1. Basic Information

1.1 CRIS Number:

1.2 Title: Improving Labour Inspection System

1.3 Sector: Social Policy

1.4 Location: Turkey

1.5 Duration: 21 calendar months (18 months for implementation & 3 months for start up and closure)

2. Objectives

2.1 Overall Objective(s):

The overall objective is the full implementation and enforcement of the *acquis communautaire* in the area of Health & Safety at Work and labour relations.

2.2 Project purpose:

To strengthen the capacity of the Labour Inspection Board for effective implementation of the new EU based legislation in the area of Health and Safety at Work and labour relations and to strengthen the cooperation between labour inspectorate and social partners.

2.3 Accession Partnership (AP) and NPAA priority

Transposing and implementation of EU legislation has been realised with the new labour law and regulations based on this law which are legal texts enforcing occupational health and safety and labour relations in Turkey. The enforcement of these law and regulations are clearly given only to the labour inspectors by the 91th article of the Labour Act; “ARTICLE 91.- The State shall monitor, control and inspect application of legislations related to labour life. This task shall be performed by labour inspectors of the Ministry of Labour and Social Security, in sufficient numbers and with requisite qualifications and who are authorized to control and inspect.” Therefore in 2003 and 2005 Accession Partnership documents and 2004 and 2005 Regular Reports for Turkey the capacity improvement of labour inspectorate was recommended.
The corresponding references are given below:

2005 Accession Partnership

The following priority is mentioned in the 2005 Accession Partnership Document under the Social Policy and Employment Chapter:

Short Term:
- Reinforce the capacity of all institutions involved in the transposition of the acquis in the field.

Medium term:
- **Complete transposition of the acquis and strengthen the related administrative and enforcement structures, including the labour inspectorates.**
- Ensure implementation and enforcement of the social policy and employment acquis.

2005 Regular Report for Turkey:

"In the field of health and safety at work, Turkey has reached a good degree of alignment with the *acquis*, and efforts to implement the existing legislation have been strengthened. An implementing regulation was adopted in November 2004 with the aim of transposing the EC directive on work on board fishing vessels. An amendment was made to the regulation on arduous and hazardous work in October 2004, allowing women to work in such jobs under certain conditions. However, the Council of State suspended in August 2004 the regulation transposing the Framework Directive on health and safety at work, thereby preventing this text from being fully implemented, even though other regulations related to health and safety at work remain in force. Furthermore, the scope of the Turkish legislation should now be extended to cover the public sector, and the regulations on asbestos and noise should be adapted to cover the current status of the *acquis* in those fields. **Intensive efforts to ensure implementation of the *acquis*, including through information, awareness-raising and training should continue and be intensified. Strengthening the capacity of the labour inspectorate and involving the social partners in the overall implementation of well-being at work should remain priorities.**"

2.4 Coherence with National Development Plan

The related part in the Preliminary National Development Plan (2004-2006) (PNDP) is under the title “1.2 Sectoral Developments” and subtitle “Labour Issues”:

“With a view to adjusting labour legislation with Turkey’s changing conditions as well as ILO and EU legislation, new Labour Law No. 4857 was put into effect in 2003. The Law aims, inter alia, to bring flexibility into working life. In particular; it contains arrangements concerning flexible working types, flexibility in working times, establishment of a guarantee fund for the protection of workers in the event of employer’s solvency, transfer of undertakings, employer’s obligation to inform employees, maternity leave, gender equality, establishment of a tripartite consultation board, job security, health and safety at work, and establishment of private employment offices.”

2.5 Cross Border Impact
3. **Description**

3.1 **Background and justification:**

In the field of health and safety and labour relations, Turkey has transposed most of the relevant acquis, and efforts to implement the existing legislation have been strengthened.

The primary legal text about the work life is the new Labour Code (Code No: 4857) which was enacted in the year 2003 and which repealed the old one (Code No: 1475). This new code and the new implementing regulations were prepared according to European texts in the area of social policy and employment.

The European approach to health and safety at work is based on the sharing of responsibilities among the relevant partners (employers/employees) and the inspections carried out by the State. In Turkey, the inspection and the monitoring of labour life is the duty of the Ministry of Labour and Social Security, Labour Inspection Board.

The Turkish Labour Inspection Board, that operates under the responsibility of the Ministry of Labour and Social Security, is inspecting whether the health and safety and labour relations policies at work are implemented or not during their on-site inspections. Formally, the inspection of work-life is the responsibility of the State. This responsibility in practice is delegated to the Labour Inspection Board, taking into consideration the provisions of the ILO Convention No: 81 about Inspection in Industry and Trade, which was ratified by Turkey with the Law No: 5690. Also according to Article 91 of the new Labour Code, "The state monitors, controls and inspects the implementation of legislation on work life. This task is carried out by labour inspectors in required number and having required qualifications who are authorized to inspect and control."

Labour Inspection Board carries out the following duties on behalf of Minister of Labour and Social Security:

- Carrying out inspections according to the legal provisions;
- Monitoring and investigating practices in workplaces according to international conventions;
- Monitoring the compliance of the legal provisions related to conditions of work;
- Conducting works related to the preparation and improvement of national labour inspection legislation, also according to the inspection results preparing a “General Evaluation Report” which states problems, applicability of the legislation and precautions to be taken by relevant institutions;
- Collecting, evaluating and assessing statistics;
- To fulfil other duties required according to the specific Laws;
- To carry out administrative activities and functions of labour inspectors;
- To fulfil other duties given by the Minister.
Unfortunately, enacting the new code and transposition of the related EU Directives are not enough to achieve the desired situation; those new legislation have to be effectively enforced and fully implemented. This requires contributions of all the involved parties, especially the employers, and the labour inspectors have to get acquainted with the new approach. The new approach is based on the risk assessment model, which is the basic tool to set up an occupational health and safety management system in the workplaces according to EU Directives. The risk assessment model requires a significant change in the OHS management in companies and as well as the inspection practices which had been used for years.

The internal and external problems and needs have been identified related to role and function of the Labour Inspection Board:

1. Internal problems:

1.1 Labour inspectors lack written enforcement means and procedures and therefore the enforcement of new legislation is not effective in certain fields.

The previous Labour Code (Code No: 1475) was in force during long years. Detailed, but obsolete OHS regulations which had been in force for more than 30 years were replaced by EU OHS Directives containing only general provisions. Without technical details, they cannot be fully implemented. Those details should be first identified, described well and then transformed into written enforcement means and procedures through a collaborative process including social partners. Expert support from twinning will play an important role in this process.

For the reasons mentioned above, the first task in the twinning project will be to prepare written enforcement means and procedures and risk assessment guides for the most problematic sectors (where occupational accidents and diseases occur the most frequently). In order to determine the most problematic sectors, the clearest indicators are overall accident rates and the long-term trends. In the case of Turkey, clear downward trends in occupational accident rates can be stated for the past 10 years. The rates at the onset of 2000 are generally less than one-third of those at the onset of the 1990s. Nevertheless, the current situation in Turkey remains serious, primarily due to the poor standard of OHS in SMEs. Almost 50% of all occupational accidents occur in enterprises with nine or less workers; and these represent about 90% of the total SMEs. The statistical patterns of occupational accidents across industrial categories are: Manufacturing of metal products 18%, Construction 10%, Mining 12%. Falls from heights, accidents caused by machinery and volatile toxic chemicals are the most common causes of injury, while traditional occupational and work related diseases such as pneumoconiosis, strain injuries and solvent intoxications are the primary occupational / work related diseases in Turkey. According to these findings, most problematic sectors are:

- Manufacturing of metal products,
- Construction,
- Mining,
- Chemical industry.
It is also necessary to disseminate this information to other labour inspectors and the social partners through workshops and training seminars as well, which would help further their transition to the new system.

At this stage, the inspectors need to see and experience the implementation of the EU based new legislation and inspection methods. For this purpose, study visits are envisaged in this twinning project.

1.2 There are difficulties to ensure uniform implementation of new EU based regulations in order to have same level of compliance in all workplaces.

As the Labour Inspection Board consists of inspectors with different engineering backgrounds and the legislation system has been changed recently, a common approach should be specified to ensure standard implementation of the new regulations. Also, the inspection experiences should be transformed into a concrete form to continue to receive the associated benefits. Therefore a further task will be to prepare an inspection guide based on the risk assessment model. This inspection guide will be composed of sections where inspection approaches of member states in most problematic sectors are reflected.

1.3 Social labour inspectors (inspecting labour relations) lack of adequate experience on implementation of new concepts in labour law.

According to the new Labour Act No 4857, there are some new arrangements about “equal treatment principle”, “transfer of workplace or a section thereof”, “temporary employment relationship” and “flexible work types” which are subjects of the social labour inspectors. The social labour inspectors lack adequate experience on implementation of these new concepts. In order to strengthen the institutional capacity of Labour Inspection Board they should also benefit from the project by means of detailed written enforcement means and procedures similar to those prepared for health and safety inspectors.

1.4 Labour Inspection Board does not have a communication plan to stimulate social dialogue.

To strengthen the labour inspectorate it is necessary to stimulate social dialogue and achieve agreements between all stakeholders on how to improve the working conditions in their workplaces. In this regard, the Labour Inspection Board is willing to have an initiating and leading role in organising this dialogue. However, the Labour Inspection Board does not have a well defined communication strategy. In addition, social dialogue on working conditions is not yet common in Turkey. Especially, the trade unions need to be stimulated. Therefore, a communication plan should be developed to establish and enhance communication channels with the social partners. In this approach, thorough information transfer to the employer and employee representatives on the relevant directives and their participation in drafting written enforcement means and procedures and risk assessment guides will be necessary. Member state experts will add their experience and knowledge during this process.
1.5 Data collection methods of labour inspection board is ineffective in terms of risk inventory of specific industries, implementation level of new EU based legislation and labour relation issues.

The scope and content of the statistics should be revised. The statistics about occupational accidents and incidents provide key information to decision making about allocation of inspectorate resources. Moreover, after EU membership, the board will have to inform the EU about the implementation of the acquis. Member state experience is necessary at this stage again. Therefore, in the twinning project a monitoring system for the labour inspection board will be established for systematic collection, analysis and interpretation of data about labour issues, especially about implementation of the OHS Directives and make them available to the EU as well as to allocate resources in an efficient way to this end.

2. External problems

2.1 Trade unions’ contribution to OHS system is insufficient. Legal awareness is low.

The contribution from trade unions is also a critical success factor to maintain the new OHS system. Although the law has been changed to encourage their participation, they are not fully aware of how they should be involved in the implementation process. For this reason, the professionals from the unions should be trained on the new approaches so that cooperation among the related parties will be enhanced in various fields such as risk assessment and other issues that require need consultation and participation of workers, such as selection of personal protective equipment. Therefore trade unions will be invited to training programmes about EU legislation and workshops while preparing the risk assessment guides.

2.2 Employers’ capacity to implement the new EU based legislation is not sufficient in terms of knowledge and awareness.

Employers, as a party to the tripartite structure of work life, are also affected from the changing legislation. For years, they did not initiate health and safety improvements in workplaces on their own. Instead, the inspectors explained them the necessary health and safety measures during inspections and this has resulted in ineffective inspections in terms of time and scope. Instead of using general checklists containing information about what has to be done in the workplace in a predefined way, the new approach obliges the employers to find out customised measures to combat different possible problems occurring in the workplace. Taking into consideration that the Labour Inspection Board has neither access to all workplaces nor the possibility to be present in workplaces every time, this approach will enable the Board to use its resources more effectively without spending time to explain the required system and all measures to employers, but to rather focus on major risks which may not have been identified by the employer before, and therefore, perform its real function, namely inspection, effectively. As a result, this will strengthen the inspection capacity of the Board. Moreover, the recently developed health and safety management systems, namely OHSAS 18001, triggered the employers to solve OHS problems in a systematic way. Since risk assessment is nothing but
the framework of the OHS system, they should get experienced in carrying out an adequate risk assessment. Although some of the branches, such as cement producers did some systematic risk assessments in their factories, most of the branches of industry lack necessary information resources concerning risk assessment and implementation within the scope of new legislation.

Therefore employers’ unions will be invited to training programmes about EU legislation and workshops while preparing the risk assessment guides.

The relevant departments of the MoLSS (Directorate General of Occupational Health and Safety, DGOHS and Labour and Social Security Training Centre, CASGEM) will be invited to training activities where appropriate.

In this project it is aimed that the project will promote the implementation of following EU Directives:


3.2 Sectoral rationale

Not applicable.

3.3 Results

3.3.1 Purpose

To strengthen the capacity of the Labour Inspection Board for effective implementation of the new EU based legislation in the area of Health and Safety at Work and labour relations and to strengthen the cooperation between labour inspectorate and social partners.

3.3.2 Results:

<table>
<thead>
<tr>
<th></th>
<th>Results:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The labour inspectors’ capacity is improved in terms of technical skills to enforce new EU based legislation effectively.</td>
</tr>
<tr>
<td>2</td>
<td>Uniform implementation of the new legislation in all workplaces is ensured.</td>
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</tbody>
</table>
Social dialogue between Labour Inspection Board and social partners is improved and the responsibility of social partners to play a part in implementation of the related labour legislation is enhanced.

Employers’ and employees’ capacity to implement the new EU based legislation in terms of knowledge and awareness is increased.

### 3.4 Activities (including Means, estimated time schedule is according to the implementation phase which is 18 months)

The project will be carried out in the framework of one Twinning Contract, which will help to increase the administrative capacity for the Labour Inspectorate. In the framework of the Twinning project, the following activities will be carried out:

**3.4.1 Occupational health and safety written enforcement means and procedures and risk assessment guides for inspecting manufacturing of metal products, construction, mining, chemical industries are prepared and training programmes are organized.**

3.4.1.1 Teams composed of labour inspectors and Member State experts are established for the four sectors by month 1.

3.4.1.2 Selected relevant member state written enforcement means and procedures will be translated into Turkish by month 2.

3.4.1.3 Training curricula will be developed regarding member state practices in implementing legislation to conduct inspections in the four fields of the industry by month 3. The curricula will need to be developed separately for the labour inspectors, employers and employees.

3.4.1.4 Specialized training programme for labour inspectors, relevant experts of MoLSS’s other departments, employers’ unions and trade unions in Ankara, İstanbul and İzmir for each of the four fields of industry about member state implementation of relevant directives will be organized by month 4. Training programmes will be organized separately for labour inspectors, employers’ unions and trade unions due to their different roles in the implementation of the legislation.

3.4.1.5 A study visit of maximum 100 man/days for the technical labour inspectors will be organized to the EU member states to see implementation onsite and to learn about the experiences of the Member State labour inspectorates by month 8.

3.4.1.6 Workshops will be organised for preparing written enforcement means and procedures and risk assessment guides by month 9. Social partners will also be invited.

3.4.1.7 Final written enforcement means and procedures and risk assessment guides for each sector are prepared and published by month 12. (3500 copies of each item)
3.4.2 Written enforcement means and procedures for inspecting equal treatment issues, temporary work and “flexible forms of work (labour relations) are prepared and training programmes are organized.

3.4.2.1 Team composed of social labour inspectors and member state experts are established by month 1.

3.4.2.2 Training curricula will be developed regarding member state practices in implementing legislation in this field by month 3. The curricula will need to be developed separately for the labour inspectors, employers and employees.

3.4.2.3 Specialized training programme for social labour inspectors, employers’ unions and trade unions in Ankara, İstanbul and İzmir about member state implementation of relevant directives about equal treatment, temporary work and flexible work types will be organized by month 5. Training programmes will be organized separately for labour inspectors, employers’ associations and trade unions.

3.4.2.4 A study tour of maximum 40 man/days for social labour inspectors will be organized to EU member states to see implementation onsite and to learn about the experiences of Member State labour inspectorates by month 8.

3.4.2.5 A workshop will be organised for preparing written enforcement means and procedures by month 9. Social partners will also be invited.

3.4.2.6 Final written enforcement means and procedures (3500 copies) is prepared and published by month 12.

3.4.3 An inspection guide for the Labour Inspection Board is prepared (the inspection guide will be composed of two sections; occupational health and safety section for technical labour inspectors and labour relations section for social labour inspectors)

3.4.3.1 Two teams for preparing the inspection guide (with two sections) are established by month 6.

3.4.3.2 If available, inspection guides of the member state will be translated into Turkish by month 8.

3.4.3.3 A Specialized training program about the structure and functioning of a member state inspection body will be organized in month 9. 100 inspectors will participate.

3.4.3.4 A workshop on the draft inspection guide will be organised in month 10.

3.4.3.5 Final inspection guide is prepared and published by month 16. (1000 copies will be published)
3.4.4 A communication plan for Labour Inspection Board is prepared

3.4.4.1 A team for preparing a communication plan for Labour Inspection Board is established by month 6.

3.4.4.2 Existing organization and structure of the Labour Inspection Board is assessed by SWOT or similar technique in month 6.

3.4.4.3 Means of communication are determined and a system for communication is set up taking the member state implementation into account by month 10.

3.4.4.4 A training seminar will be organised about the communication plan to Labour Inspection Board’s administrative staff by month 14.

3.4.5 A monitoring system is established for the Inspection Board especially for systematic collection, analysis and interpretation of data about labour issues.

3.4.5.1 A team for preparing the monitoring system is established by month 6.

3.4.5.2 Existing organization and structure of the Labour Inspection Board is assessed by SWOT or similar technique in by month 8.

3.4.5.3 Means of data collection are determined and a system for monitoring is set up taking the member state implementation into account by month 10.

3.4.5.4 A training seminar will be organised about monitoring system to Labour Inspection Board’s administrative staff by month 14.

3.4.6 Pilot inspections (with technical labour inspectors) will be conducted in one sector to measure the progress on occupational health and safety issues.

3.4.6.1 Specialized training programme for trade unions for pilot inspection about implementation of relevant directives will be organized by month 16.

3.4.6.2 Inspections are carried out in workplaces of the selected industry in month 16, 17, 18.

3.4.6.3 Final report of the pilot project is prepared and published in month 18.

3.4.7 Pilot inspections (with social labour inspectors) will be conducted in one sector to measure the progress on labour relations issues.

3.4.7.1 Specialized training programme for trade unions regarding pilot inspection of the relevant EU legislation will be organized by month 16.
3.4.7.2 Inspections will be carried out in workplaces of the selected industry in month 16, 17, 18.

3.4.7.3 Final report of the pilot project is prepared and published and distributed to the related labour and employer unions in month 18.

Indicative activity plan of trainings is given in Annex 8 in detail.

3.5 Linked Activities:

The Labour Inspection Board is currently implementing a project in the scope of the Matra Pre-accession Projects Programme (MPAP) provided by the Government of the Netherlands. The purpose of this project is to help the Board in the inspection activities during the transition period of the new legislation.

The Matra project is part of the Dutch Pre-accession programmes implemented by the EVD, and aims to contribute to the accession of Turkey to the European Union. In particular, the project aims to assist Turkey with the implementation of the EU acquis harmonised Labour Law. The EU acquis, especially the directives on Occupational Safety and Health, are formulated in general terms and need additional translation for the enforcement and supervision activities by the Turkish labour inspectors. Besides, a greater understanding of the prevention policies is required. The project has two components: first is the training and the second is a pilot inspection project in sugar industry. The project is planned to finish at the end of 2006.

The Matra is the first partnership project the Labour Inspection Board is involved in related to European occupational health and safety policy.

To achieve complementarity and to avoid overlapping of activities with the current Matra project, the considerations taken into account and strategies followed while planning the twinning project is explained below.

a) The scope of trainings given to labour inspectors in Matra project was limited to general understanding of EU Directives without focusing on technical details about their implementation and only about 40 labour inspectors had the opportunity to participate the trainings. However in the twinning project it is aimed to assess all particular technical details of general provisions and aspects of EU legislation and member state implementation such as periodical controls of pressurised work equipments and arrangements of authorised bodies who perform these controls. Moreover it is also aimed to involve all inspectors in training programme. As stated in the Section 3.4 training activities are planned for inspectors located in different cities.

b) In the Matra Project the health and safety engineers were involved in the pilot inspection part of the project. On the other hand, they were not invited to trainings about directives. However during the project the importance of social partners has been recognised. In the EU approach, having a tripartite structure is essential, where the responsibility is mainly delegated to employers/employees, whereas the State has a role of supervision and guidance. Therefore, in
twinning project the LIB will pay particular attention to the participation of trade unions and employers’ unions of four different industries other than sugar industry. These industries were selected for the current project so that implementation of all directives will be covered (Section 3.1).

c) In Matra project a risk assessment guide for the sugar industry will have been prepared by the end of the project. In proposed twinning project risk assessment guides for four most problematic industries will be prepared. In addition to the risk assessment guides, written enforcement means and procedures for these industries will be prepared so that the employers and labour inspectors benefit them for practical implementation of new EU legislation.

d) Uniform implementation was not considered as a weakness in Matra project. However preparation of an inspection guide to ensure uniform implementation of EU legislation will be an activity of the Twinning project.

The Matra project focuses exclusively on Occupational Safety and Health, and not on other domains of the Labour Inspection Board such as salaries, labour relations etc. Also Matra project contains no training of enforcement skills and enforcement policy which will be core issue of this twinning project.

In the area of occupational health and safety, the technical assistance project, supported by the EU, namely "Upgrading Occupational Safety and Health in Turkey" (ISAG) was planned in 2002 and was implemented between January 2004 and February 2006. The beneficiary of the project was the Directorate General of Occupational Health and Safety (DGOHS). Details of this project are given in Section 3.6.

3.6 Lessons learned:

The most important outcome of the Matra Project is the recognition of the importance of social partners in occupational health and safety policy. Moreover, inspection on site within a project is also a useful means to learn to tackle the directives in practice.

Another important lesson learned is the need to determine strategies which will enable the LIB benefit more from the project. The Matra project uses the ‘train the trainer’ as an essential strategy. Considering that there are about 650 inspectors in the Board, the same strategy will be applied for the study visits in twinning project because limited resource is allocated for that activity.

According to final evaluation report of “Upgrading Occupational Safety and Health in Turkey” project (2002 OHS Project, (ISAG)), “The project was focused on enhancement of institutional capacity of Directorate General on Occupational Health and Safety, and therefore did not affect significantly the other institutions and organizations forming national occupational health and safety system. Moreover, system of training of occupational health and safety professionals is very weakly developed.” Large scope of problems and difficulties were identified in the project and the follow up activities are suggested to solve them:
• Improve the access of Turkish employees working in small and medium sized enterprises to prevention and protection services within the meaning of Framework Directive 89/391,
• Establishing centres responsible for providing assistance to employers in occupational risk assessment and management,
• Improving means for tailored OHS training to the needs of employees and employers in various economic sector,
• Improving occupational health and safety surveillance system.

The proposed twinning project will be a complementary project containing follow up activities such as training of OHS professionals and social partners and increasing legal awareness. It also contains activities for improving the capacity of the LIB so that it will contribute to the recommended follow up strategy in 2002 OHS Project about the initiation of a national programme in Turkey for years 2006-2009 entitled “Strengthening of the national and regional occupational health and safety infrastructure in Turkey”. Besides, the proposed twinning project will focus on dissemination of information about new legislation about labour issues and occupational health and safety among the OHS professionals working in the private and public sectors, trade unions and NGO’s.

4. Institutional Framework

The Labour Inspection Board will be the beneficiary of the project with administrative and technical responsibility of all project related activities. It will be responsible for approving all project activities and reports.

The programme will be implemented through a twinning contract. Details are given in section 6.2.

Labour Inspection Board will appoint a Resident Twinning Advisor counterpart.

A project coordination unit (PCU) will be established. There will be meetings in every two month about progress of each team. The PCU will be composed of three persons from the LIB.

A Steering Committee will be established. The Steering Committee will be co-chaired by the two project leaders, who will both have the overall responsibility for all issues concerning the management and monitoring of the project. The Turkish Project Leader will be the Head of The Labour Inspection Board. The other members of the Steering Committee are the RTA and RTA counterpart, representatives of the CFCU and the EC Delegation. The secretariat of the Steering Committee will be the Labour Inspection Board. At quarterly intervals or whenever deemed necessary by its members, the Steering Committee will meet to discuss the progress of the project, verify the achievement of the outputs and mandatory results and discuss actions to be undertaken in the following quarter. The Project Steering Committee will also discuss the draft of the quarterly report submitted to it beforehand, recommend corrections.

A Project Advisory Committee (PAC) will be established. The semi-annual meetings of the PAC will provide a platform for monitoring project implementation at the national level. The PAC will provide policy guidance to improve project implementation. It will also discuss the strategy and/or policy documents prepared within the framework of the project, and make recommendations based on such strategies and policies. The PAC will be composed of
representatives from the main trade unions’ confederations, representatives from employers’
confederation, member(s) from Executive Authority for Universities (YOK), member(s) from
Union of Chambers of Engineers (TMMOB), CFCU, EUSG and Union of Turkish Medicines
(TTB). The European Commission Delegation will participate in the PAC as observer.
Representatives from municipalities or any other institution will be invited to its meetings when
necessary. The Secretariat of the PAC will be the Labour Inspection Board.

5. Detailed Budget

<table>
<thead>
<tr>
<th>Pre accession instrument funding</th>
<th>National Public Funds</th>
<th>Other Sources</th>
<th>Total (pre accession instrument funding plus co-financing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>M €</td>
<td>€ 1.300.000</td>
<td>-</td>
<td>€ 1.300.000</td>
</tr>
<tr>
<td>Total</td>
<td>€ 1.300.000</td>
<td>-</td>
<td>€ 1.300.000</td>
</tr>
</tbody>
</table>

1. All investment sub-projects supported by the pre-accession fund must receive co-financing
from national public funds. Minimum requirement for co-financing from national public
funds is 25% of the combined PHARE and national contributions to the overall investment
support.

2. Many Institution building projects will also have a degree of co-financing – this should be
quantified and included wherever possible.

3. Expenditure related to equipment (regulatory infrastructure or ESC-related) and to
Technical Assistance supporting investment (e.g. pre feasibility study / supervision of
works / technical specifications) should be considered as Investment support in the project
fiche.

4. All co-financing must be provided on a joint basis. Parallel co-financing will, in a
principle, not be accepted. Exceptions to this rule have to be agreed with the Commission
in advance.

5. All co-financing should be clearly quantified, also the degree of certainty of such co
financing (i.e. for National Public Funds: is it already earmarked in local or national budget,
for IFIs Loans, private funds: are they already approved/ under appraisal, etc.).

6. Where parallel co financing is accepted and justified per exception to the normal rule it
should be provided in monetary form. If this is not possible there should be clear criteria
set out for the valuation of any non-monetary contributions (that should be quantified in
the table)
7. If twinning is involved, clearly state the expected budget of the twinning covenant

8. The financial engineering of the project should be closely monitored against actual delivery during implementation and against the objectives that were set in the project fiche so that corrective actions may be taken where required

6. Implementation Arrangements

6.1 Implementing Agency

The CFCU will be the implementing agency and will be responsible for all procedural aspects of the tendering process, contracting matters and financial management, including payment of project activities. The Director General of the CFCU will act as PAO of the project. His contacts are:

**Mr. Muhsin ALTUN**
Programme Authorising Officer
Central Finance and Contracts Unit
Tel: +90 312 295 49 00
Fax: +90 312 286 70 72
e-mail: muhsin.altun@cfcu.gov.tr

The project will be implemented under the supervision of the project leaders who will be responsible for the proper and timely implementation of activities. The beneficiary country project leader will be:

**Mr. Faik ARSEVEN**
Head of the Labour Inspection Board
Tel:+90 312 296 62 31
Fax:+90 312 212 29 61
E-Mail: farseven@csgb.gov.tr

**RTA Counterpart will be:**
**Mr.G.Zafer YAVUZARSLAN**
Deputy Head of Labour Inspection Board
Tel:+90 312 212 4586
Fax:+90 312 2122961
E-mail: gzyavuzarslan@csgb.gov.tr

6.2 Twinning

The project will be implemented in the form of a Twinning contract between Turkey and a Member State/Member States.

The Twinning partner(s) will provide a Resident Twinning Advisor (RTA) and also secure a pool of short-term experts, who will be called upon whenever necessary to contribute to the
achievement of the results according to the work plan that will be prepared as part of the corresponding contract. The beneficiary institution keeps the right of claiming to change the RTA and short-term experts in case of incompetent knowledge and skills.

The EU Twinning advisors will work in coordination with the staff of the beneficiary institution and the Steering Committee. The senior management of the beneficiary is expected to be actively involved in the delivery of the project results.

The EU Twinning partner will be a Member State institution directly involved in inspection of the implementation of labour legislation.

In case of an absence of a suitable twinning proposal, the twinning component of the Project will be implemented through conventional technical assistance.

**Means / Inputs**

**Expert Inputs:**

6.2.1. Member State Project Leader:

The PL should be a high-ranking official with broad knowledge of inspection of the implementation of the labour legislation who will continue to work at his/her Member State administration but devote some of his/her time to conceive, supervise and coordinate the overall thrust of the Twinning Project.

The PL will allocate a minimum of 3 days per month and including one visit every 3 months to Turkey as long as the project lasts.

(a) Qualifications:
- Broad long-term knowledge of all processes in the area of inspection of labour legislation;
- High-ranking official with ability to call on short and medium-term experts in support of the efficient implementation of the project;
- Capable of unblocking any problems at highest level;
- Good leadership skills.

(b) Tasks:
- Overall project coordination;
- Co-chairing with the Turkish PL the regular project implementation & steering committee meetings;
- Mobilizing short and medium-term experts;
- Executing administrative issues.

6.2.2 Resident Twinning Advisor (RTA)

a) Qualifications

The RTA should have the following qualifications and skills:
- Broad experience in occupational health and safety and labour relations related acquis and related policies of the European Union,
- Broad experience in a labour inspectorate related department of the government of a member state,
- Have access to specialist personnel, who are able to provide the detailed and relevant information or other skills required,
- Play the key role in the management of the twinning project and should have the necessary managerial skills,
- Sound communication skills and previous experience of working in a multi-disciplinary and multi-national team,
- Good knowledge of English.

The RTA will stay in Turkey for 18 months.

b) Tasks

- Play the key role in the management of the twinning project,
- Monitor the project implementation and propose corrective management actions,
- Monitor the disbursement of funds of the project,
- Support and consultancy on training programmes, technical infrastructure and current trends,
- Plan and coordinate outputs,
- Nominate and supervise the medium and short term experts,
- Coordinate and organise study visits, training activities, workshops and public awareness activities,
- Ensure proper quality of outputs,
- Provide detailed reports on the impact of the project,
- Assist in the preparation of all strategic project documents [quarterly reports, final project report, training manuals etc.]

The RTA is expected to ensure, together with the host administration, the achievement of the results mentioned. In order to meet these objectives the expert may propose alternative and/or complementary project activities and/or outputs to those identified, if regarded as necessary and justified.

6.2.3 Tasks of medium and short-term experts

The experts will work in close co-operation with the RTA and the PCU staff in order to meet specific objectives as set out above.

a) Qualifications

The experts will be qualified in the particular fields in which they are being utilised, either through formal qualifications or through practical experience. The experts should have minimum three years of working experience in related field.
The experts should have the general following knowledge and experience:

- Sound background in the fields of law, EU policies on occupational health and safety, labour relations, inspection methods, risk assessment models.
- Implementing train the trainers system and creating “multiplicators”, as well as designing training curricula,
- Skills in policy development,
- Strong communication skills,

b) Tasks

Each expert in his/her scope of expertise should make an analysis of the current situation and work together with the Turkish inspectors to ensure an efficient reorganisation of the service.

The experts should contribute to the project with specialist knowledge in the area of occupational health and safety and labour relations inspection. They should prepare training curricula and deliver selected training modules.

For the activities in section 3.4.1 the experts should have experience in inspecting occupational health and safety labour issues, especially in metal industry, construction, mining, chemical industry and work equipments (control and tests of work equipment, control and test bodies, accreditation and certification system), as well as risk assessment.

For the activities in section 3.4.2, the experts should have experience in inspecting the implementation of legislation regarding labour relations, especially of equal treatment, temporary work and flexible forms of work.

For the activities in section 3.4.3, the experts should have experience in inspecting the implementation of OHS legislation as well as labour relations.

6.3 Non-standard aspects

“Twinning Manual” will be followed.

6.4 Contracts

One twinning contract for the project will be signed with a contract value of € 1.300.000.

7. Implementation Schedule

7.1 Start of tendering/call for proposals

February – March 2007

7.2 Start of project activity
8. **Equal Opportunity**

Equal opportunity principles and practices in ensuring equitable gender participation in the project will be guaranteed. Male and female participation in the project will be based on EU standards and assured by official announcements published to recruit the necessary staff for the project. The main criteria for recruitment will be qualifications and experience in similar projects, not sex or age. Both men and women will have equal opportunities and salaries.

9. **Environment**

The improvement in the capacity of the Labour Inspectorate is likely to have a significant impact on working environment and as a result the project will lead to less accidents, injuries and environmental damage.

10. **Rates of return**

    Not applicable

11. **Investment criteria** (applicable to all investments)

    Not applicable

12. **Conditionality and sequencing**

    The Labour Inspectorate will have to provide the necessary personnel for successful institutional building before the start of the project.
ANNEXES TO PROJECT FICHE

1. Logframe of the project
2. Detailed implementation chart
3. Contracting and disbursement schedule, by quarter, for full duration of project (including disbursement period)
4. Reference list of feasibility/pre-feasibility studies
   No technical studies are necessary
5. Reference list of relevant laws and regulations
6. Reference list of relevant strategic plans and studies
   No relevant strategic plans and studies
7. Organization Chart
8. Activity plan for trainings
9. Indicative distribution list of the publications
### Annex 1

<table>
<thead>
<tr>
<th>LOGFRAME PLANNING MATRIX FOR</th>
<th>Programme name and number</th>
<th>Improving Occupational Health and Safety Inspection System</th>
<th>Contracting period expires</th>
<th>Disbursement period expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>The overall objective is the full implementation and enforcement</td>
<td></td>
<td></td>
<td>November 2007</td>
<td>November 2009</td>
</tr>
<tr>
<td>of the <em>acquis communautaire</em> in the area of Health &amp; Safety at</td>
<td></td>
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<tr>
<td>Work and labour relations.</td>
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</tr>
<tr>
<td><strong>Overall objective</strong></td>
<td><strong>Objectively Verifiable</strong></td>
<td><strong>Sources of Verification</strong></td>
<td><strong>Indicators</strong></td>
<td><strong>Official Gazette</strong></td>
</tr>
<tr>
<td><em>The overall objective is the full implementation and enforcement</em></td>
<td>*%100 of the related</td>
<td><em>Official Gazette</em></td>
<td></td>
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</tr>
<tr>
<td>of the <em>acquis communautaire</em> in the area of Health &amp; Safety at</td>
<td><em>acquis communautaire is</em></td>
<td><em>Commission Regular reports</em></td>
<td></td>
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</tr>
<tr>
<td>Work and labour relations.*</td>
<td>implemented.*</td>
<td><em>Occupational Health and Safety Council reports</em></td>
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<tr>
<td><strong>Total budget : €1,3 million</strong></td>
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<tr>
<td><strong>Phare budget : €1.3 million</strong></td>
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</tbody>
</table>
### Project purpose

To strengthen the capacity of labour inspectorate for effective implementation of the new EU based legislation in the area of Health and Safety at Work and labour relations and to strengthen the cooperation between labour inspectorate and social partners.

### Objectively Verifiable Indicators

- %100 of the Labour Inspectors use new legislation in their inspections.
- %30 improvement recorded in labour relations issues and health and safety control points by follow-up inspections.

### Sources of Verification

- Inspection reports statistics
- Publications of Trade Unions
- “Occupational Health and Safety” risk assessment documents in workplaces

### Assumptions

Employers have the information and resources to conduct risk assessment in workplaces.

### Results

1. The labour inspectors capacity is improved in terms of technical skills to enforce new EU based legislation effectively

2. Uniform implementation of the new legislation in all workplaces is ensured

3. The social dialogue between labour inspection board and social partners is improved and the responsibility of social partners to play a part in implementation of the related labour legislation is enhanced

4. Employers’ and Employees’ capacity to implement the new EU based legislation in terms of knowledge and awareness is increased.

### Objectively Verifiable Indicators

- %100 increase in references to the EU legislation and harmonized standards during inspections instead of general provisions of labour law by December 2008.
- %50 improvement of workplaces having conducted risk assessment by December 2008
- %20 decrease in occupational accidents and decreasing rates in the chosen sectors by December 2010 (out of 2324 accidents in 2005).

### Sources of Verification

- Inspection reports conducted in workplaces
- Inspection statistics
- Occupational accidents and illnesses statistics from various kind of publications (social partners, SSK, etc)
- “Occupational Health and Safety” risk assessment documents in workplaces
- Official Announcements of the Ministry
- Periodicals and publications of social partners

### Assumptions

- Social partners are willing to cooperate
- Social partners able to provide trainees for the project activities.
- Continued support of the government for the sustainability of the project
- Inspectors are available to take part fully in the project activities.
### Activities

3.4.1 Occupational health and safety written enforcement means and procedures and risk assessment guides for inspecting manufacturing of metal products, construction, mining, chemical industries are prepared and training programmes are organized.

3.4.1.1 Teams composed of labour inspectors and Member State experts are established for the four sectors by month 1.

3.4.1.2 Selected relevant member state written enforcement means and procedures will be translated into Turkish by month 2.

3.4.1.3 Training curricula will be developed regarding member state practices in implementing legislation to conduct inspections in the four fields of the industry by month 3. The curricula will need to be developed separately for the labour inspectors, employers and employees.

### Means

- Medium and short term expertise
- Study tours
- Translation and interpretation

### Assumptions

- Social partners are willing to cooperate
- Social partners able to provide trainees for the project activities.
- Continued support of the government for the sustainability of the project
- Inspectors are available to take part fully in the project activities
- LIB is able to meet its co-financing requirements fully.
- Other departments of the MoLSS are willing to cooperate
3.4.1.4 Specialized training programme for labour inspectors, relevant experts of MoLSS’s other departments, employers’ unions and trade unions in Ankara, İstanbul and İzmir for each of the four fields of industry about member state implementation of relevant directives will be organized by month 4. Training programmes will be organized separately for labour inspectors, employers’ unions and trade unions due to their different roles in the implementation of the legislation.

3.4.1.5 A study visit of maximum 100 man-days for the technical labour inspectors will be organized to the EU member states to see implementation onsite and to learn about the experiences of the Member State labour inspectorates by month 8.

3.4.1.6 Workshops will be organised for preparing written enforcement means and procedures and risk assessment guides by month 9. Social partners will also be invited.

3.4.1.7 Final written enforcement means and procedures and risk assessment guides for each sector are prepared and published by month 12. (3500 copies of each item)
3.4.2 Written enforcement means and procedures for inspecting equal treatment issues, temporary work and “flexible forms of work (labour relations) are prepared and training programmes are organized.

3.4.2.1 Team composed of social labour inspectors and member state experts are established by month 1.

3.4.2.2 Training curricula will be developed regarding member state practices in implementing legislation in this field by month 3. The curricula will need to be developed separately for the labour inspectors, employers and employees.

3.4.2.3 Specialized training programme for social labour inspectors, employers’ unions and trade unions in Ankara, İstanbul and İzmir about member state implementation of relevant directives about equal treatment, temporary work and flexible work types will be organized by month 5. Training programmes will be organized separately for labour inspectors, employers’ associations and trade unions.
3.4.2.4 A study tour of maximum 40 man/days for social labour inspectors will be organized to EU member states to see implementation onsite and to learn about the experiences of Member State labour inspectorates by month 8.

3.4.2.5 A workshop will be organised for preparing written enforcement means and procedures by month 9. Social partners will also be invited.

3.4.2.6 Final written enforcement means and procedures (3500 copies) is prepared and published by month 12.

3.4.3 An inspection guide for the Labour Inspection Board is prepared (the inspection guide will be composed of two sections; occupational health and safety section for technical labour inspectors and labour relations section for social labour inspectors)

3.4.3.1 Two teams for preparing the inspection guide (with two sections) are established by month 6.

3.4.3.2 If available, inspection guides of the member state will be translated into Turkish by month 8.
3.4.3.3 A Specialized training program about the structure and functioning of a member state inspection body will be organized in month 9. 100 inspectors will participate.

3.4.3.4 A workshop on the draft inspection guide will be organised in month 10.

3.4.3.5 Final inspection guide is prepared and published by month 16. (1000 copies will be published)

3.4.4 A communication plan for Labour Inspection Board is prepared

3.4.4.1 A team for preparing a communication plan for Labour Inspection Board is established by month 6.

3.4.4.2 Existing organization and structure of the Labour Inspection Board is assessed by SWOT or similar technique in month 6.

3.4.4.3 Means of communication are determined and a system for communication is set up taking the member state implementation into account by month 10.
3.4.4.4 A training seminar will be organised about the communication plan to Labour Inspection Board’s administrative staff by month 14.

3.4.5 A monitoring system is established for the Inspection Board especially for systematic collection, analysis and interpretation of data about labour issues.

3.4.5.1 A team for preparing the monitoring system is established by month 6.

3.4.5.2 Existing organization and structure of the Labour Inspection Board is assessed by SWOT or similar technique in by month 8.

3.4.5.3 Means of data collection are determined and a system for monitoring is set up taking the member state implementation into account by month 10.

3.4.5.4 A training seminar will be organised about monitoring system to Labour Inspection Board’s administrative staff by month 14.
### 3.4.6 Pilot inspections (with technical labour inspectors) will be conducted in one sector to measure the progress on occupational health and safety issues.

3.4.6.1 Specialized training programme for trade unions for pilot inspection about implementation of relevant directives will be organized by month 16.

3.4.6.2 Inspections are carried out in workplaces of the selected industry in month 16, 17, 18.

3.4.6.3 Final report of the pilot project is prepared and published in month 18.
3.4.7 Pilot inspections (with social labour inspectors) will be conducted in one sector to measure the progress on labour relations issues.

3.4.7.1 Specialized training programme for trade unions regarding pilot inspection of the relevant EU legislation will be organized by month 16.

3.4.7.2 Inspections will be carried out in workplaces of the selected industry in month 16, 17, 18.

3.4.7.3 Final report of the pilot project is prepared and published and distributed to the related labour and employer unions in month 18.
Annex 2: Implementation Chart

C: Contracting period
I: Implementation period

<table>
<thead>
<tr>
<th>ANNEX - II IMPLEMENTATION</th>
<th>Contracting Phase</th>
<th>Implementation Phase</th>
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<tr>
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<td>Months</td>
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<tr>
<td>Twinning</td>
<td>C* C* C*</td>
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* Preparation of the twinning documents within the contracting period
### Annex 3: Contracting and disbursement schedule by quarter for full duration of programme (EU Contribution)

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</thead>
<tbody>
<tr>
<td>Twinning</td>
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<td>0</td>
<td>693,336</td>
<td>79,444</td>
<td>79,444</td>
<td>79,444</td>
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<td>130,000</td>
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<tr>
<td>Cumulated</td>
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<td>0</td>
<td>693,336</td>
<td>772,780</td>
<td>852,224</td>
<td>931,668</td>
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<td>1,090,556</td>
<td>1,170,000</td>
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</tbody>
</table>
Annex 4: Reference list of feasibility/pre-feasibility studies
No technical studies are necessary

Annex 5: Reference List of Relevant Laws and Regulations in the Field of Occupational Health and Safety

1. Turkish Legislation

- Labour Act, Act no 4857, May 2003
  - Main law regulating rights and obligations regarding employment conditions and employment environment of employers and employees
  - The inspections carried out by the Labour Inspection Board are based on the Labour Act.

- Regulation concerning the minimum safety and health requirements for the use of work equipment by workers at work
- Regulation on the approximation of the laws of the Member States relating to machinery
- Regulation concerning the minimum safety and health requirements for work on board fishing vessels
- Regulation on the protection of workers from risks related to exposure to biological agents at work
- Regulation on the minimum health and safety requirements for the manual handling of loads where there is a risk particularly of back injury to workers
- Regulation on the approximation of the laws of the Member States relating to machinery
- Regulation on introduction of measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding
- Regulation on the protection of young people at work
- Regulation on the minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (noise).
- Regulation on the minimum requirements for the provision of safety and/or health signs at work.
- Regulation concerning the minimum safety and health requirements for the workplace.
- Regulation on the operational protection of outside workers exposed to the risk of ionizing radiation during their activities in controlled areas.
- Regulation on the protection of workers from the risks related to exposure to carcinogens or mutagens at work.
- Regulation on the protection of the health and safety of workers from the risks related to chemical agents at work.
- Regulation on the minimum health and safety requirements for the use by workers of personal protective equipment at the workplace.
- Regulation on the minimum requirements for improving the safety and health protection of workers in surface and underground mineral-extracting industries.
- Regulation on the approximation of the laws of the Member States concerning equipment and protective systems intended for use in potentially explosive atmospheres.
- Regulation concerning the minimum requirements for improving the safety and health protection of workers in the mineral-extracting industries through drilling.
• Regulation on the minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (vibration).
• Regulation on the minimum safety and health requirements for work with display screen equipment.
• Regulation on the implementation of minimum safety and health requirements at temporary or mobile construction sites.

2. EU Legislation

• Council Directive 89/655/EEC concerning the minimum safety and health requirements for the use of work equipment by workers at work
• Council Directive 93/103/EC concerning the minimum safety and health requirements for work on board fishing vessels
• Council Directive 200/54/EC on the protection of workers from risks related to exposure to biological agents at work
• Council Directive 90/269/EEC on the minimum health and safety requirements for the manual handling of loads where there is a risk particularly of back injury to workers
• Council Directive 92/85/EC on the introduction of measures to encourage improvements in the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding
• Council Directive 94/33/EC on the protection of young people at work
• Council Directive 2003/10/EC on the minimum health and safety requirements concerning the exposure of workers to the risks arising from physical agents (noise)
• Council Directive 92/58/EC on the minimum requirements for the provision of safety and/or health signs at work
• Council Directive 89/654/EEC concerning the minimum safety and health requirements for the workplace
• Council Directive 90/641/Euratom on the operational protection of outside workers exposed to the risk of ionizing radiation during their activities in controlled areas
• Council Directive 2004/37/EC on the protection of workers from the risks related to exposure to carcinogens or mutagens at work
• Council Directive 98/24/EC on the protection of the health and safety of workers from the risks related to chemical agents at work
• Council Directive 89/656/EEC on the minimum health and safety requirements for the use by workers of personal protective equipment at the workplace
• Council Directive 92/104/EEC on the minimum requirements for improving the safety and health protection of workers in surface and underground mineral-extracting industries
• Council Directive 92/91/EEC concerning the minimum requirements for improving the safety and health protection of workers in the mineral-extracting industries through drilling
• Directive 2002/44/EC of the European Parliament and of the Council on the minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (vibration)
• Council Directive 90/270/EEC on the minimum safety and health requirements for work with display screen equipment
• Council Directive 92/57/EEC on the implementation of minimum safety and health requirements at temporary or mobile construction sites

3. International Standards to which Turkey is a party

• ILO C 81 Labor Inspection Convention,
• ILO C119 Guarding of Machinery Convention, 1963
• ILO C155 Occupational Safety and Health Convention, 1981
• ILO C161 Occupational Health Services Convention, 1985

Annex 6: Reference relevant strategic plans and studies

No relevant strategic plans and studies
## Annex 8: Activity plan for trainings

<table>
<thead>
<tr>
<th>Training Activities</th>
<th>Means</th>
<th>Place</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specialized training programme for labour inspectors, relevant experts of MoLSS’s other departments, employers’ associations and trade unions in Ankara, İstanbul and İzmir for each of four industry about member state implementation of relevant directives will be organized. Training programmes will be organized separately for labour inspectors, employers’ associations and trade unions.</td>
<td>EU expert</td>
<td>Ankara, İstanbul, İzmir</td>
<td>Month 4</td>
</tr>
<tr>
<td>Specialized training programme for social labour inspectors, employers’ associations and trade unions in Ankara, İstanbul and İzmir about member state implementation of relevant directives about equal treatment principle, temporary work and flexible forms of work will be organized. Training programmes will be organized separately for labour inspectors, employers’ associations and trade unions.</td>
<td>EU expert</td>
<td>Ankara, İstanbul, İzmir</td>
<td>Month 5</td>
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<tr>
<td>A training seminar will be organised about communication programme to labour inspectorate administrative staff.</td>
<td>short term EU expert</td>
<td>Ankara</td>
<td>Month 14</td>
</tr>
<tr>
<td>A training seminar will be organised about monitoring system to labour inspectorate administrative staff.</td>
<td>short term EU expert</td>
<td>Ankara</td>
<td>Month 14</td>
</tr>
<tr>
<td>Specialized training program about the structure and functioning of a member state inspection body will be organized. (regarding health and safety system)</td>
<td>short term EU expert</td>
<td>Ankara</td>
<td>Month 9</td>
</tr>
<tr>
<td>Specialized training program about the structure and functioning of a member state inspection body will be organized.(regarding labour relations system)</td>
<td>short term EU expert</td>
<td>Ankara</td>
<td>Month 9</td>
</tr>
<tr>
<td>Specialized training programme for labour and employer unions for (occupational health and safety) pilot inspection about member state implementation of relevant directives will be organized.</td>
<td>short term EU expert</td>
<td>Ankara</td>
<td>Month 16</td>
</tr>
<tr>
<td>Specialized training programme for labour and employer unions for (labour relations) pilot inspection about member state implementation of relevant directives will be organized.</td>
<td>short term EU expert</td>
<td>Ankara</td>
<td>Month 16</td>
</tr>
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</table>
Annex 9

RELEVANT INSTITUTIONS AND/OR ORGANIZATIONS TO WHICH THE DOCUMENTS WILL BE SENT

The project fiche involves the following booklets in “Activities” subtitle:

1- Written enforcement means and procedures and risk assessment guides for Metal Industry (3500 copies)
2- Written enforcement means and procedures and risk assessment guides for Construction Sector (3500 copies)
3- Written enforcement means and procedures and risk assessment guides for Mining Sector (3500 copies)
4- Written enforcement means and procedures and risk assessment guides for Chemical Industry (3500 copies)
5- Written enforcement means and procedures for “Equal Treatment”, “Temporary Work”, “Flexible Forms of Work” issues (3500 copies)
6- Labour Inspection Guide for Occupational Health and Safety and Labour Relations (1000 copies)

Labour Inspection Guide will be distributed to the labour inspectors.

All the above mentioned documents except the inspection guide will be sent to the following organisations in required number:

- Ankara Chamber of Industry (ASO)
- Ankara Chamber of Commerce (ATO)
- Confederation of Turkish Trade Unions (TÜRK-İŞ)
- Confederation of Rael Trade Unions (HAK-İŞ)
- Confederation of Progressive Trade Unions of Turkey (DİSK)
- Turkish Confederation of Employer Associations (TİSK)
- The Union of Chambers and Commodity Exchanges of Turkey (TOBB)
- Confederation of Turkish Tradesmen and Craftsmen (TESK)
- NATIONAL LIBRARY (MİLLİ KÜTÜPHANE)
- ALL UNIVERSITIES IN TURKEY
Moreover, the booklets for each sector will be sent to the relevant organisations and some of the workplaces. The relevant organisations and the number of workplaces for each sector are as follows:

CONSTRUCTION:
- The Turkish Employers Association of Construction Industries (İNTES)
- Road, Structure and Construction Worker Union of Turkey (TÜRKİYE YOL İş )
According to our records the number of workplaces in construction sector is 103438.

CHEMİCAL:
- The Chemicals, Petroleum, Rubber and Plastics Industry Employers' Association of Turkey (KİPLAS)
- Petroleum, Chemical, Rubber Workers Union of Turkey (PETROL İş)
According to our records the number of workplaces in chemical sector is 22485.

METAL:
- The Turkish Employers' Association of Metal Industries (MESS)
- Metal, Steel, Ammunition, Machinery, Metal Products, Automobile Assembly and Allied Workers Union of Turkey (TÜRK METAL)
According to our records the number of workplaces in metal sector is 56462.

MINING:
- Mine Workers Union of Turkey (TÜRKİYE MADEN-İŞ)
- General Mine Workers Union (GENEL MADEN İş)
According to our records the number of workplaces in mining sector is 7064.