

Standard Summary Project Fiche

1. Basic Information

1.1 CRIS Number: 2004/006-245-03-01

1.2 Twinning number: LV/2004/SO/01

1.3 Title: Occupational health and safety system (further development)

1.4 Sector: Social Policy / Occupational Health and Safety

1.5 Location: The Republic of Latvia

Leading institution: Ministry of Welfare (MoW)

Involved Institutions: State Labour Inspectorate (SLI)
Institute of Occupational and
Environmental Health (IOEH)
Latvian Free Trade Union Confederation
(LFTUC)
Latvian Employers' Confederation (LEC)

2. Objectives

2.1 Overall Objective(s):

Improve health and safety at work.

2.2 Project purpose:

- Reinforce the application of occupational health and safety legislation
- Promote awareness among employers and employees regarding occupational health and safety issues.

2.3 Justification:

Acquis communautaire on health and safety is transposed into Latvian legislation and all institutions involved in Occupational health and safety (OHS) system are working hard towards full implementation of the *acquis* into practice. However, insufficient capacities of OHS institutions and lack of implementation tools have already led to difficulties with achievement of practical and sustainable implementation of OHS legislation.

Further improvement of Occupational health and safety (OHS) system and strengthening capacity of OHS institutions are also mentioned in following documents:

1. Comprehensive monitoring report on Latvia's preparations for membership, Chapter 13, November 2003. Chapter 13 "Social policy and employment" states that attention must be paid to ensure the full transposition and implementation of the *acquis* on health and safety at work.
2. Conclusions of the PHARE project "Improvement of Working Environment in Private and Privatised Enterprises" (LE 9911.01) state that National Institute of Occupational Health and Safety must be developed providing detailed scientific advice and assisting to introduce new policies (implementation of the EU based requirements), which corresponds not only to the *acquis communautaire*, but also to the specific needs of Latvia and its national specific working conditions.

3. Description

3.1 Background and justification:

Improvement of the OHS system has taken a rapid pace in the recent years through elaboration of new health and safety regulations, educating and informing social partners (employers and employees) and general public on the health and safety issues, raising the administrative capacity

and operational efficiency of State Labour Inspectorate and cooperation with EU Member States within various projects.

However, current Latvian OHS system is lacking common development strategy and action plan as well as clearly defined role of major players – policy makers, control and supervision institutions and research/training institution that should work together in early detection and prediction of problems, creation of legal basis for actions as well as on supervision and support of their implementation.

The enormous amount of the legislative acts that has been adopted during the recent years requires knowledge and competence from State Labour inspectors in application and surveillance of the legislation. Previous PHARE projects and other assistance projects in the matters of training focused more on concrete themes or directives while overall training programme for inspectors and especially the new ones still need to be improved.

Practising of the social dialogue on health and safety matters is still underdeveloped. Employers do not see the necessity for that while employees are not aware of and do not use their rights. Some efforts have been taken within PHARE project “Promotion of bipartite social dialogue”, however, occupational health and safety matters were not the main purpose of this project and therefore additional activities to improve the situation should be encouraged.

The above-mentioned problems are resulting in difficulties with achievement of practical and sustainable short and long-term implementation of OHS legislation.

Development of National OHS action plan together with further strengthening of current IOEH and its development as the National OHS Institute, strengthening of other OHS institutions (SLI in particular) will provide significant contribution to practical implementation of OHS *aquis* and will facilitate development of self sustainable and functioning OHS system in future. Strengthening of the IOEH with appropriate laboratory and IT equipment within the period of project implementation life is vitally important as this equipment could be practised and used for OHS policy monitoring pilot projects and particular scientific surveys. IT equipment is specifically necessary for creation of web and data server that will provide hosting of OHS data bases and will allow information distribution with web based tools (developed by the project) while supply of laboratory equipment (to be secured by the project) is essential in terms of provision of necessary capacity of IOEH to fill in the missing data for OHS data bases and in provision of requirements of specific high level work environment measurements required for practical implementation of EU Directives on issues like asbestos, carcinogenic substances etc. This equipment is also essential for further provision of OHS expertise and support to both MoW and SLI in terms of early identification of risks at work places, practical research supporting policy development, support to training for labour inspectors and in provision of functions of IOEH.

Well-qualified and skilled inspectors is one of the preconditions for the successful implementation of the OHS legislation. Well-developed and elaborated training system and programmes for State Labour inspectors is one of possibilities to improve the capacity of the SLI. Transformation from universal approach to the specialisation of SLI inspectors (for instance, specialisation on health and safety matters, specialists on chemical substances and products, employee relations’ issues, different sectors of industry) could improve problem tackling and therefore specialisation of SLI inspectors is considered to be introduced. However, this is closely related to the economical activities in the regions and available human resources in SLI.

Preventive culture and risk assessment is one of the basic principles of the EU legislation and it works more effective if tackled in close cooperation between employer and employee. Particular activities to increase the awareness of the employers and employees on the matter of using social dialogue principles in OHS are foreseen in the project in the form of training activities, seminars, pilot projects etc.

3.2 Linked activities:

This project to large extent builds on experiences gained from the previous PHARE projects. There were three main projects carried out in the field of institutional strengthening and approximation of OHS legislation and one in the area of social dialogue:

1. Phare project "Improvement of working environment in private and privatised enterprises" (LE 9911.01, December 2002 – December 2003) had delivered several valuable recommendations and conclusions. The aim of the project was to strengthen the role of the MoW and SLI and other involved institutions (IOEH, social partners) in the field of labour legal relations and OHS in order to provide the supervision of the Latvian enterprises in compliance with the EU requirements. This project pointed out most of the shortcomings in current situation assisting with setting and formulation of main tasks to be tackled for future (e.g. development of National Institute on OHS with sufficient capacity and laboratory equipment for research and studies, training, support to MoW, SLI and enterprises on OHS issues) and giving the base for attracting additional resources, e.g. Phare etc.
2. Phare project "Integration into the EU: Law Approximation" (LE-99/IB/OT/01, April 2001 – April 2002). The MoW, SLI and social partners were involved in the implementation of the component "Occupational Safety and Health" of this project. There were following main outcomes of this project:
 - Elaborated guidelines on internal supervision of the working environment.
 - Two training programmes for training of labour inspectors from the Regional Inspectorates, as well as employers' representatives developed: "Occupational Safety and Health System and Methods of Supervision" and "Supervision Methods at Work with Chemical Products and Substances". Group of SLI inspectors has been trained as trainers.
3. Phare project "Approximation of the legislation and enhanced institution building in the field of occupational safety and health" (LE/99/IB-CO-01, June 2001 – June 2003). The MoW, SLI, IOEH and social partners were involved in the implementation of the project. One of the goals of the project was to promote the transposition and implementation of the new legislation in the field of OHS, as well as strengthening the role of the MoW and the SLI. The project carried out also the studies about the assessment of economic impact of requirements of EU directives in the field OHS, eight seminars regarding the issues of the new culture of labour relations, the working environment risk assessment policy, role of preventive measures and their economic impact on enterprises, role of social partners in the process of planning the preventive measures and their financing. Information Strategy has been worked out with the following publishing of the informative materials (manuals, guidelines, brochures, posters, video) and Draft OHS Strategy prepared (to be used in the development of National Strategy and Action Plan).
4. Phare project "Promotion of bipartite social dialogue" (LE/01/IB/SO-01, October 2002 – April 2004). The project has focused on strengthening bipartite social dialogue, increasing awareness of employees and employers on advantages of social dialogue, however, occupational health and safety matters were not the main priority of this project. Therefore additional activities to improve this situation in the area of OHS should be highly necessary.

3.3 Results:

Project activities are divided in 4 components leading to achievement of expected project purposes and overall objective.

Component 1 – Development of national action plan on OHS

Component 1 will result in developed Action Plan serving as a basis for short and long term activities for sustainable future development of OHS system in Latvia, setting out clearly defined roles of involved institutions and necessary actions.

As the results under this component Twinning Partners shall ensure the following:

- Shortcomings and missing functions in OHS institutional system identified and models for their correction elaborated and implemented in action plan

- Detailed needs assessments and gap analysis for main OHS institutions made
- Gained knowledge on functioning of similar OHS institutional system and co-operation and collaboration models (from study tour) and report for further actions drawn up
- Detailed functions and roles of institutions involved in OHS system defined
- Models of inter-institutional cooperation and collaboration on OHS and their practical implementation plans elaborated
- Recommendations for necessary legislation changes drafted
- Action plan on OHS with detailed actions elaborated

Component 2 – Strengthening of the current IOEH

Component 2 will result in increased capacity of current Institute of Occupational and Environmental Health and its directing towards the status and role of the National Institute on OHS. It is foreseen that action and development plan for National Institute of OHS (based on National Action Plan) will be elaborated within this component, including strategy for developing of IT capacity and information provision tools. In order to strengthen IOEH there are two supply contracts foreseen under the Component 2 and necessary laboratory and IT equipment is given in annex 5. Needs assessment were made by previous PHARE projects therefore additional feasibility studies are not necessary (see annex 6).

As the results under this component Twinning Partners shall ensure the following:

- Development plan for National Institute of OHS clearly defining functions, role and capacity elaborated
- IT development plan for effective information provision and exchange on OHS elaborated
- OHS data bases and system for provision of information materials developed
- Knowledge on IT and OHS data base use, research planning, training methodology and curricula development in similar OHS institutes (from study tour) gained and report for further actions drawn up
- Development plan for training curriculum, incl. identification of training needs, elaborated and number of training curriculum revised and updated
- Necessary IT equipment purchased and installed
- Staff of the IOEH trained for use of IT tools, data bases and dissemination of information materials
- Staff in other involved OHS institutions trained for use of OHS data bases and information provision systems
- Development plan for main research directions and activities as well as requirements towards minimum laboratory standards elaborated, including precise needs assessment for laboratory equipment
- Supply of necessary laboratory equipment
- Staff of the IOEH trained for use of laboratory equipment
- Basic training on technical capacities of laboratory detection possibilities provided for staff of involved OHS institutions (MoW, SLI, LEC, LFTUC)
- Practical pilot project for OHS policy monitoring using laboratory and IT equipment

The following guaranteed results should be ensured by supply contract:

- Necessary IT equipment purchased and installed and staff trained
- Laboratory equipment supplied and staff trained

Component 3 – SLI capacity development introducing new training models and sectorial approach

Component 3 will result in development of universal and specific training programmes and corresponding training materials and sectorial approach (introducing specialisation of SLI inspectors on different OHS matters and sectors of industry).

As the results under this component Twinning Partners shall ensure the following:

- Detailed training needs assessment, revision of existing training system and gap analysis carried out
- Gained knowledge on practical use of Inspectorates specialization and introducing of training models in EU Inspectorates (from study tour) and report for further actions drawn up
- Elaborated training programmes (universal training, professional training in specific areas/sectors) and supporting training materials for State Labour inspectors
- Trained trainers (15 inspectors) on new training programmes
- Trained 80 inspectors using the new training programmes
- Detailed situation assessment in sectors (regions) and needs analysis for implementation of the specialization of the inspectors
- Action plan for implementation of the specialization of the SLI inspectors towards SLI restructuring and training needs analysis elaborated

Component 4 – Enhanced social dialogue on health and safety matters at enterprise level

Component 4 will result in training and increased awareness of the employers and employees on the matter of using social dialogue principles in health and safety matters, developed training programmes and training materials for wider appliance at the enterprise level.

As the results under this component Twinning Partners shall ensure the following:

- Training programmes for social dialogue aspects on health and safety matters and supporting training materials elaborated
- Gained knowledge on practical use of social dialogue on health and safety matters in EU countries and report for further actions drawn up
- Trained trainers (15) on social dialogue aspects regarding OSH issues
- Trained enterprise (focusing on SMEs) representatives regarding social dialogue on health and safety matters

3.4 Activities

Component 1 – Development of national action plan on OHS

- Analysis of roles of institutions involved in OHS and analysis of existing collaboration models
- Analysis of missing functions and shortcomings of OHS system and analysis of necessary changes for elaboration of National Action Plan and implementation of OHS strategy, needs assessment for OHS institutions
- Study tour to partner country to gain knowledge on functioning of similar OHS institutional system, that will result in report for further actions
- Preparation of descriptive models of institutional functions and roles, comparative review of EU OHS systems and best practices
- Development of collaboration models among involved OHS institutions
- Drafting of recommendations for necessary legislation changes
- Seminars (workshop/training for involved institutions) for specialists from involved OHS institutions on OHS models in Europe as well as role of involved institutions and future collaboration models in Latvia
- Drafting of detailed National Action Plan on OHS

Twinning means:

- Short-term twinning expertise on analysis of OHS institutional system, needs assessment, collaboration models, necessary changes
- Short-term twinning expertise on elaboration of National Action Plan and implementation of OHS strategy, including necessary legislation changes

Study tour (10 persons)

Seminars (workshops/training) for all beneficiaries (approx. 120 persons)

Component 2 – Strengthening of the current IOEH

- Elaboration of development plan for National Institute of OHS
- Elaboration of IT development plan and development of IT capacity and information provision and good practice dissemination tools for information provision on OHS Development of OHS data bases
- Study tour to 2 similar OHS institutes in EU to gain knowledge on IT tools used for distribution of OHS information, development and use of OHS data bases, development of research projects and training activities
- Elaboration of Development plan for training curriculum, incl. identification of training needs and number of elaborated training curriculum
- Elaboration of necessary Internet software tools for dissemination of information and training materials (including distance learning tools)
- Supply and installation of necessary IT equipment
- Training for the staff of the IOEH trained on use of IT tools, data bases and dissemination of information materials
- Training for the staff of other involved OHS institutions trained on use of OHS data bases and information provision systems
- Elaboration of Development plan for main research directions and activities
- Detailed needs assessment for laboratory equipment, drafting technical specifications and elaboration of requirements towards minimum necessary laboratory standards (according to Good Laboratory Praxis requirements)
- Supply of necessary laboratory equipment
- Training for the staff of IOEH trained on use of laboratory equipment
- Basic training for staff of involved OHS institutions (MoW, SLI, LEC, LFTUC) on technical capacities of laboratory detection possibilities
- Carrying out of practical pilot project for OHS policy monitoring in 5 enterprises involving IOEH, SLI, MoW and using laboratory and IT equipment

Twinning means:

- Short term twinning expertise on preparation of development plan for National Institute of OHS
- Short term twinning expertise on elaboration of IT development plan and concept for data bases
- Short term twinning expertise on preparation of development plan for research directions and activities
- Short term twinning expertise on necessary laboratory standards, laboratory equipment needs, drafting technical specifications
- Short term twinning expertise on identification of all training needs, assistance in development of missing programmes and modules as well as creation of information provision system
- Short term twinning expertise on elaboration of necessary tools for dissemination of information and training materials via Internet
- Study tour (8 persons)
- Training seminars (IT, data bases etc. 10-15 persons per each seminar)

Technical assistance means:

Short term local experts on development of software, OHS data bases (in co-operation with twinning experts) and collection and systematisation of OHS information for data bases

Short term local experts for elaboration of necessary Internet software tools for introducing distance learning on OHS (in cooperation with twinning experts)

Short term local experts for development, systematisation and dissemination of information and training materials for OHS distance learning and other OHS information to be placed on Internet (in cooperation with twinning experts)

Supplies:

- Means – Supplies of servers, data base support system, software for database development and data processing programmes and the relevant licences, training equipment, equipment for successful implementation of IT tools and OHS data bases (data collection, feeding into data bases, formation of data etc.) - supply contract 1
- Means – Supplies of laboratory equipment for capacity strengthening of IOEH and fulfilment of requirements of EU Directives (sampling equipment, detection and analysis equipment for support to IOEH in provision of high level hygienic measurements of work environment and for early detection of occupational diseases) incl. training for staff of IOEH on laboratory equipment and training of experts from involved OHS institutions on laboratory equipment - supply contract 2

Component 3 – SLI capacity development introducing new training models and sectorial approach

- Training needs assessment, revision of existing training system and gap analysis
- Study tour to Labour Inspectorate in the EU to gain knowledge on the specialisation of the inspectors and development of relevant training programmes
- Elaboration of training programmes (universal training, professional training in specific areas/sectors and elaboration and reproduction of training materials supporting training programmes and elaboration of training means
- Testing of the elaborated training programmes and materials by organizing the pilot-seminars in two Regional State Labour Inspectorates and improvement of the training programmes and tested materials if necessary
- Training of trainers (inspectors) on new training programmes
- Follow-up training seminars in the Regional State Labour Inspectorates
- Closing seminars with course work and examination of the knowledge
- Situation assessment in sectors (regions) and needs analysis for implementation of the specialization of the inspectors
- Development of an Action plan for implementation of the specialization of the SLI inspectors towards SLI restructuring and training needs analysis

Twinning means:

- Short term twinning expertise on training needs, setting up of training systems, training programmes, training materials
- Short term twinning expertise on introduction of specialisation of SLI inspectors
- Study tour (15 persons)
- Training seminars

Component 4 – Enhanced social dialogue on health and safety matters at enterprise level

- Elaboration of the training programmes for social dialogue on health and safety matters and development and reproduction of the training materials and training means
- Study tour to partner country to gain knowledge on the development and practising of social dialogue on health and safety matters at the enterprise level
- Testing of the developed materials by organizing the pilot-seminars in two enterprises and improvement of the tested materials
- Training seminars for 15 trainers on social dialogue matters
- Implementation of training seminars about social dialogue on health and safety matters at the enterprise level
- Informative seminars in regions for employers and employees to popularise good practice in the area of social dialogue on health and safety matters
- Pilot projects in 2 enterprises

Twinning means:

- Short term twinning expertise on training programmes and training materials
- Pilot projects
- Study tour (9 persons)
- Training seminars

Twinning arrangements for the project:

The project as well as the ambitious goals set therein call for involvement of the Resident Twinning Expert for the whole duration of the project 12 months to:

- be the head of the all the project's experts and activities, being the leading EU counterpart of the beneficiary
- assist responsible structures for OHS system development,
- be responsible for management and co-ordination of all the components of the project to ensure that the project proceeds, as planned, in an efficient and orderly fashion
- advice the Project Steering Committee (PSC) on ways to improve design, planning and implementation framework of the project components
- upon request from the head of the PSC, deliver general advisory support to the MoW, other involved institutions
- ensure successful correlation and collaboration of all the institutions involved in the project activities as far as it is necessary to achieve the project objectives
- follow up on the activities carried out during short-term missions of the expert pool in all the components proposing the PSC any further measures needed to ensure the sustainability of the project

The Resident Twinning Expert profile should comprise:

- at least 5-10 years professional experience from working in private or public administration and a good grounding in the fields of:
 - laying down structures and strategic developments in OHS systems
 - formation of structures of OHS institutions, incl., setting up of functions
 - assistance to governmental bodies and Social partners on OHS issues
- relevant University degree
- good grounding in project management
- good analytical and organizational skills
- fluency in English language, both spoken and written
- experience of working with senior politicians and officials in an advisory role
- knowledge on Latvian OHS system will be considered as an advantage.

Twinning short-term experts' activity specific profile should comprise:

- Experience in strategic developments in OHS systems and its collaboration models
- Experience in development of OHS legislation
- Experience in training on OHS issues
- Experience in working in Institute of OHS specialised on research and studies of OHS issues
- Experience in development of IT concepts and data bases on OHS issues
- Experience in strategic planning of research directions and activities
- Experience in development of laboratory standards and planning of laboratory needs
- Experience in training on OHS issues, training needs analysis, development of training programmes for OHS institute staff
- Experience in development of necessary tools for dissemination of information and training materials via Internet

- Knowledge on the EU occupational health and safety legislation and its supervision
- Experience in training on OHS issues for labour inspectors
- Experience in drafting of training materials and training programmes for labour inspectors
- Experience in specialisation of SLI inspectors
- Knowledge on the application of social dialogue principles in OHS issues
- Experience in training on OHS issues and social dialogue
- Experience in development of training materials and training programmes (preferably on social dialogue principles in OHS issues)

The above-mentioned expert profiles correspond to specific activities within each of the components and number of experts can differ for particular tasks.

The common profile of all short-term experts are the following:

- relevant University degree
- At least 5 years of practical experience in the field of OHS
- Knowledge of English will be considered as an advantage

3.5 Lessons learned:

According to the European Commission Regular monitoring report on Latvia's preparation for membership "the State Labour Inspectorate needs further strengthening in terms of staffing, salaries, training and technical facilities. The risk assessment system needs to be further developed and more emphasis should be put on collective preventive measures. In addition, enforcement and sanctions by the Labour Inspectorate should be made more efficient."

Following the experience gained from the implementation of previous PHARE projects (see 3.2. Linked activities) it is clear that it is necessary to continue reforms towards improvement of OHS institutional system. One of the important shortcomings identified by PHARE projects is the lack of strong National Institute of OHS, therefore the focus shall be given on development of National Institute of OHS with sufficient capacity and laboratory equipment for research and studies, training, support to MoW, SLI and enterprises on OHS issues.

Another important shortcoming that was identified regards capacity and working methods of SLI. Taking into account limited financial and staff capacities of the SLI it is of the crucial importance to evaluate the working methods of the SLI and the training of the SLI inspectors and to transform them to the real needs in field (e.g. specialisation of SLI inspectors, specific problem tackling with the support of specialised inspectors etc.).

4. Institutional Framework

The leading institution for implementation of the project will be the Ministry of Welfare.

Involved institutions in the implementation of the project will be:

- State Labour Inspectorate

Institute of Occupational and Environmental Health

- Latvian Free Trade Union Confederation
- Latvian Employers' Confederation

The Ministry of Welfare, among other duties, is responsible for development of OHS policy, including transposition of the OHS acquis and setting up OHS institutional system.

SLI is the key institution in the field of health and safety at work responsible for the supervision of implementation of the health and safety and labour legislation in enterprises, and namely, supervision and advisory on labour legal relations, prevention of labour disputes between employers and employees, investigation of accidents at work, participation in the investigation of cases of occupational diseases, investigation of breakdowns of dangerous equipment etc.

Institute of Occupational and Environmental Health (IOEH) is an academic, scientific and medical structural unit of Riga Stradins University. IOEH performs training, information activities, expert consulting services in the field of OHS, scientific research on occupational diseases and work-related diseases, frequency of accidents at work in the industries most significant in Latvia.

The Latvian Employers' Confederation unites and represents the opinion of employers, its membership covering 66 enterprises and 14 associations, covering over 30% of the total workforce in Latvia.

The Free Trade Union Confederation of Latvia unites trade unions, covering approximately 30% of all employed persons.

Both organisations represent their respective members (trade unions and employers) in solving OHS and other social issues through tripartite and bipartite social dialogue.

Project Steering Committee will be established to monitor project implementation comprising representatives from EC Delegation, Ministry of Welfare, State Labour Inspectorate, Institute of Occupational and Environmental Health, Latvian Free Trade Union Confederation, Latvian Employers' Confederation.

5. Detailed Budget

	Transition Facility Support			National Co-financing		In EUR
	Investment support	Institution Building	Total TF (=I+IB)	Eligible costs	Non-eligible costs	TOTAL
Twinning Covenant		650 000	650 000	73 000*		723 000
Technical Assistance Contract		112 500	112 500	37 500**	6750	150 000
Supply Contract 1	31 500		31 500	10 500**	1890	42 000
Supply Contract 2	195 000		195 000	65 000**	11 700	260 000
Total	226 500	762 500	989 000	186 000	20 340	1 175 000

* Parallel co-financing. Parallel co-financing will be applied for covering of office costs for experts, infrastructure facilities and travel costs for national counterparts.

**Joint co-financing, excluding all taxes and duties.

6. Implementation Arrangements

6.1 Implementing Agency

Implementing agency of the project will be the Central Finance and Contracting Agency of the Ministry of Finance (CFCA). CFCA will be responsible for the financial and administrative management of the project in accordance with Extended Decentralised Implementation System.

Central Finance and Contracting Agency – Mr. Armands Eberhards, Director

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Fax: +(371) 7094348

Programme Authorising Officer – Mr / Ms. Inta Vasaraudze, Deputy State Secretary of the Ministry of Finance

1 Smilšu Street, Riga, LV 1050, Latvia

The Ministry of Welfare will carry out technical implementation of the project. State Labour Inspectorate, Institute of Occupational and Environmental Health, Latvian Free Trade Union Confederation, Latvian Employers' Confederation will be involved in the implementation of the project.

Ms. Agrita Groza, Deputy State Secretary of the Ministry of Welfare (28 Skolas Street, Riga, LV 1331, Latvia, tel: +(371) 7021611, fax: +(371) 7276445) is the Senior Programme Officer and responsible for the technical implementation of the project.

6.2 Twinning

The leading RTE (Resident Twinning Expert) will be situated in the Ministry of Welfare. Ms. Ineta Tare, Director of Labour Department will be the Latvian counterpart of the RTE.

Beneficiary institutions:

Ministry of Welfare

Project leader and counterpart for the RTE

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Director of Labour Department,

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6.3 Non-standard aspects

There will be no non-standard aspects regarding implementation of the project. Twinning manual will be followed under Extended Decentralised Implementation System.

Ratio: if during project implementation the project cost for some reasons will decrease, the Transition Facility financing will also decrease proportionally.

6.4. Contracts

Contract No.1: Twinning Covenant (650 000 Euro)

Contract No.2: Service (TA) contract (150 000 Euro)

Contract No.3: Supply contract (42 000 Euro)

Contract No.3: Supply contract (260 000 Euro)

7. Implementation Schedule

Contract No.1: Twinning Covenant (650 000 euro)

- Start of tendering/call for proposals - III Quarter 2004
- Start of project activity – I Quarter 2005 (duration 12 months)
- Project Completion – IV Quarter 2005

Contract No.2: Service (TA) contract (150 000 euro)

- Start of tendering/call for proposals - I Quarter 2005
- Start of project activity – II Quarter 2005
- Project Completion – IV Quarter 2005

Contract No.3: Supply contract (42 000 euro)

- Start of tendering/call for proposals - I Quarter 2005
- Start of project activity – II Quarter 2005
- Project Completion – III Quarter 2005

Contract No.4: Supply contract (260 000 euro)

- Start of tendering/call for proposals - II Quarter 2005
- Start of project activity – III Quarter 2005
- Project Completion – IV Quarter 2005

8. Sustainability

Within planning of this project beneficiaries have foreseen that adequate staff resources will be available for administration and any other support that Twinning experts might need.

All running costs and upgrading for investments resulting from this project will be taken over by beneficiary institutions

9. Conditionality and sequencing

- Adequate number of competent staffing in the beneficiary institutions has to be in place for implementation and monitoring of project activities
- Workgroup should be established for the twinning covenant preparation, clear responsibility of the project implementation must be documented before the project implementation phase starts
- The project components closely co-ordinated with other programs and projects funded by the budget
- Established Project Steering Committee
- Co-financing via national budget ensured
- For the investment part of the project national co-financing will be earmarked in the national budget
- Sufficient budget for the operational costs ensured after completion of the project
- Business plan for the IOEH elaborated before starting the project

ANNEXES TO PROJECT FICHE

1. Logical framework matrix

2. Detailed implementation chart
3. Contracting and disbursement schedule by quarter for full duration of programme.
4. Structure of current OHS system in Latvia
5. Feasibility studies done by previous Phare projects
6. List of the main OHS EU directives that will be facilitated through supply of specific laboratory equipment for IOEH

LOGFRAME PLANNING MATRIX FOR Occupational health and safety system (further development)		
	Contracting period expires 15 December 2006	Disbursement period expires 15 December 2007
	Total budget: EUR 1 175 000	Transition Facility budget EUR 989 000

Overall objective	Indicators of Achievement	Sources of Information	
<ul style="list-style-type: none"> Improve health and safety at work 	<ul style="list-style-type: none"> Long term achievements: <ul style="list-style-type: none"> Occupational diseases decrease by 3 % annually (starting from year 2012) Accidents at work decrease by 3% annually (starting from year 2009) 	<ul style="list-style-type: none"> Statistical data of SLI Statistical data of the Centre of Occupational Medicine Statistical data of State Social Insurance Agency Reports by MoW Statistical reviews 	
Project purpose	Indicators of Achievement	Sources of Information	Assumptions
<ul style="list-style-type: none"> Reinforce the application of occupational health and safety legislation Promote awareness among employers and employees regarding occupational health and safety issues. 	<ul style="list-style-type: none"> Growing number of companies complying with OHS requirements by 2% annually (starting from year 2007) Number of practically implemented OHS requirements Developed action plan on OHS Collaboration models and joint projects among OHS Institutions Increased number of enterprises involved in social dialogue on OHS Employers references Number of inspected enterprises 	<ul style="list-style-type: none"> Reports of OHS institutions Joint project reports Publications in the mass media Statistical data of SLI Statistical data of State Social Insurance Agency Statistical reviews 	<ul style="list-style-type: none"> Cabinet of Ministers accepts necessary OHS strategy Institutions involved in OHS are interested in development of action plan Budget resources are sufficient for successful project outcome
Results	Indicators of Achievement	Sources of Information	Assumptions
Component 1 <ul style="list-style-type: none"> Shortcomings and missing functions in OHS institutional system identified, needs assessments made and models for their correction elaborated and implemented in action plan Detailed needs assessments and gap analysis for main OHS institutions made Detailed functions and roles of institutions involved in OHS system defined Models of inter-institutional cooperation and collaboration on OHS elaborated Action plan on OHS with detailed actions elaborated Gained knowledge on functioning of similar OHS institutional system and co-operation and collaboration models (from study tour) and report for further actions drawn up Recommendations for necessary legislation changes drafted Component 2 <ul style="list-style-type: none"> Development plan for National Institute of OHS elaborated IT development plan for effective information provision and exchange on OHS elaborated OHS data bases and system for provision of information materials developed 	<ul style="list-style-type: none"> Number of OHS experts involved Number of joint information activities and materials on OHS Number of work places analysis and expert consultations provided Employers references Number of inspected enterprises <ul style="list-style-type: none"> Developed plan for National Institute of OHS Developed IT development plan for OHS institute Developed OHS data bases Development plan for research directions IT equipment purchased 	<ul style="list-style-type: none"> Statistics of SLI, IOEH Statistical data of the Centre of Occupational Medicine Experts reports Reports by MoW Statistical reviews 	<ul style="list-style-type: none"> Necessary project inputs are in time and of high quality Contracting is done in due time Qualitative and professional exchange of information between institutions Co-operation of all involved actors

<ul style="list-style-type: none"> ▪ Development plan for training curriculum, incl. identification of training needs, elaborated and number of training curriculum revised and updated ▪ Knowledge on IT and OHS data base use, research planning, training methodology and curricula development in similar OHS institutes (from study tour) gained and report for further actions drawn up ▪ Development plan for training curriculum, incl. identification of training needs, elaborated ▪ Necessary IT equipment purchased and installed ▪ Staff of the IOEH trained for use of IT tools, data bases and dissemination of information materials ▪ Staff in other involved OHS institutions trained for use of OHS data bases and information provision systems ▪ Development plan for main research directions and activities elaborated, including precise needs assessment for laboratory equipment ▪ Necessary laboratory equipment supplied ▪ Staff of the IOEH trained for use of laboratory equipment ▪ Basic training on technical capacities of laboratory detection possibilities provided for staff of involved OHS institutions (MoW, SLI, LEC, LFTUC) ▪ Practical pilot project for OHS policy monitoring carried out 	<ul style="list-style-type: none"> • Staff trained for use of IT tools, data bases • Elaborated requirements for minimum laboratory standards • Laboratory equipment supplied • Staff trained for use of laboratory equipment • Report on results of practical pilot project 		
Component 3 <ul style="list-style-type: none"> • Detailed training needs assessment, revision of existing training system and gap analysis carried out • Gained knowledge on practical use of Inspectorates specialization and introducing of training models in EU Inspectorates (from study tour) and report for further actions drawn up • Elaborated training programmes (universal training, professional training in specific areas/sectors) and training materials for State Labour inspectors • Trained trainers (inspectors) on new training programmes • Trained inspectors using the new training programmes • Detailed situation assessment in sectors (regions) and needs analysis for implementation of the specialization of the inspectors • Action plan for implementation of the specialization of the SLI inspectors towards SLI restructuring and training needs analysis elaborated 	<ul style="list-style-type: none"> • Elaborated training programmes • Elaborated training materials • Number of trained trainers • Number of trained inspectors • Action plan for implementation of the specialization of the SLI inspectors 		
Component 4 <ul style="list-style-type: none"> • Training programmes and training materials for social dialogue aspects on health and safety matters elaborated • Gained knowledge on practical use of social dialogue on health and safety matters in EU countries and report for further actions drawn up • Trained trainers on social dialogue aspects regarding OSH issues • Trained enterprise (focusing on SMEs) representatives regarding social dialogue on health and safety matters 	<ul style="list-style-type: none"> • Elaborated training programmes • Elaborated training materials • Number of trained trainers • Number of trained staff 		
Activities	Means	Sources of Information	Assumptions
Component 1 <ul style="list-style-type: none"> • Analysis of roles of institutions involved in OHS and analysis of existing collaboration models • Analysis of missing functions and shortcomings of OHS system and analysis of necessary changes for elaboration of National Action Plan and implementation of OHS strategy, needs assessment for OHS institutions • Study tour to partner country to gain knowledge on functioning of 	<u>Twinning</u> <ul style="list-style-type: none"> • Twinning expertise • Study tour (10 persons) • Seminars (workshops/training) for all beneficiaries (approx. 120 persons) 	<ul style="list-style-type: none"> • Reports from MoW, SLI, IOEH • Statistical reviews, references • Project records • Assessment report • Reports and documents of 	<ul style="list-style-type: none"> • Co-funding is available • Appropriate experts located and are available • Good co-operation with the experts

<p>similar OHS institutional system, that will result in report for further actions</p> <ul style="list-style-type: none"> • Preparation of descriptive models of institutional functions and roles, comparative review of EU OHS systems and best practices • Development of collaboration models among involved OHS institutions • Drafting of recommendations for necessary legislation changes • Seminars (workshop/training for involved institutions) for specialists from involved OHS institutions on OHS models in Europe as well as role of involved institutions and future collaboration models in Latvia • Drafting of detailed National Action Plan on OHS 		the project team	
<p>Component 2</p> <ul style="list-style-type: none"> ▪ Elaboration of development plan for National Institute of OHS ▪ Elaboration of IT development plan and development of IT capacity and information provision and good practice dissemination tools for information provision on OHS ▪ Development of OHS data bases • Study tour to 2 similar OHS institutes in EU to gain knowledge on IT tools used for distribution of OHS information, development and use of OHS data bases, development of research projects and training activities; • Elaboration of Development plan for training curriculum, incl. identification of training needs and number of elaborated training curriculum ▪ Elaboration of necessary Internet software tools for dissemination of information and training materials (including distance learning tools) • Supply and installation of necessary IT equipment ▪ Training for the staff of the IOEH trained on use of IT tools, data bases and dissemination of information materials • Training for the staff of other involved OHS institutions trained on use of OHS data bases and information provision systems • Elaboration of Development plan for main research directions and activities • Detailed needs assessment for laboratory equipment, drafting technical specifications and elaboration of requirements towards minimum necessary laboratory standards (according to Good Laboratory Praxis requirements) • Supply of necessary laboratory equipment • Training for the staff of IOEH trained on use of laboratory equipment • Basic training for staff of involved OHS institutions (MoW, SLI, LEC, LFTUC) on technical capacities of laboratory detection possibilities • Practical pilot project for OHS policy monitoring 	<p><u>Twining</u></p> <ul style="list-style-type: none"> • Twinning expertise • Study tour (8 persons) • Training seminars (IT, data bases etc. 10-15 persons per each seminar) <p><u>Service contract</u></p> <p>Short term local experts Information systematisation and training (in cooperation with twinning experts)</p> <p><u>Supply contract</u></p> <ul style="list-style-type: none"> • Supplies of servers, data base support system, software for database development and data processing programmes • Supplies of laboratory equipment 		
<p>Component 3</p> <ul style="list-style-type: none"> • Training needs assessment, revision of existing training system and gap analysis • Study tour to Labour Inspectorate in the EU to gain knowledge on the specialisation of the inspectors and development of relevant training programmes • Elaboration of training programmes (universal training, professional training in specific areas/sectors and elaboration and reproduction of training materials supporting training programmes and elaboration of training means • Testing of the elaborated training programmes and materials by organizing the pilot-seminars in two Regional State Labour Inspectorates and improvement of the training programmes and tested 	<p><u>Twining</u></p> <ul style="list-style-type: none"> • Twinning expertise • Study tour (15 persons) • Training seminars 		

<ul style="list-style-type: none"> materials • Training of trainers (inspectors) on new training programmes • Follow-up training seminars in the Regional State Labour Inspectorates • Closing seminars with course work and examination of the knowledge • Situation assessment in sectors (regions) and needs analysis for implementation of the specialization of the inspectors • Development of an Action plan for implementation of the specialization of the SLI inspectors towards SLI restructuring and training needs analysis 			
<p>Component 4</p> <ul style="list-style-type: none"> • Elaboration of the training programmes for social dialogue on health and safety matters and development and reproduction of the training materials and training means • Study tour to partner country to gain knowledge on the development and practising of social dialogue on health and safety matters at the enterprise level • Testing of the developed materials by organizing the pilot-seminars in two enterprises and improvement of the tested materials • Training seminars for 15 trainers on social dialogue matters • Implementation of training seminars about social dialogue on health and safety matters at the enterprise level • Informative seminars in regions for employers and employees to popularise good practice in the area of social dialogue on health and safety matters • Pilot projects in 2 enterprises 	<p>Twining</p> <ul style="list-style-type: none"> • Twinning expertise • Pilot projects • Study tour (9 persons) • Training seminars 		
<p style="text-align: center;">Preconditions</p> <ul style="list-style-type: none"> • Adequate number of competent staffing in the beneficiary institutions has to be in place for implementation and monitoring of project activities • Workgroup should be established for the twinning covenant preparation, clear responsibility of the project implementation must be documented before the project implementation phase starts • The project components closely co-ordinated with other programs and projects funded by the budget • Established Project Steering Committee • Co-financing via national budget ensured • For the investment part of the project national co-financing earmarked in the national budget • Sufficient budget for the operational costs ensured after completion of the project • Business plan for the IOEH elaborated before starting the project 			

ANNEX 2

DETAILED IMPLEMENTATION CHART	2005											
	J	F	M	A	M	J	J	A	S	O	N	D
Twinning Covenant												
Component 1 - Development of national action plan on OHS												
Analysis of roles of institutions involved in OHS and analysis of existing collaboration models	X	X	X									
Analysis of missing functions and shortcomings of OHS system and analysis of necessary changes for elaboration of National Action Plan and implementation of OHS strategy, needs assessment for OHS institutions		X	X	X								
Preparation of descriptive models of institutional functions and roles, comparative review of EU OHS systems and best practices			X	X	X							
Development of collaboration models among involved OHS institutions				X	X	X						
Study tour to partner country to gain knowledge on functioning of similar OHS institutional system, that will result in report for further actions					X							
Drafting of recommendations for necessary legislation changes							X	X	X			
Seminars (workshop/training for involved institutions) for specialists from involved OHS institutions on OHS models in Europe as well as role of involved institutions and future collaboration models in Latvia						X	X	X	X			
Drafting of detailed National Action Plan on OHS								X	X	X	X	
Component 2 - Strengthening of the current IOEH												
Elaboration of development plan for National Institute of OHS		X	X	X	X							
Elaboration of IT development plan					X	X	X					
Development of OHS data bases						X	X	X				
Development of IT capacity and information provision and good practice dissemination tools for information provision on OHS							X	X	X	X		
Study tour to 2 similar OHS institutes in EU to gain knowledge on IT tools used for distribution of OHS information, development and use of OHS data bases, development of research projects and training activities				X								
Elaboration of Development plan for main research directions and activities				X	X	X						

Detailed needs assessment for laboratory equipment and drafting technical specifications			X	X								
Elaboration of requirements towards minimum necessary laboratory standards (according to Good Laboratory Praxis requirements)				X	X	X						
Elaboration of Development plan for training curriculum, incl. identification of training needs and number of elaborated training curriculum				X	X	X	X	X				
Assessment of training equipment needs					X	X						
Elaboration of necessary Internet software tools for dissemination of information and training materials (including distance learning tools)						X	X	X	X	X	X	
Training for the staff of the IOEH on use of IT tools for development of data bases and dissemination of information materials								X	X			
Training for the staff in other involved OHS institutions trained for use of OHS data bases and information provision systems								X	X			
Pilot project on OHS policy monitoring									X	X	X	
Study tour to 3 similar institutes in EU (8 persons)				X								
Component 3 - SLI capacity development introducing new training models and sectorial approach												
Training needs assessment, revision of existing training system and gap analysis		X	X	X								
Study tour (15 persons) to Labour Inspectorate in the EU to gain knowledge on the specialisation of the inspectors and development of relevant training programmes				X								
Elaboration of training programmes (universal training, professional training in specific areas/sectors)			X	X	X	X						
Elaboration and reproduction of training materials supporting training programmes and elaboration of training means						X	X					
Testing of the elaborated materials by organizing the pilot-seminars in two Regional State Labour Inspectorates and improvement of the tested materials							X	X				
Training of trainers (inspectors) on new training programmes									X			
Follow-up training seminars in the Regional State Labour Inspectorates										X		
Closing seminars with course work and examination of the knowledge											X	
Situation assessment in sectors (regions) and needs analysis for implementation of the				X	X	X						

specialization of the inspectors													
Development of an Action plan for implementation of the specialization of the SLI inspectors towards SLI restructuring and training needs analysis							X	X	X				
Training seminars								X	X				
Component 4 - Enhanced social dialogue on health and safety matters at enterprise level													
Elaboration of the training programmes for social dialogue on health and safety matters			X	X	X								
Development and reproduction of the training materials and training means				X	X	X							
Study tour to partner country to gain knowledge on the development and practising of social dialogue on health and safety matters at the enterprise level					X								
Testing of the developed materials by organizing the pilot-seminars in two enterprises and improvement of the tested materials						X							
Training seminars for 15 trainers on social dialogue matters								X	X				
Implementation of training seminars about social dialogue on health and safety matters at the enterprise level									X	X			
Informative seminars in regions for employers and employees to popularise good practice in the area of social dialogue on health and safety matters										X	X	X	
Pilot projects in 2 enterprises										X	X		
Service Contract													
Short term local expertise on development of software, OHS data bases (in co-operation with twinning experts) and collection and systematisation of OHS information for data bases				X	X	X	X						
Short term local expertise for elaboration of necessary Internet software tools for introducing distance learning on OHS (in cooperation with twinning experts)							X	X	X				
Short term local expertise for development, systematisation and dissemination of information and training materials for OHS distance learning and other OHS information to be placed on Internet (in cooperation with twinning experts)								X	X	X	X		
Supply Contract 1													
Supplies of servers, data base support system, software for database development and data processing programmes and the relevant licences, training equipment, equipment for successful implementation of IT tools and OHS data bases (data collection, feeding into data bases,				X	X								

formation of data etc.)														
Supply Contract 2														
Supply of necessary laboratory equipment for capacity strengthening of IOEH and fulfilment of requirements of EU Directives (sampling equipment, detection and analysis equipment for support to IOEH in provision of high level hygienic measurements of work environment and for early detection of occupational diseases)									X	X				
Training for the staff of IOEH for use of laboratory equipment										X	X			
Basic training for staff of involved OHS institutions (MoW, SLI, LEC, LFTUC, CTM) on technical capacities of laboratory detection possibilities										X	X			

ANNEX 3**CONTRACTING AND DISBURSEMENT SCHEDULE BY QUARTER FOR FULL DURATION OF PROGRAMME (EUR)**

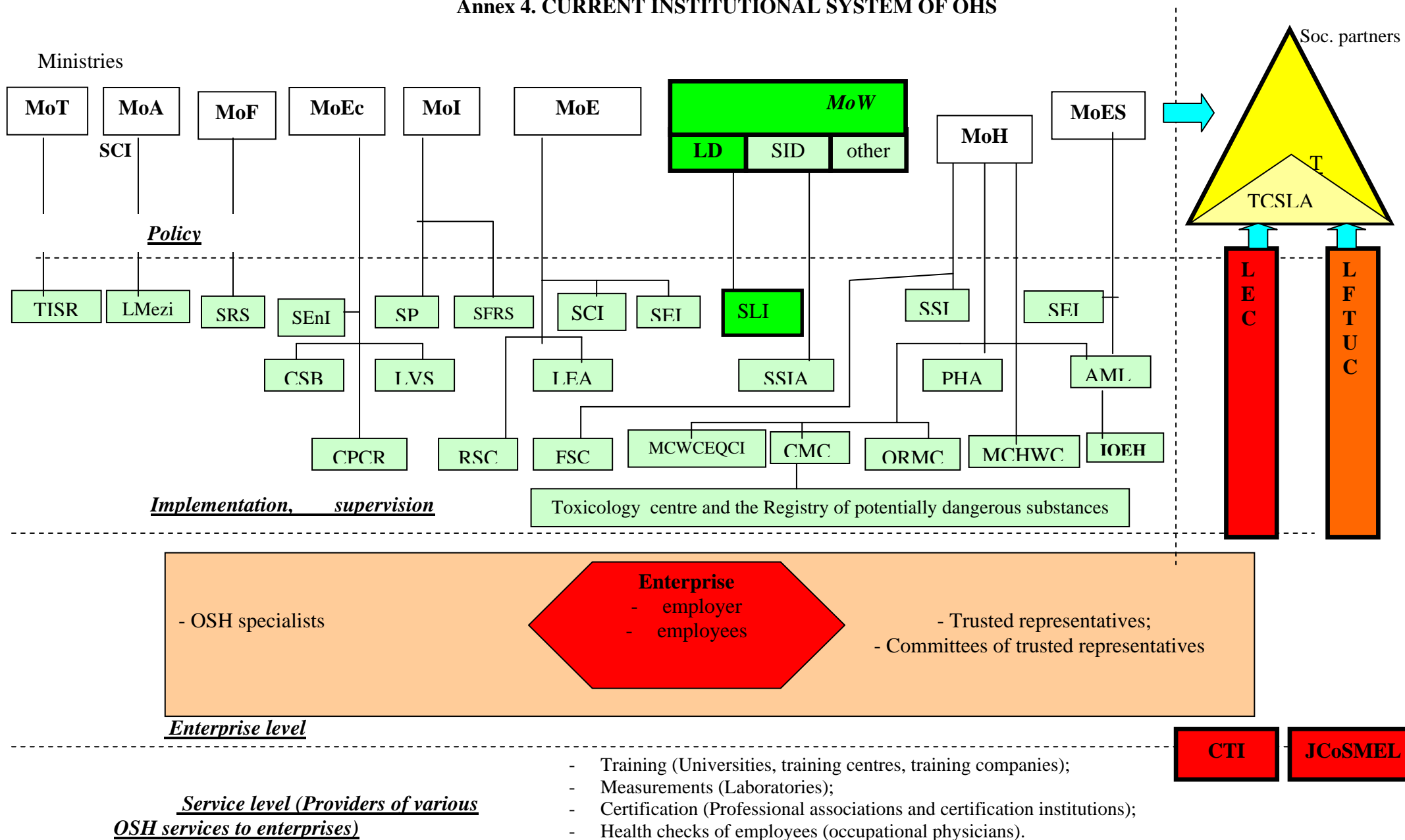
	2004	2005			
	IV	I	II	III	IV
Contract 1: Twinning Covenant *					
TF					
Contracted	650 000				
Disbursed		390 000	560 000		650 000
Contract 2: Service Contract **					
Total					
Contracted		150 000			
Disbursed			90 000		150 000
TF					
Contracted		112500			
Disbursed			67500		112500
National co-financing					
Contracted		37500			
Disbursed			22500		37500
Contract 3: Supply Contract 1 **					
Total					
Contracted		42 000			
Disbursed			42 000		
TF					
Contracted		31 500			
Disbursed			31 500		
National co-financing					
Contracted		10 500			
Disbursed			10 500		
Contract 4: Supply Contract 2**					
Total					
Contracted				260 000	

Disbursed				156 000	260 000
TF					
Contracted:				195 000	
Disbursed				117 000	195 000
National co-financing:					
Contracted:				65 000	
Disbursed				39 000	65 000

* Parallel co-financing. Parallel co-financing will be applied for covering of office costs for experts, infrastructure facilities and travel costs for national counterparts.

**Joint co-financing, excluding all taxes and duties.

Annex 4. CURRENT INSTITUTIONAL SYSTEM OF OHS



SHORT DESCRIPTION OF THE INSTITUTIONS INVOLVED IN THE OHS SYSTEM

1. Policy making level

Ministry of Welfare (MoW) is a key institution in the OHS system responsible for OHS policy development and coordination of the OHS system. Under supervision and authority of the Ministry of Welfare, there is a number of institutions involved in the operation of OHS system. The structure of the Ministry of Welfare is based on several departments. In total, the Ministry of Welfare comprises 6 departments, out of which one – **Labour Department (LD)** – is directly responsible for the elaboration of OHS policy and strategy and implementation thereof in the country, and other (Social Insurance Department (SID)) is indirectly involved in the OHS system through State Social Insurance Agency (SSIA) that works under its supervision.

At this policy making level other ministries are mentioned as much as they have institutions under their supervision or authority that are involved in the OHS system.

MoT – Ministry of Transport

MoA – Ministry of Agriculture

MoF – Ministry of Finance

MoEc – Ministry of Economics

MoI – Ministry of Interior

MoE – Ministry of Environment

MoH – Ministry of Health

MoES – Ministry of Education and Science

National Tripartite Co-operation Council (NTCC) and Tripartite Co-operation Sub-Council for Labour Affairs (TCSLA) are tripartite organisations that are involved in the decision making process of OHS activities. NTCC is formed according to the principle of parity by representatives of the Cabinet of Ministers (CoM), Latvian Employers' Confederation (LEC) and Latvian Free Trade Union Confederation (LFTUC). TCSLA is a component of the institutional system of NTCC formed according to the principle of parity by the representatives of Government (MoW, SLI and Ministry of Justice), LEC and LFTUC. The main task of NTCC is to ensure and facilitate co-operation between the government, employers' and employees' (trade union) organisations at national level with the aim to secure co-ordinated solution of the problems of social and economic development that would be consistent with the public and governmental interests.

2. Implementation, supervision and control level

State Labour Inspectorate (SLI) is the key control and supervisory institution in the field of OHS operating under supervision of MoW.

As SLI is one of the key institutions in the OHS system, it has the largest scope of co-operation partners. SLI collaborates with:

- State Social Insurance Agency (SSIA) – on registering of accidents at work;
- State Sanitary Inspectorate (SSI), Environmental State Inspectorate (ESI), Technical Inspectorate of State Railways (TISR), State Energy Inspectorate (SEnI), State Education Inspectorate (SEI), State Joint Stock Company (SJSC) “Latvijas Meži”, State Fire-fighting and Rescue Service (SFRS), - on the issues within the scope of each of the Inspectorates (inspections of workplaces);
- State Construction Inspectorate (SCI) – on issues related to approval of commencement of utilisation of construction objects and on the legality of construction works;

- State Revenue Service (SRS) – joint spot-checks for combating illegal employment, exchange of information on the number of enterprises, employees and employment contracts in the respective region;
- Centre for Protection of Consumer Rights (CPCR) – exchange of information on market surveillance issues, organisation of joint spot-checks on the compliance of PPE with the requirements of normative acts;
- State Police (SP) – invited to participate in inspections on illegal employment, involved in investigation of lethal and serious accidents;
- IOEH – on the data necessary for diagnostics of occupational diseases, as well on diagnostics of occupational diseases issues.

Other institutions:

- Public Health Agency (PHA) main objective is to promote public health by participating in implementation of national policy in the field of hygienic and epidemiological safety, to carry out surveillance of communicable and non-infectious diseases in the country, to inform and educate the public about topical public health issues;
- Latvian Environmental Agency (LEA) is responsible for the implementation of the national environmental policy;
- NPO SJSC Latvijas Valsts standartu (LVS) is national standardisation body responsible for creation of a national standard stock by organisation of elaboration of Latvian national standards and adaptation of international and regional standards;
- Occupational and Radiation Medicine Centre (ORMC) provides qualified consulting, out-patient and in-patient assistance to the occupational patients, persons with increased risk of developing occupational pathologies;
- Radiation Safety Centre (RSC) ensures opportunities for safe use of ionic radiation sources and to protect inhabitants (including workers) and environment against the potential harmful impact while ensuring maximum available benefits from the use of ionic radiation sources for the inhabitants;
- Catastrophe Medicine Centre (CMC) organises and controls medical emergency system for cases of catastrophes in Latvia.
- Central Statistics Bureau (CSB) basic task is to establish a uniform system for statistical information in compliance with international standards and methodologies to provide domestic and foreign users with timely, correct, complete, easily understandable and internationally comparable statistical information, including OHS issues;
- Food Safety Centre (FSC), whose main function is to protecting national interests as regards the harmlessness and safety of food products;
- Medical Care and Working Capacity Expertise Quality Control Inspectorate (MCWCEQCI) performs quality control of compulsory health checks in medical institutions;
- Medical Commission of Health and Working Capacity Expertise (MCHWC), whose functions include evaluation of the health status and working capacity of patients and persons who have suffered in accidents;

Enterprise and service level

Joint Club of the Small and Medium Sized Enterprises of Latvia (JCoSMEL) promotes business activities and represents entrepreneurs' interests. Among other issues, JCoSMEL also organises seminars and lectures on OHS issues for enterprises.

Chamber of Trade and Industry (CTI) is a non-governmental, politically neutral and voluntary association of enterprises of various industries covering the whole territory of Latvia. On the basis of the global practice of chambers of trade and industry, CTI attempts to create business-friendly environment by identification and defence of the economic interests of Latvian enterprises and by provision of business promotion services. As regards OHS, upon specific requests from enterprises, CTI provides them with the necessary consulting and information.

ANNEX 5

Feasibility studies done by previous PHARE projects

During elaboration of project proposal "Occupational health and safety (OSH) system (further development)" for Phare Transition Facility Projects experience and preparatory work done by several previous projects (see chapter 3.2. Linked activities of proposal) were taken into account.

No specific feasibility studies were provided as existing and available data were considered as sufficient.

First initial analysis of equipment necessary for provision of functions of National Institute on Occupational Health and Safety were provided prior to purchase of equipment within PHARE project "Approximation of the legislation and enhanced institution building in the field of occupational safety and health". Some of the most critically needed equipment were purchased at that time and planning was provided by the experts from Institute of Occupational and Environmental Health for further necessary equipment that served as basis for planning of technical specification for contracting during next PHARE project.

Largest contribution was provided by PHARE project "Improvement of Working Environment in Private and Privatised Enterprises" (LE 9911.01) where among many other conclusions and recommendations by PHARE advisors detailed analysis of necessary equipment for National Institute of Occupational Health and Safety were provided identifying relevant EU Directives and necessary support to MoW and SLI in terms of scientific and research support. This project also stated clearly that use of IT based tools (including those using web technologies and available through Internet) should be stimulated and that creation of OHS related data bases are of utmost importance for sustainable long term development of Latvian OSH system. However due to limited resources not all relevant equipment was purchased within this project thus leaving many gaps in expertise and research support to MoW and SLI (through OHS policy monitoring pilot projects, creation of data bases, scientific surveys, practical research and expert support and training to SLI).

Based on this available information equipment that has not been purchased during previous projects and that was considered as important for support to practical implementation of EU Directives on issues like asbestos, carcinogenic substances etc. (see Annex 7 for most important relevant EU Directives) were included in this project proposal.

Feasibility studies for planning of equipment purchase were therefore recognised as not necessary.

ANNEX 6

Most relevant Occupational Health and Safety EU Directives whose implementation will be facilitated through supply of specific laboratory equipment for Institute of Occupational and Environmental Health

	Council Directive 89/391 of 12 June 1989 on the introduction of measures to encourage improvements in the safety and health of workers at work
	Council Directive 89/654/EEC of 30 November 1989 concerning the minimum safety and health requirements for the workplace
	Council Directive 89/655/EEC of 30 November 1989 concerning the minimum safety and health requirements for the use of work equipment by workers at work and Directives 95/63/EC and 2001/45/EC amending Council Directive 89/655/EEC
	Council Directive 90/269/EEC of 29 May 1990 on the minimum health and safety requirements for the manual handling of loads where there is a risk particularly of back injury to workers
	Council Directive 98/24/EC of 7 April 1998 on the protection of the health and safety of workers from the risks related to chemical agents at work and supporting Directives 91/322/EEC on establishing indicative limit values,
	Commission Directive 2000/39/EC of 8 June 2000 establishing a first list of indicative occupational exposure limit values in implementation of 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 90/394/EEC of 28 June 1990 on the protection of workers from the risks related to exposure to carcinogens at work and Directives 97/42/EC and 1999/38/EC
	Council Directive 92/85/EEC of 19 October 1992 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 92/91/EEC of 3 November 1992 concerning the minimum requirements for improving the safety and health protection of workers in the mineral-extracting industries through drilling
	Council Directive 92/104/EEC of 3 December 1992 on the minimum requirements for improving the safety and health protection of workers in surface and underground mineral-extracting industries
	European Parliament and Council Directive 2002/44/EC of the of 25 June 2002 on the minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (vibration)
	Directive 1999/92/EC of the European Parliament and of the Council of 16 December 1999 on minimum requirements for improving the safety and health protection of workers potentially at risk from explosive atmospheres
	Council Directive 83/477/EEC of 19 September 1983 on the protection of workers from the risks related to exposure to asbestos at work, Directives 91/382/EEC and 2003/18/EC amending Directive 84/477/EEC
	European Parliament and Council Directive 2003/10/EC of 6 February 2003 on the minimum health and safety requirements regarding the exposure of workers to risks arising from physical agents (noise)