.

*Relating to the training component:*

- advising the preparation of the tender documentation for the training
- supporting the implementation of training programmes,
- assist the preparation of self-study materials,

*Relating to the IB support to the operation of Hungarian focal point*

- supporting the development of software interface for focal point to integrated information base (minimum common data set) of the health and safety at work inspection authorities developed in the frame of Phare HU0006-01 programme
- assist the consolidate operation of the focal point,
- advising the development of theoretical, technical methods in connection with the operation of national focal points

*c.) Short- and medium-term experts*

Areas not directly covered by the PAA can be taken over by short- and medium term experts.

*Tasks relating to the training programme especially*

- advising the training curriculum development
- methodological support in preparation self study materials,

*Tasks relating to the IB support to the operation of Hungarian focal point especially*

- advising software development related to the integrated information base (minimum common data set) of the health and safety at work inspection authorities

The concrete assignments and further topics will be subject to the preparation of the technical covenant and the recommendations.

*d) Required inputs*

The twinning institution has to be experienced in advising and training of occupational health and safety institutions. The twinning institution must be closely linked to, or preferably be within the structures of the governmental administration of an EU member state.

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.
5. Detailed Budget

<table>
<thead>
<tr>
<th>Phare Support</th>
<th>Support</th>
<th>Total Phare (=I+IB)</th>
<th>National Co-financing*</th>
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<td>0.92</td>
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The Government co-financing for the twinning activity is an estimated indicative amount and will not be part of the budget of the twinning covenant. It provides an indication of the resources in cash or in kind that the beneficiaries will have to mobilise to cover the necessary counterpart expenses arising from the implementation of the twinning.

6. Implementation Arrangements

6.1 Implementing Agency

**PAO:** Judit RÓZSA, Director of the CFCU
Address: Deák Ferenc u. 5. 1052 Budapest
Telephone: (36-1) 327-3555
Fax: (36-1) 327-3572
e-mail: judit.rozsa@uhh.gov.hu

**SPO:** Noémi Danajka, Deputy Director General, Head of the International Fund Management Unit, Ministry of Social and Family Affairs
Address: Roosevelt tér 7-8. H-1051 Budapest
Telephone: (36-1) 332-3311
Fax: (36-1) 311-7085
e-mail: noemi.danajka@szcsm.gov.hu

The Central Finance and Contracts Unit will manage the contractual and financial implementation of the project. The programme will be carried out under the responsibility of the Ministry of Social and Family Affairs. To ensure efficient co-ordination of the programme, a Steering Committee 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 Steering Committee. Its members will be

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

Curriculum developed, study materials prepared and know how will be transferred to other ministries supervising inspector authorities with special regard to Ministry of Environment. Authorised representative of the Ministry of Environment will participate as observer at the meetings of the Steering Committee.
Representative of the CFCU and the Delegation of the European Commission to Hungary will be invited as observer to the meetings of the Steering Committee.

The Ministry of Social and Family Affairs and its International Fund Management Unit will be responsible for technical co-ordination and will act as interlocutor for all parties involved. Co-operation agreement on the use of Phare support and national contribution will be concluded with the ministries supervising the Beneficiary Institutions.

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 Non-standard aspects
The Practical Guide for Phare, ISPA and SAPARD contract procedures and Twinning Manual will strictly be followed.

6.4 Contracts
Twinning arrangement is expected for the value of 0.92 ME, which will be complemented by national co-financing contribution in a value of 0.25 ME.

7. Implementation Schedule

<table>
<thead>
<tr>
<th>Contract</th>
<th>Start of Tendering</th>
<th>Start of Project Activity</th>
<th>Completion</th>
</tr>
</thead>
</table>

8. Equal Opportunity
Equal participation of men and women in training and operating activities will be assured consistent with the gender distribution at the offices of the Beneficiary Institutions.

9. Environment
The project has no measurable impact on the environment

10. Rates of return
Not applicable

11. Investment criteria
Not applicable

12. Conditionality and sequencing
No additional conditions are foreseen. The sequencing will follow the structure defined in the implementation schedule
<table>
<thead>
<tr>
<th>Human Resources development in occupational safety and health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start-up support for the operation of the health and safety focal point</td>
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</table>

<table>
<thead>
<tr>
<th>Programme name and number</th>
<th>2002/000-180-0201</th>
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<td>Contracting period expires</td>
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<tr>
<td>Disbursement period expires</td>
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**Overall objective**

- Strengthening enforcement capacities for an effective and concerted application of the framework directive on health and safety at work (89/391/EEC)
- All standards set by the Acquis are met

**Objectively verifiable indicators**

- Health and safety at work inspection performance equals those comparable in Member States by October 2003
- Professional quality of training curriculum and interactive self-study materials, number of reprints, data of distribution and number of accesses to Internet site
- Operation of the focal point meets the standards set in the relevant Acquis and requirements of Council Regulation 2062/94

**Sources of Verification**

- Regular Reports of the European Commission
- Monitoring reports on the efficiency of the programme
- Commission reports

**Assumptions**

- Continued commitment to substantive compliance with the health and work related Acquis

**Project purpose**

- Fostering human resource development at safety inspection authorities in order to improve the effectiveness of local inspections, National Labour Inspectorate (NLI), National Public Health Medical Officers’ Service (NPHMOS) and National Mining Office (NMO) in line with the responsibilities falling under the framework directives on health and safety at work (89/391/EEC; 89/654/EEC; 89/654-656/EEC and 92/58/EEC);
- Institution building support to optimise operation of the Hungarian focal point of the European Agency for Health and Safety at Work
- Health and safety at work inspection performance equals those comparable in Member States by October 2003
- Professional quality of training curriculum and interactive self-study materials, number of reprints, data of distribution and number of accesses to Internet site
- Operation of the focal point meets the standards set in the relevant Acquis and requirements of Council Regulation 2062/94

**Objectively verifiable indicators**

- All standards set by the Acquis are met
- Regular reports of the beneficiary institutions
- Monitoring reports on the efficiency of the programme;
- Commission reports

**Sources of Verification**

- Regular reports of the beneficiary institutions
- Monitoring reports on the efficiency of the programme;
- Commission reports

**Assumptions**

- Continued commitment to substantive compliance with the health and work related Acquis

**Results**

- Module based training curriculum and interactive self-study material developed to update inspection methods and social skills of labour safety inspectors including communication, negotiation techniques and conflict resolution
- Inspectors of NLI, NPHMOS and their county offices, as well as of NMO and its regional headquarters are trained
- Hungarian focal point of the European Agency for Health and Safety at Work is fully operating in line with requirements set and operation is based on problemfree information exchange and high level co-operation with NPHMOS and NMO
- Quality of interactive self-study materials and timely accomplishment within the planned budget line
- Number of trained inspectors is at least 681
- Reliable operation of focal point

**Objectively verifiable indicators**

- Quality of interactive self-study materials and timely accomplishment within the planned budget line
- Number of trained inspectors is at least 681
- Reliable operation of focal point

**Sources of Verification**

- Quarterly Reports of Twinning Partner;
- Reports of Beneficiaries;
- Information-exchange with Member States

**Assumptions**

- Efficient implementation of the infrastructure development programme,
- Continuing commitment for efficient co-ordination among inspection authorities

**Activities**

- Development of module based training curriculum to train occupational safety inspectors;
- Development and distribution of interactive self-study materials
- Delivery of training for the inspectors;
- Technical assistance to consolidate the operation of focal point is ensured
- Development of software interface for focal point to integrated information base (minimum common data set) of the health and safety at work inspection authorities developed in the frame of Phare HU0006-01 programme

**Means**

- Training curriculum will be developed and the training will be implemented in the frame of the twinning covenant
- Service sub-contract for trainings within the frames of the twinning arrangements
- Service sub-contract for software development

**Assumptions**

- Suitable Twinning Partner, trainers and trainees available;
- National co-financing for the covenant available;
- Supply contract for infrastructure and software development efficiently and in time implemented.

**Preconditions**

- National contribution for years 2003-2004 approved before signing the Financing Memorandum by the latest December 2002
- Beneficiary organisations and staff are available and ready for the training in time
### IMPLEMENTATION CHART

**Annex 2.**

**Project number: 2002/000-180-0201**

<table>
<thead>
<tr>
<th>COMPONENTS</th>
<th>Human Resources Development in occupational safety and health</th>
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**Notes:**

- **D** Design
- **T** Tendering and contracting
- **I** Implementation
CUMULATIVE CONTRACTING AND DISBURSEMENT SCHEDULE (million EURO)  

HRD development in occupational safety and health

Project number: 2002/000-180-0201

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Only for the Phare funded components of the project

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
Annex 4.

List of relevant Laws and Regulations

1993. XCIII Act on Labour safety, consolidated with MüM Decree No. 5/1993 (XII. 26.) of the Ministry of Labour

Parliament Resolution 20/2001. (III.30.) on the National Action Programme of Safety at Work

Council Regulation No. 2062/94 of 18 July 1994 on establishment of European Agency for Health and Safety at Work