TWINNING PROJECT FICHE

1. - Basic information

1.2 Twinning number                AZ09/ENP-PCA/SO/10
1.3 Title                         Support to the State Labour Inspectorate (SLI) in Occupational Health and Safety (OHS) enhancement in the Republic of Azerbaijan
1.4 Sector                        Employment and Social Affairs
1.5 Beneficiary country           Republic of Azerbaijan

2- Objectives

2.1- Overall objective:

The overall objective of the Twinning project is to enhance the enforcement of occupational health and safety legislation in order to improve social protection in the Republic of Azerbaijan.

2.2- Project purpose:

The purpose of this Twinning project is to strengthen the capacity of the State Labour Inspectorate in the field of Occupational Health and Safety.

2.3- Contribution to the Partnership and Cooperation Agreement (PCA) and the European Neighbourhood Policy (ENP) Action Plan:

The Twinning project will contribute to the fulfilment of the objectives of the Partnership and Cooperation Agreement\(^1\) between the European Community and The Republic of Azerbaijan and especially the aims and activities foreseen in the following articles:

- **Article 1**: *to provide a basis for legislative, economic, social, financial, civil scientific, technological and cultural cooperation.*

- **Article 43**: 1. The Parties recognize that an important condition for strengthening the economic links between the Republic of The Republic of Azerbaijan and the Community is the approximation of the Republic of Azerbaijan's existing and future legislation to that of the Community. The Republic of Azerbaijan shall endeavour to ensure that its legislation will be gradually made compatible with that of the Community.

  2. The approximation of laws shall extend to the following areas in particular: …, protection of workers at the workplace, …, protection of health and life of humans,

  3. The Community shall provide the Republic of Azerbaijan with technical assistance for the implementation of these measures, which may include inter alia:

    - the exchange of experts;

• the provision of early information especially on relevant legislation;
• organisation of seminars;
• training activities;…

➢ Article 47: The Parties shall cooperate in the field of construction industry.
This cooperation shall, inter alia, aim at modernizing and restructuring the construction sector in the Republic of Azerbaijan in line with the principles of a market economy and duly taking into account related health, safety and environmental aspects.

➢ Article 51: Mining and raw materials
2. The cooperation shall focus in particular on the following areas:
   …
   – safety in the mining industry.

➢ Article 62: Social cooperation
1. With regard to health and safety, the Parties shall develop cooperation between them with the aim of improving the level of protection of the health and safety of workers.
The cooperation shall include notably:
– Education and training on health and safety issues with specific attention to high risk sectors of activity;
– Development and promotion of preventive measures to combat work related diseases and other work related ailments;
– Prevention of major accident hazards and the management of toxic chemicals;
– Research to develop the knowledge base in relation to working environment and the health and safety of workers.

Moreover, following the EU enlargement in May 2004, the European Neighbourhood Policy (ENP) was launched.
The overall goal of ENP is to foster the political and economic reform process, promote closer economic integration, legal and technical approximation and sustainable development.

The Twinning project to enhance Labour Inspection on OHS in the Republic of Azerbaijan will also help to fulfil the priorities for actions of the specific EU/Azerbaijan ENP Action Plan² of November 14th 2006 and especially the following:
- Further convergence of economic legislation and administrative practices (priority area 7) and in particular to strengthen the institutions responsible for conformity assessment

Additionally, activities that will be undertaken during the Twinning project also fall within the objectives and actions from the above-mentioned action plan, namely:

- Ensuring respect for human rights and fundamental freedoms
  - Continue efforts to ensure trade unions’ rights and core labour standards, in accordance with European standards and relevant ILO conventions;

- Civil service reform and administrative capacity building
  - Promote general and specific awareness-raising measures and training on European standards, institutions and practices amongst Azerbaijani officials

- Take significant steps to reduce levels of poverty

- Ensure a closer approximation to EU standards in the area of social policy (gender equality, labour law and health and safety at work).

3.- Description of the Twinning project

3.1- Background and justification:

The State Labour Inspectorate (SLI) under the Ministry of Labour and Social Protection of Population of the Republic of Azerbaijan was established by decree of the President of the Republic of Azerbaijan on 27 January 1997 (N-544).

SLI is the public body foreseen by the Constitution of the Republic of Azerbaijan to carry out state control over compliance to labour legislation.

Its role and responsibilities as an executive authority are described in:
- Article 15 of the Labour Code, and
- Order of the Cabinet of Ministers N°20 of 9 February 2000 (sections 8.1- 8.10)

Its missions are the following:
- Enforcement of legislation to OHS and working conditions
- Investigation of non-compliance and work accidents
- Prevention of non-compliance.

SLI staff consists of 400 employees, of which 385 are public servants spread over 18 regions. 262 of these public servants are senior labour inspectors. The SLI is organized according to the organisation chart in annex 4.


In 2006, ILO published Convention 187 (Promotional Framework for Occupational Safety and Health, 2006), the aim of which is to promote continuous improvement of occupational safety and health to prevent occupational injuries, diseases and deaths, by the development, in consultation with the most representative organisations of employers and workers, of a national policy, national system and national programme.

The government of the Republic of Azerbaijan has formulated a National Employment Strategy (2005) which was further elaborated through a National Action Plan adopted in 2007. The strategy identifies several priorities, including a reform of the labour market institutions and policies (see also §2.3 above).

However, at the moment, the number of work accidents is still increasing in The Republic of Azerbaijan; working conditions and occupational safety have deteriorated during the past few years. According to the statistical data from the State Statistical Committee of the Republic of Azerbaijan (GOSKOMSTAT), the number of occupational injuries during the period of 2000-2007, is as follows.

3 http://www.ilo.org/ilolex/cgi-lex/convde.pl?C081
4 http://www.ilo.org/ilolex/cgi-lex/convde.pl?C155
5 http://www.ilo.org/ilolex/cgi-lex/convde.pl?C187
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<th>2000</th>
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<tr>
<td>Number of unable bodied deaths</td>
<td>177</td>
<td>115</td>
<td>179</td>
<td>188</td>
<td>240</td>
<td>189</td>
<td>273</td>
<td>330</td>
</tr>
<tr>
<td>Number of fatalities</td>
<td>37</td>
<td>27</td>
<td>59</td>
<td>52</td>
<td>72</td>
<td>54</td>
<td>81</td>
<td>128</td>
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<tr>
<td>expenditures for protection</td>
<td>8958.7</td>
<td>9148.3</td>
<td>7601.3</td>
<td>14428.7</td>
<td>12662.5</td>
<td>24265.2</td>
<td>27928.4</td>
<td>43918.9</td>
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Increased observance of the law lead to a decline in the number of work accidents and harmful working conditions and an increase in the motivation of the labour force. Social partners in Azerbaijan understand this viewpoint and are willing to cooperate with SLI. An important point is to develop a safety culture where social partners are involved and can play their roles in safeguarding the workers safety and health.

Labour Inspection is facing new challenges regarding the evolution of the labour market. It has to promote a wider approach such as workplace-assessment where all aspects of work are screened. This approach is more focused towards improvements in the general working conditions. Labour inspectors are key actors in this mission and have to involve employers and workers in this approach.

However, labour inspectors can only play a central role if they are well trained to practice their missions. They must be able to provide concrete and relevant information on the actual risks to workers, i.e. to give practical advice to eliminate or reduce these risks.

For implementation, a number of different activities are planned which together will have an effect such as:

- To improve OHS enforcement legislation
- To monitor OHS inspections
- To develop the operational OHS documentation for labour inspection regarding its missions and communication on OHS culture
- To set the base of a dynamic training approach through the definition of a training programme and a sustainable train-the-trainers approach
3.2. Linked activities:

3.2.1 TNO assessment

TNO prepared a report\(^6\) for the MLSPP in 2008 on occupational health and safety and the capacity of the State Labour Inspectorate to enforce relevant legislation in The Republic of Azerbaijan. This report helped the MLSPP and SLI to target objectives and linked activities for the improvement of OHS enforcement in The Republic of Azerbaijan. Some activities implemented during the Twinning Project have been identified in the TNO action plan, such for example:

\(^6\) TNO Quality of Life – report R08827/031-13578 for the MLSPP
## Activities of the Twinning project

<table>
<thead>
<tr>
<th>Objective1: lay foundation for transforming the approach of SLI</th>
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<td>Component 3, activities 3.2 and 3.3</td>
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<tr>
<td>a- Develop an enforcement strategy to implement new concepts as listed in the new occupational health and safety law</td>
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<td>Component 4, activities 4.3.&amp; 4.4</td>
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<tr>
<td>b-Develop training for SLI so that the concepts of prevention and bipartite workplace participation are clearly understood</td>
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<td>Component 3, activity 3.1 and Component 4, activity 4.4</td>
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<td>e-implement professional code training to improve ethical behavior of inspectorate</td>
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<th>Objective 2: develop a framework for SLI for targeting high risk activities and enterprises</th>
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<td>Component 4, activity 4.4 (in the field of occupational health and safety)</td>
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<tr>
<td>b-develop and implement a training program for the SLI using best practices from the EU countries</td>
</tr>
<tr>
<td>Component 1, activity 1.2</td>
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<tr>
<td>c- Work in partnership with other EU and non EU countries</td>
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### 3.2.2 Other Twinning Project

Other Twinning projects are currently being launched in the Republic of Azerbaijan and especially the following: “Enhancing effectiveness and efficiency of social protection policy through improvement of the analytical and forecasting capacities of the MLSPP of the Republic of Azerbaijan” (AZ09/ENP-PCA/SO/08).

This project aims to improve monitoring, evaluation, data analysis, forecasting and strategic planning at MLSPP.
As such, its implementation will be directly useful for SLI in the continuation of component 2.

### 3.2.3 The World Bank project

The MLSPP has launched an important programme related to Social protection Development in close cooperation with the World Bank.
The World Bank project (WBP) is divided into different components. Component 1 “Labour Market Reform” includes technical assistance for task 1.6: enhancing the capacity of the State
Labour Inspectorate. This component 1 is addressing a reform of the structure of the MLSPP, and more particularly of the State Labour Inspectorate. The Labour Inspection covers a number of missions: collective bargaining, social dialogue, administrative tasks, occupational health and safety…

Part of the objective of the WBP is to improve delivery of labour market and protections through developing new, comprehensive policies involving all relative ministries and committees. The aim is also to revise existing labour legislation, normative acts, rules drafting EU and ILO best practice.

This WBP is linked to the Twinning project. It is consequently advised to set up joint steering group at the very inception of the Twinning project to coordinate different activities.

3.2.4 ILO

With the support of ILO, the government developed the “Decent work country program 2006-2009” for the promotion of opportunities for women and men to obtain decent and productive work in conditions of freedom, equity, security and human dignity.

To address youth employment challenge, the Government of The Republic of Azerbaijan also launched a “Safestart Campaign” which will be achieved by April 2010. This ILO project aims to support Integrated Youth Employment strategies (I-YES). Specific concerns were expressed to also focus on the construction sector in and around Baku. Numerous young people find jobs in this sector where risks are high and working conditions are often harmful.

3.2.5 IALI

The Republic of Azerbaijan is a member of international Association of Labour Inspection, a global professional association for Labour inspection. IALI organizes conferences such as one held in Latvia in 2008, regarding “Quality at work, quality at life, the role of the labour inspection in implementation European and national strategies” where SLI participated. As a member of IALI, The Republic of Azerbaijan can be involved in conferences and has access to an OHS network such has ILO and ‘European Agency for Safety and Health at Work’ (EU-OSHA). For example the risk assessment guideline (“Safety and health at work is everyone’s concern”) published by the Bilbao based EU-OSHA has been translated into Azerbaijani language.

3.2.6 JOINT PROGRAMME SOUTH CAUCASUS REGION / UKRAINE between the Council of Europe and the European Commission

The aim of this programme is to provide assistance on the drafting of the first national report on the Revised European Social Charter by the Republic of Azerbaijan and to provide training of government officials and other legal professionals as well as representatives of civil society in the legal requirements of the Charter. The overall objective is to ensure effectiveness of fundamental social rights in the Republic of Azerbaijan.
3.2.7 SLIC

The Senior Labour Inspection Committee assists the EC in monitoring the enforcement of EU legislation at local level. In particular, SLIC defines common principles of labour inspection in the field of health and safety and develop methods of assessing the national systems of inspection in relation to those principles. During the Twinning project implementation, these principles will be considered.

3.3- Mandatory Results:

In order to support the SLI in the implementation of reforms, in the overall context of the Labour Market reform, the Twinning project will implement specific improvements in Occupational Health and Safety and shall obtain the following mandatory results.

**Component 1: Specification for Occupational Health and Safety management systems is prepared**

This component aims at setting the basis of a new OHS enforcement legislation. This will be achieved in 2 phases:

- **A draft OHS enforcement legal specification based on a documentary analysis will be prepared**
  
The Azeri legislation regarding general prevention measures on Occupational Health and Safety will be reviewed in comparison with EU legislation. ILO 155 recommendation and framework directive 89/391 along with SLIC recommendations will especially be paid a special attention in the preparation of this draft.

- **An OHS enforcement legal specification is finalised**
  
The specification will encompass both the draft OHS specification mentioned above and the best practices of EU countries. It will take benefits of field observations made during the study visits and of roundtable discussions with EU and ILO experts to complement the documentary analysis by EU best practice for a comprehensive and pragmatic approach.

**Benchmarks:**

| Draft of OHS enforcement specification validated by the MLSPP and SLI by month 7 |
| Final OHS enforcement legal specification validated by the MLSPP and SLI by month 11 |
| Study visits carried out by month 7 |
| International roundtable carried out by month 9 |

**Component 2: Indicators to monitor OHS inspection are set up**

This component aims at implementing more efficient data gathering at SLI in order to identify harmful working conditions and monitor related indicators. This will be achieved in 2 phases:
- The methodology of investigation of harmful working conditions is reviewed
The methodology will contribute to identify hazardous working conditions and develop prevention strategies for SLI.

- Indicators for monitoring OHS inspection are implemented
These indicators will facilitate faster and more efficient data management and analysis and will consequently enable the SLI to establish injury and fatalities reduction targets.

**Benchmarks:**
- New methodology of investigation of harmful working conditions is validated by the MLSPP and the SLI by month 9
- OHS inspection indicators are set up by month 12 and updated on a bi-monthly basis

**Component 3: New operational documents and procedures on OHS are developed and Labour inspectors are trained to use them**

This component aims at developing documentation regarding enforcement, ethical behaviour and operations management.
This will encompass the following:

- **A code of ethical behaviour on OHS issues will be developed and implemented**
  This revised code will further increase ethical and professional behaviour of the SLI and will be taught through a study case.

- **An enforcement policy on OHS concepts will be developed and implemented.** This enforcement policy will put emphasis on prevention and responsibility issues for Labour inspectors and will provide Labour Inspection with guidelines to combine advisory and control measures.

- **Operational instructions will be developed and implemented**

In order to disseminate this new set of documents, trainers and Labour inspectors will be trained through study cases to using these operational documents.

**Benchmarks:**
- Code of ethical behaviour validated by the MLSPP and SLI by month 10
- The enforcement policy on OHS concepts validated by the MLSPP and SLI by month 11
- Operational instructions validated by the MLSPP and SLI by month 12
- A minimum of 50% of Labour inspectors trained by the end of the project

**Component 4: Strengthened training capacity on occupational health and safety through a train-the-trainers approach**

This component represents a major part of this Twinning project. It aims at setting up a sustainable pool of trainers which will acquire the basic skills to train Labour inspectors to OHS concepts in a continual improvement approach. It will also lay the foundations of sustainable training activities within SLI and will include the following:
- **A training plan will be established.** Thanks to a thorough needs analysis a framework plan over several years will be drawn up to develop Labour inspectors' skills and to promote a sustainable OHS culture.

- **Trainers will be selected and trained on OHS concepts.** Sustainable resources of a minimum of 15 trainers will be built up and evaluated in order to train all SLI staff. Several OHS concepts will be introduced to trainers to complete their training.

- **OHS modules for induction training will be developed.** Training modules on OHS issues for new Labour Inspectors will be designed and will be included within their induction training programme.

- **Training of labour inspectors to identify high risk sectors**
  Investigation process methodology will be introduced to trainers to complete their training, whom, at their turn, will train Labour Inspectors.

**Benchmarks:**
- Training strategy and plan validated by the MLSPP and the SLI by month 7
- Update of the plan on Month 17
- A minimum of 15 trainers are trained by month 8
- OHS modules for induction training developed by month 12.
- A minimum of 75% of Labour inspectors trained to identify high-risk sectors by month 16

**Component 5: More efficient communication tools created and technical needs for a field inspection suitcase defined**

This component is complementing the Twinning project with additional working tools for the SLI and aims at:
- Building Communication tools and spreading them out amongst all stakeholders (workers, employers, trade-unions) in order to develop a safety culture in the Republic of Azerbaijan (Master documents only)

The goal is to supply technical information and advice to employers and workers through different channels (including website) in order to increase their understanding of OHS expectations.

- Improving the equipment of Labour Inspectors to carry out their inspections

The Twinning project will specify the technical needs of SLI for a suitcase equipment.

**Benchmarks:**

- Information guidelines on new OHS concepts ready by month 6
- Information sheet on high risks ready by month 6
- Web site ready by month 17
- Technical specification of suitcase measurement equipment validated by the MLSPP and the SLI by month 6

3.4- Activities:

**Component 1: Specification for Occupational Health and Safety management systems is prepared**

**Activity 1.1: to prepare a draft of an OHS enforcement legal specification**

1.1.1 Conducting a comparative study between the existing provisions of the Republic of Azerbaijan Labour legislation (see annex 3) and EU requirements along with ILO and SLIC recommendations

1.1.2 Proposal of OHS enforcement draft specification identifying gaps and suggesting appropriate solutions for the enforcement of OHS

**Activity 1.2: to conduct a benchmarking on integrated labour inspection system in to EU Member States as compared to The Republic of Azerbaijan and finalise OHS specification**

1.2.1 Organisation of a study visit in an old Member State (EU15) to collect field information (one week for 7 people + interpreter)

1.2.2 Organisation of a study visit in a new Member State to analyse the functioning of the Labour Inspection according to ILO and Senior Labour Inspection Committee (SLIC) principles and recommendations (one week for 7 people + interpreter).

1.2.3 Organisation of a roundtable with 5 Member States to share experience and best practices regarding the enforcement of the integrated labour inspection system on the basis of ILO recommendations.

1.2.4 Finalise OHS enforcement specification to improve the integrated Labour inspection system

**Benchmarks:**

- Comparative study between Azeri legislation and EU/ILO/SLIC performed by month 5
- Draft OHS enforcement legal specification prepared by month 7
**Component 2: Indicators to monitor OHS inspection are set up**

**Activity 2.1: to set up a methodology of investigation on harmful working conditions and work accidents**

2.1.1 Review of the classification system for causes of occupational accidents  
2.1.2 Set up a methodology of investigation for labour inspectors based on the European Statistics of Accidents at Work (ESAW) methodology

**Activity 2.2: to design and implement indicators for monitoring OHS inspection**

2.2.1 Collection of accidents-at-work data on the basis of the above-mentioned methodology  
2.2.2 Design of indicators and definition of the process of updating them  
2.2.3 On the basis of these indicators, definition of criteria for targeting workplaces with hazards in order to reduce the number of fatalities.

**Benchmarks:**
- Paper on the classification system by month 7  
- New methodology of investigation of harmful working conditions validated by the MLSPP and the SLI by month 9  
- OHS inspection indicators are set up by month 12 and updated on a bi-monthly basis

**Component 3: New operational documents and procedures on OHS are developed and Labour inspectors are trained to use them**

**Activity 3.1: to elaborate an ethical behaviour code for State Labour Inspectorate**

3.1.1 Set up a draft code of ethical behaviour on OHS issues  
3.1.2 Provide training through an OHS study case for the inspectors with the expectation of including this behaviour within the inspectors’ performance contract (8 three-day-training sessions to cover at least 50% of Labour inspectors)

**Benchmarks:**
- Code of ethical behaviour validated by the MLSPP and the SLI by month 10  
- 50% of Labour inspectors on the enforcement policy by month 18

**Activity 3.2: to elaborate an enforcement policy on OHS concepts for State Labour Inspectorate**

3.2.1 Set up a draft OHS enforcement strategy combining control and advice  
3.2.2 Provide training through an OHS study case for the SLI with the expectation of strengthening prevention (8 three-day-trainings to cover at least 50% of Labour inspectors)

**Benchmarks:**
- The enforcement policy on OHS concepts validated by the MLSPP and SLI by month 11  
- 50% of Labour Inspectors trained on the enforcement policy by month 18
Activity 3.3: to elaborate OHS operational instructions for Labour Inspectors

3.3.1 Set up operational chapter specifying OHS instructions to be included into the general Labour inspection’s operations manual
3.3.2 Provide training through study cases to the trainers (in order for them to train inspectors on these operational instructions)

Benchmarks:
Operational instructions validated by the MLSPP and the SLI by month 12
All trainers trained on the operational instructions by month 15

Component 4: Strengthened training capacity on occupational health and safety through a train-the-trainers approach

Activity 4.1: to define a training strategy on OHS issues

4.1.1 Conduction of a training needs analysis and development of a training strategy on OHS issues (also involving social partners)
4.1.2 Prepare a training plan for the next few years according to the needs of MLSPP in order to develop a strong safety culture in Azerbaijan.

Benchmarks:
Training needs analysis paper ready by month 4
Training strategy and plan validated by the MLSPP and the SLI by month 7

Activity 4.2: to set up a train-the-trainer system

4.2.1 Creation of a working group to define a train-the-trainer approach
4.2.2 Definition of a training methodology and criteria to select the trainers
4.2.3 Conduction of interviews to select a minimum of 15 trainers
4.2.4 Training and evaluation of trainers (2 three day training sessions)

Benchmarks:
Working group defined and first meeting by month 2
Training methodology developed by month 8
Criteria to select the trainers ready by month 8
15 trainers selected by month 11
Evaluation of the trainers at the end of the twinning project

Activity 4.3: to develop and carry out training on OHS concepts for trainers of Labour Inspectorate

4.3.1 Creation of educational material for training courses based on new OHS concepts
4.3.2 Conducting a 4 weeks training for a minimum of 15 trainers and evaluation

Benchmarks:
5 training courses developed by month 14
A minimum of 15 trainers trained by month 18
Evaluation of the trainers at the end of the twinning project
Activity 4.4: to define the OHS induction training module(s) regarding the integrated approach

4.4.1 Creation of the OHS module(s) of the induction training programme
4.4.2 Creation of the induction training material dedicated to OHS

**Benchmarks:**
Creation of the induction training programme and the related material by month 14

Activity 4.5: to train on the investigation process of harmful working conditions and work accidents

4.5.1 Definition of the training material according to the results of activity 2.1
4.5.2 Training of trainers on the investigation methodology (2 one week sessions for a minimum of 15 Labour Inspectors)
4.5.3 Training of Labour inspectors by trainers (monitored under the twinning project)

**Benchmarks:**
Training material prepared by month 8
Trainees trained by month 10
Training and examination of Labour inspectors by month 16

Component 5: More efficient communication tools created and technical needs for a field inspection suitcase defined

Activity 5.1. to define communication tools for labour inspectors

5.1.1 Conducting an assessment of the current communication on OHS and definition of a strategy to communicate new OHS concepts
5.1.2 Preparation of information guidelines on new OHS concepts (for example, risk assessment, preventative approach). Only master documents will be prepared.
5.1.3 Development of web pages dedicated to OHS

**Benchmarks:**
Assessment paper of the communication on OHS by month 6
Communication strategic developed by month 8
Information guidelines on new OHS concepts ready by month 9
Web pages ready by month 17

Activity 5.2: to define “suitcase measurement equipment”

5.2.1 Drawing up a list of “suitcase” equipment to be used by the labour inspectors (such as vibration meter, sound meter,...) when conducting an inspection
5.2.2 Definition of technical specification for these equipments

**Benchmarks:**
Technical specification of suitcase equipment measurement equipment validated by the MLSPP and the SLI by month 6
3.5- Means/Input from the Member State Administration:

3.5.1- Profile and tasks of the Member State (MS) Project Leader

Role and tasks

The MS Project Leader will detail, coordinate and control the overall thrust of the project, lead the activities of the project and ensure the achievement of the mandatory results and be responsible for the implementation of the project. The MS Project Leader is expected to devote a minimum of three days per month to the project and to prepare quarterly reports and final report. He will manage the Project Steering Committee (see §4)

The MS Project leader will:

- Be a long-term Member State staff with necessary experience in a leading position in the Labour inspection sector;
- Have education and experience in the field of project management, institutional issues and organisation of policies and activities.

Profile

Qualification and skills

- University high level education in Economics, Engineering, Business or any qualification relevant to the mission;
- Excellent English communication skills, both spoken and written;
- Good inter-personal skills;
- Strong analytical and managerial skills.

General professional experience

- Long term staff from the MS partner administration;
- Experienced project manager with leadership, staff motivation and communication skills;
- Experience in international relations and multilateral activities.

3.5.2- Profile and tasks of the Resident Twinning Adviser (RTA)

A Resident Twinning Adviser will provide advice and technical assistance to SLI on the activities mentioned above (§ 3.4). He will support the organisation and the implementation of these activities in the framework of SLI/MS administration contract (§ 7.2). The RTA will also coordinate all activities and will provide advice to SLI in the various components of the Twinning project. The RTA will provide 18 months input on site.

Role and tasks

The RTA will be responsible for the day-to-day management and implementation of the project. His/her background should cover general legislative issues, sufficient knowledge of technical
subjects, preparation and implementation of OHS policies, management, capacity building and relations with the social partners.

The RTA will be based in an office within SLI offices and will liaise closely with his/her counterpart in SLI.

Profile

Qualification and skills

- University high level education in Law, in Economics, in Engineering or any qualification relevant to the mission;
- Excellent English communication skills, both spoken and written;
- PC computer literacy;
- Strong analytical and managerial skills;
- Good inter-personal skills.

General professional experience

- Minimum of ten years as labour inspector
- Experience as manager and coordinator of a team of labour inspectors;
- Experienced manager, demonstrating good record in leadership, project management, and communication;
- Experience in the organisation and delivery of training.
- Experience with international standards and procedures on safety management standards such as OHSAS 18001.

Specific professional experience

- Experience in developing, coordinating and conducting training programmes;
- Experience in international and multilateral relations, and particularly with EU and ILO;
- Experience in capacity-building.

RTA Assistant and interpreter

A full time assistant is foreseen to be recruited at the inception of the Twinning project implementation. A full time interpreter is also budgeted.

Technical support, search and dispatch of documentation, advice from other colleagues, facilitation of all procurement duties, family transportation and installation etc
- Regular contacts with the experts for a regular, flexible monitoring of their work between field visits
- Assistance in the development of relations with identified Institutional partners or companies when deemed necessary by the project activities
- Provide quality control (for instance through contact with the client, field visits, report perusal before submission)
- Secure the regular, monthly payment of the experts, irrespective of the situation of payment of the invoices by the contracting authorities.
- Assume translation and interpretation as necessary for the RTA.
3.5.3- Profile and tasks of the Short Term Experts (STE)

5 STE (activity 1.2) (20 days) attending the roundtable to share experience and best practices regarding the enforcement of the integrated labour inspection system on the basis of ILO recommendations.

STE 1: (estimation of 50 days of work) will be responsible for reviewing the Azerbaijani regulation on OHS issues regarding EU OHS concepts and ILO recommendations in order to analyse the gaps and to suggest appropriate solutions. *(Activity 1.1 and activity 1.2.4)*

STE 2: Expert in work accident (estimation of 45 days of work) Will be responsible for reviewing the investigation process of work accident analysis in order to set up an updated methodology. And participate in the setting up of indicators *(Activities 2.1, 2.2 and 4.5)*

STE 3: Expert in data management (estimation of 30 days of work) Will be responsible for setting up indicators *(activity 2.2)*.

STE 4: (estimation of 50 days of work) Will elaborate an ethical behavior code and an enforcement policy regarding OHS issues *(activity 3.1, 3.2)*

STE 5: (estimation of 40 days of work) Will be responsible for elaborating a comprehensive set of documents to control, to advise, to sanction, to report, to evaluate the actions as well to conduct consultation with social partners on operational manual on OHS issues and to promote OHS *(activity 3.3)*

STE 6: (estimation of 50 days of work) Will define a training strategy on OHS issues *(activity 4.1 and partly activity 4.2)*

STE 7: Expert (estimation of 65 days of work) Will organise OHS training to trainers *(partly activity 4.2 and activity 4.3)*.

STE 8: Expert (estimation of 38 days of work) Will support the design the OHS module(s) to be included into the induction training course and participate to the definition of the communication strategy and OHS information guidelines on OHS concepts *(activity 4.4 and 5.1.1and 5.1.2 )*

STE 9: Expert (estimation of 28 days of work) Will elaborate a communication strategy on OHS and the elaboration of information guidelines on OHS concepts *(activity 5.1.1 and 5.1.2)*.

STE 10: Expert (estimation of 10 days of work) Will develop web pages master dedicated to OHS *(activity 5.1.3)*.

STE 11: Expert (estimation of 8 days of work) Will define the “suitcase measurement equipment” *(activity 5.2)*.
4 – Institutional framework

The beneficiary of the project is the State Labour Inspectorate (SLI):

State Labour Inspectorate (under the Ministry of Labour and Social Protection of Population)
S. Askarova 85
Baku AZ 1009
REPUBLIC OF AZERBAIJAN

phone:(+994) 12-596 50 23
fax:(+994) 12-596 50 22
e-mail address: mlspp@mlspp.gov.az

An organisation chart of SLI is provided in annex 4

SLI will provide free of charge and as from the start of the Twinning operations, the appropriate working environment to the RTA, the RTA Assistant, RTA interpreter and to the Short Term Experts to be invited. This includes but is not limited to provision of offices, telephone and internet access for RTA, RTA Assistant, RTA interpreter and STEs, access to relevant data and persons dealing with subjects concerned and invitations of external stakeholders (such as Trade-Unions, Association of entrepreneurs, …) to participate in meetings of interest to them.

Project Steering Committee (PSC)
In order to control the implementation of the contract and to evaluate the project at completion, it is advised to set up of a Project Steering Committee. 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. This committee could include the following people:

- Member State project leader
- Beneficiary Country project leader
- Resident Twinning Adviser (RTA)
- RTA Counterpart
- Representative of the MLSPP
- Representative of the PAO
- Representative of the Delegation of European Union to the Republic of Azerbaijan

During the implementation of the project, the PSC will be responsible for monitoring that the requirements are met by both countries.
It is proposed that the PSC meets on a 3-monthly basis.

Working groups
In addition, it is advised to consider, under SLI responsibility, the creation of Working Groups within SLI that will support the implementation of the project.

World Bank Project Joint Steering Group (WBP-JSG)
Some activities are linked to the World Bank Project. Therefore, it is also advised to create a Joint Steering group with the WBP in order to coordinate activities and to guarantee the consistency of expected outcome. The RTA would be the ideal member of this WBP-JSG.
5- Budget

The total budget foreseen for the MS partner administration for the implementation of the Twinning project is 1 M€.

6- Implementation arrangements

6.1- Implementing agency responsible for tendering, contracting and accounting:

_The Delegation of the European Union to the Republic of Azerbaijan_

Mr Jean-Louis LAVROFF  
Head of Operations  
_Landmark III, 11th floor_  
_96 Nizami Street_  
_AZ1010 BAKU_  
REPUBLIC OF AZERBAIJAN  
_Tel: +994 12 497 20 63/64_  
_Fax: +994 12 497 20 69_  
-www.delaze.ec.europa.eu_  
Jean-louis.lavroff@ec.europa.eu

6.2- Beneficiary Country Project Leader:

_Beneficiary Country Project Leader:_

The Project Leader at the Beneficiary Administration will be Mr. Elnur Sultanov, Director of International Cooperation Department of MLSPP. He will be the counterpart of the MS Project Leader and will be involved in the Project Steering Committee (§4 above). He will guarantee that necessary resources are mobilized within SLI to successfully accomplish the activities under the project.

_International cooperation department_  
85, S.Asgarova St  
BAKU, AZ1009  
REPUBLIC OF AZERBAIJAN

Phone: +994 12 596 50 38/23  
Fax: +994 12 596 50 22  
Email: esultanov@mlspp.gov.az or esultanov@psap.az

_RTQ Counterpart:_  
Mr. Mammad H. Gaziyev  
Deputy Chief of State Labour Inspectorate  
85, S.Asgarova St  
BAKU, AZ1009  
REPUBLIC OF AZERBAIJAN
Beneficiary Country representatives and Member States experts involved will cooperate on the basis of the overall scheme presented in annex 5.

7- Implementation schedule
The timetable given below is indicative.


7.2- Start of project activities: Autumn 2010

7.3- Action’s implementation period:
The duration of the activities is 18 months and the project should start immediately after signature.

8- Sustainability
The project is designed so that it improves the institutional capacity of the State Labour Inspectorate (SLI) of the Ministry of Labour and Social Protection of the Population (MLSPP) of the Republic of Azerbaijan.

With the adoption of the Occupational Health and Safety requirements, taken into account the best practices of the European Union, the Republic of Azerbaijan will take benefit of a modern regulatory framework for development and functioning of a system for prevention in labour. Along with the overall responsibility for ensuring healthy and safe labour, the twinning will provide the SLI with the mechanisms for enforcement these requirements in order to improve occupational health and safety at work.

Enhancing labour inspection on occupational health and safety is important to meet national needs and to provide a solid response to the modernization of enterprises, promoting decent work in both the all sector of activities.

The role of the labour inspectorate consists of controlling and giving advice on safe and healthy work conditions and ensuring the design of specific workplaces in good condition. These operative goals mentioned in the concept of integrated labour inspection evoke qualifications of labour inspectors in labour legislation and regarding specific industry branches. Therefore, during this project a training strategy will be set up on the main training areas including occupational health and safety, social skills, methodological skills and management skills.

Labour Inspectors must be efficient and have a basic knowledge of the relevant legislation and its application. To exercise control on law compliance and protection rules, employers’
representatives have to participate in the inspection process, mainly with the purpose of investigating occupational accidents.

The achievements of the twinning project should be maintained as a permanent asset to the SLI even after its implementation. So in the longer-term, the twinning project is likely to have particular positive impacts on:

- Managerial, analytical skills, policy making skills of the SLI to enforce occupational health and safety regulation and to organize inspections on the basis of reliable data in order to improve working conditions and to decrease fatalities.
- Level of expertise of the Labour Inspectors, particularly in occupational health and safety issues, training, investigation process of work accidents.
- Recruitment of new Labour Inspectors who will receive systematic and continuous training, to maintain a high standard of professional competence including skills and knowledge of employer-worker relations and to prepare them for increasingly working conditions.
- International networking and fruitful co-operation of the SLI of the MLSPP of the Republic of Azerbaijan with similar Labour Inspectorate of the EU MS and with Institutional organisations such as SLIC.

9- Crosscutting issues

Equal opportunity principles and practices in ensuring equal gender opportunities in the Project will be guaranteed. Male and female participation will be based on the relevant standards of the EU.

During the preparation of the Twinning proposal, the member state shall ensure that this principle of equal opportunities is taken into account in the project.

During the implementation of the project the steering committee will be responsible for monitoring that the requirements are met by both countries.

10- Conditionality and sequencing

Senior management of SLI will be fully committed and will be fully involved in the activities.
Annexes

Annex 1 - Logical framework matrix

Annex 2 - Indicative implementation chart

Annex 3 - List of relevant laws and regulations (Azerbaijan, EU, ILO)

Annex 4 - Organisation chart

Annex 5 – Twinning scheme
## Annex 1 - LOGICAL FRAMEWORK MATRIX

### LOGFRAME PLANNING MATRIX FOR

<table>
<thead>
<tr>
<th>Programme name and number</th>
<th>ENPI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhancing Occupational Health and Safety (OHS) for the State Labour Inspectorate of the Republic of Azerbaijan</td>
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</table>

<table>
<thead>
<tr>
<th>INTERVENTION LOGIC</th>
<th>BENCHMARKS</th>
<th>SOURCES OF INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall objective</td>
<td>The overall objective of the Twinning project is to enhance the enforcement of occupational health and safety legislation in order to improve social protection in the Republic of Azerbaijan.</td>
<td>A new revisions and amendments made to National Labour Code (Chapter IX-Chapter on OSH ) to bring national legislation to international standards based on the OHS specification prepared under the project</td>
</tr>
<tr>
<td>Project purpose</td>
<td>The purpose of this Twinning project is to strengthen the capacity of the State Labour Inspectorate in the field of Occupational Health and Safety.</td>
<td>A new system is in place in the SLI</td>
</tr>
<tr>
<td>Component 1</td>
<td>Intervention logic</td>
<td>Benchmarks</td>
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<td>-------------</td>
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</tr>
<tr>
<td>1: Specification for Occupational Health and Safety management systems is prepared</td>
<td>Draft of OHS enforcement specification validated by the MLSPP and SLI by month 7. Study visits carried out by month 7 International roundtable carried out by month 9 Final OHS enforcement legal specification validated by the MLSPP and SLI by month 11</td>
<td>Copy of the validated document Copy of the validated document Overall study visits reports Roundtable programme and proceedings</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Component 2</th>
<th>Intervention logic</th>
<th>Benchmarks</th>
<th>Sources of Information</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 - Indicators to monitor OHS inspection are set up</td>
<td>New methodology of investigation of harmful working conditions validated by the MLSPP and the SLI by month 9 OHS inspection indicators are set up by month 12 and updated on a bi-monthly basis</td>
<td>Copy of the methodology Copy of bi-monthly indicators</td>
<td>MLSPP is ready to change its approach</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Component 3</th>
<th>Intervention logic</th>
<th>Benchmarks</th>
<th>Sources of Information</th>
<th>Assumptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - New operational documents and procedures on OHS are developed and Labour inspectors are trained to use them</td>
<td>Code of ethical behaviour validated by the MLSPP and SLI by month 10 The enforcement policy on OHS concepts validated by the MLSPP and SLI by month 11 Operational instructions validated by the MLSPP and SLI by month 12 A minimum of 50% of Labour inspectors trained by the end of the project</td>
<td>-Copy of the code -Copy of the document -Study case training documents Feedback forms List of participants</td>
<td>MLSPP agrees with a new enforcement policy regarding OHS</td>
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<tr>
<td>Component 4</td>
<td>4- Strengthened training capacity on occupational health and safety through a train-the-trainers approach</td>
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<td></td>
<td>Training strategy and plan validated by the MLSPP and the SLI by Month 7 Update of the plan on Month 17 A minimum of 15 trainers trained by month 8 OHS Modules developed by Month 14. A minimum of 75% of Labour inspectors trained by month 16</td>
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<td></td>
<td>Copy of the training needs analysis report Copy of the training strategy Copy of the Training plan and of the update Working group meetings minutes Copy of the methodology for the Train-the-Trainers approach List of criteria for selection of trainers Number of candidates interviewed List of participants Feedback forms Evaluation reports at the end of the project Copy of the training material and tools List of training participants Feedback forms</td>
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<td></td>
<td>Government Budget for implementation of the training plan is Retention of trained staff within the SLI available</td>
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<tr>
<th>Component 5</th>
<th>5 - More efficient communication tools created and technical needs for a field inspection suitcase defined</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Information guidelines on new OHS concepts ready by Month 9 Web pages ready by Month 17 Technical specification of suitcase measurement equipment validated by the MLSPP and the SLI by Month 6.</td>
</tr>
<tr>
<td></td>
<td>Copy of the master documents Web pages on OHS on SLI website Copy of the technical specification</td>
</tr>
<tr>
<td></td>
<td>Budget is available to purchase equipment and to print brochures</td>
</tr>
<tr>
<td>Activities</td>
<td>Details</td>
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<tr>
<td>------------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
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</tbody>
</table>
| **Activity 1.1: to prepare a draft of an OHS enforcement legal specification** | 1.1.1 Conducting a comparative study between the existing provisions of the Republic of Azerbaijan Labour legislation (see annex 3) and EU requirements along with ILO and SLIC recommendations  
1.1.2 Proposal of **OHS enforcement draft specification** identifying gaps and suggesting appropriate solutions for the enforcement of OHS | Comparative study between Azeri legislation and EU/ILO/SLIC performed by month 5  
Draft OHS enforcement legal specification prepared by month 7 | The MLSPP keeps the same line regarding OHS legislation reform |
| **Activity 1.2: to conduct a benchmarking on integrated labour inspection system in to EU Member States as compared to The Republic of Azerbaijan and finalise the OHS specification** | 1.2.1 Organisation of a study visit in an old Member State (EU15) to collect field information (one week for 7 people + interpreter)  
1.2.2 Organisation of a study visit in a new Member State to analyse the functioning of the Labour Inspection according to ILO and Senior Labour Inspection Committee (SLIC) principles and recommendations (one week for 7 people + interpreter).  
1.2.3 Organisation of a roundtable with 5 Member States to share experience and best practices regarding the enforcement of the integrated labour inspection system on the basis of ILO recommendations.  
1.2.4 Finalise OHS enforcement specification to improve the integrated Labour inspection system | MS approvals for both study visits received by month 2  
Objectives of each study visits clearly defined by month 3  
Study visits programmes defined by month 4  
Study visits of 5 days for 7 people carried out by month 7  
Roundtable programme defined by month 5  
Roundtable participants confirmed by month 7  
Roundtable carried out with 5 participants from MS and ILO carried out by month 9  
Final OHS enforcement legal specification prepared by month 11 | MLSPP is ready to promote the integrated approach and to enforce new OHS regulation |
<table>
<thead>
<tr>
<th>Component 2</th>
<th>Activity 2.1: to set up a methodology of investigation on harmful working conditions and work accidents</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2.1.1 Review of the classification system for causes of occupational accidents</td>
</tr>
<tr>
<td></td>
<td>2.1.2 Set up a methodology of investigation for labour inspectors based on the European Statistics of Accidents at Work (ESAW) methodology</td>
</tr>
<tr>
<td></td>
<td>Activity 2.2: to design and implement indicators for monitoring OHS inspection</td>
</tr>
<tr>
<td></td>
<td>2.2.1 Collection of accidents-at-work data on the basis of the above-mentioned methodology</td>
</tr>
<tr>
<td></td>
<td>2.2.2. Design of indicators and definition of the process of updating them</td>
</tr>
<tr>
<td></td>
<td>2.2.3. On the basis of these indicators, definition of criteria for targeting workplaces with hazards in order to reduce the number of fatalities.</td>
</tr>
<tr>
<td></td>
<td>Paper on the classification system by month 7</td>
</tr>
<tr>
<td></td>
<td>New methodology of investigation of harmful working conditions validated by the MLSPP and the SLI by month 9</td>
</tr>
<tr>
<td></td>
<td>Progress reports STE mission report</td>
</tr>
<tr>
<td></td>
<td>MLSPP is eager to promote a new approach regarding work accident compensation</td>
</tr>
<tr>
<td>Component 3</td>
<td>Activity 3.1: to elaborate an ethical behaviour code for State Labour Inspectorate</td>
</tr>
<tr>
<td></td>
<td>3.1.1 Set up a code of ethical behaviour on OHS issues</td>
</tr>
<tr>
<td></td>
<td>3.1.2 Provide training through an OHS study case for the inspectors with the expectation of including this behaviour within the inspectors’ performance contract (8 three-day-training sessions to cover at least 50% of Labour inspectors)</td>
</tr>
<tr>
<td></td>
<td>Activity 3.2: to elaborate an enforcement policy on OHS concepts for State Labour Inspectorate</td>
</tr>
<tr>
<td></td>
<td>3.2.1 Set up an OHS enforcement strategy combining control and advice</td>
</tr>
<tr>
<td></td>
<td>3.2.2 Provide training through an OHS study case for the SLI with the expectation of strengthening prevention (8</td>
</tr>
<tr>
<td></td>
<td>Code of ethical behaviour validated by the MLSPP and SLI by month 10 50% of Labour inspectors trained on the enforcement policy by month 18</td>
</tr>
<tr>
<td></td>
<td>Progress reports STE mission report</td>
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<tr>
<td></td>
<td>MLSPP is ready to strengthen the role of the SLI</td>
</tr>
<tr>
<td></td>
<td>OHS inspection indicators are set up by month 12 and updated on a bi-monthly basis</td>
</tr>
<tr>
<td></td>
<td>Progress reports STE mission report</td>
</tr>
<tr>
<td></td>
<td>All duties holders are ready to improve working conditions</td>
</tr>
<tr>
<td></td>
<td>The enforcement policy on OHS concepts validated by the MLSPP and SLI by month 11 50% of Labour inspectors trained on the enforcement policy by month 18</td>
</tr>
<tr>
<td></td>
<td>Progress reports STE mission report</td>
</tr>
<tr>
<td></td>
<td>MLSPP is ready to strengthen the role of the SLI</td>
</tr>
<tr>
<td>Component 4</td>
<td>Activity 3.3: to elaborate OHS operational instructions for Labour Inspectors</td>
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<tr>
<td>3.3.1</td>
<td>Set up operational chapter specifying OHS instructions to be included into the general Labour inspection’s operations manual</td>
</tr>
<tr>
<td>3.3.2</td>
<td>Provide training through study cases to the trainers (in order for them to train inspectors on these operational instructions)</td>
</tr>
<tr>
<td></td>
<td>Operational instructions validated by the MLSPP and SLI by month 12</td>
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<tr>
<td></td>
<td>All trainers trained on the operational instructions by month 15</td>
</tr>
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<td>Progress reports</td>
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<tr>
<td></td>
<td>STE mission report</td>
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<tr>
<td></td>
<td>MLSPP is ready to strengthen the role of the SLI</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity 4.1: to define a training strategy on OHS issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.1 Conduction of a training needs analysis and development of a training strategy on OHS issues (also involving social partners)</td>
</tr>
<tr>
<td>4.1.2 Prepare a training plan for the next few years according to the needs of MLSPP in order to develop a strong safety culture in Azerbaijan.</td>
</tr>
<tr>
<td>Training needs analysis paper ready by month 4</td>
</tr>
<tr>
<td>Training strategy and plan validated by the MLSPP and the SLI by Month 7</td>
</tr>
<tr>
<td>Progress reports</td>
</tr>
<tr>
<td>STE mission report</td>
</tr>
<tr>
<td>MLSPP considers improving OHS as a strategic objective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity 4.2: to set up a train-the-trainer system</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2.1 Creation of a working group to define a train-the-trainer approach</td>
</tr>
<tr>
<td>4.2.2 Definition of a training methodology and criteria to select the trainers</td>
</tr>
<tr>
<td>4.2.3 Conduction of interviews to select a minimum of 15 trainers</td>
</tr>
<tr>
<td>4.2.4 Training and evaluation of trainers (2 three day training sessions)</td>
</tr>
<tr>
<td>Working group defined and first meeting by month 2</td>
</tr>
<tr>
<td>Training methodology developed by Month 8.</td>
</tr>
<tr>
<td>Criteria to select the trainers ready by month 8</td>
</tr>
<tr>
<td>15 trainers selected by month 11</td>
</tr>
<tr>
<td>Evaluation of the trainers at the end of the Twinning project</td>
</tr>
<tr>
<td>Progress reports</td>
</tr>
<tr>
<td>STE mission report</td>
</tr>
<tr>
<td>MLSPP has the specific budget to train the trainers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity 4.3: to develop and carry out training on OHS concepts for trainers of Labour Inspectorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.3.1 Creation of educational material for training</td>
</tr>
<tr>
<td>5 Training courses developed by Month 14</td>
</tr>
<tr>
<td>A minimum of 15 trainers trained by month 18</td>
</tr>
<tr>
<td>Progress reports</td>
</tr>
<tr>
<td>STE mission report</td>
</tr>
<tr>
<td>MLSPP considers knowledge management of the SLI as a key objective</td>
</tr>
<tr>
<td>Activity</td>
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<td>----------</td>
</tr>
<tr>
<td>4.3.2</td>
</tr>
<tr>
<td><strong>Activity 4.4:</strong> <em>to define the OHS induction training module(s) regarding the integrated approach</em></td>
</tr>
<tr>
<td>4.4.1</td>
</tr>
<tr>
<td>4.4.2</td>
</tr>
<tr>
<td><strong>Activity 4.5:</strong> <em>to train Labour inspectors on the investigation process of harmful working conditions and work accidents</em></td>
</tr>
<tr>
<td>4.5.1</td>
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<tr>
<td>4.5.2</td>
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<td>4.5.3</td>
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<td></td>
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<tr>
<td>Component 5</td>
</tr>
<tr>
<td>-------------</td>
</tr>
<tr>
<td><strong>Activity 5.1. to define communication tools for labour inspectors</strong></td>
</tr>
<tr>
<td>5.1.1 Conducting an assessment of the current communication on OHS and definition of a strategy to communicate new OHS concepts</td>
</tr>
<tr>
<td>5.1.2 Preparation of information guidelines on new OHS concepts (for example, risk assessment, preventative approach). Only master documents will be prepared.</td>
</tr>
<tr>
<td>5.1.3 Development of web pages dedicated to OHS</td>
</tr>
<tr>
<td>Assessment paper of the communication on OHS by month 6</td>
</tr>
<tr>
<td>Communication strategy developed by month 8</td>
</tr>
<tr>
<td>Information guidelines on new OHS concepts ready by Month 9</td>
</tr>
<tr>
<td>Web pages ready by Month 17</td>
</tr>
<tr>
<td>Progress reports STE mission report</td>
</tr>
<tr>
<td>MLSPP wants to promote OHS issues</td>
</tr>
<tr>
<td><strong>Activity 5.2: to define “suitcase measurement equipment”</strong></td>
</tr>
<tr>
<td>5.2.1 Drawing up a list of “suitcase” equipment to be used by the labour inspectors (such as vibration meter, sound meter, ...) when conducting an inspection</td>
</tr>
<tr>
<td>5.2.2 Definition of technical specification for these equipments</td>
</tr>
<tr>
<td>Technical specification of suitcase measurement equipment validated by the MLSPP and the SLI by Month 6.</td>
</tr>
<tr>
<td>Progress reports STE mission report</td>
</tr>
<tr>
<td>MLSPP wants to develop a better understanding between the SLI and enterprises</td>
</tr>
</tbody>
</table>
Annex 2 – Indicative implementation chart

<table>
<thead>
<tr>
<th>kick off meeting</th>
<th>M0</th>
<th>M1</th>
<th>M2</th>
<th>M3</th>
<th>M4</th>
<th>M5</th>
<th>M6</th>
<th>M7</th>
<th>M8</th>
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<th>M10</th>
<th>M11</th>
<th>M12</th>
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<th>M15</th>
<th>M16</th>
<th>M17</th>
<th>M18</th>
</tr>
</thead>
<tbody>
<tr>
<td>inception phase</td>
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- short term expertise
- training
- round table
- study visit
Annex 3 – List of most relevant laws and regulations (Azerbaijan, EU and ILO; non exhaustive)

I- AZERBAIJANI REGULATION regarding Labour Inspection, and OCCUPATIONAL HEALTH AND SAFETY

Some legal references from Collection of normative documents from the Ministry of Labour and Social Protection of the Population and State labour Inspectorate (Baku 2008)

- CONSTITUTION OF THE REPUBLIC OF AZERBAIJAN

Second section, chap II basic rights and liberties of a person and citizen
Art 25: rights for equality
Art 31: rights to live in safety
Art 35: rights to work
Art 37: rights for rest
Art 38: rights for social protection
Art 39: rights to live in healthy environment
Art 41: right for protection of health

- REGULATIONS of 9 February 2000 on the State Labour Inspection in the Ministry of Labour and Social Protection
- ORDER OF THE CABINET OF MINISTERS N°20 of 9 February 2000 to approve the regulations on the State Labour Inspectorate (AZE 2000-R-74556)

- LABOUR CODE, 1 FEBRUARY 1999 and amendments

Division or Section IX- PROTECTION OF LABOUR

• Chapter Thirty-Three- Norms, Regulations and Principles for Protection of Labour
• Chapter Thirty-Four- Legal, Organisational, Technical, and Financial Guarantees of Occupational Safety
• Chapter Thirty-Five- Guarantees for Implementation of Employee Occupational Safety Rights
• Chapter Thirty-Six- Supervision of rules and regulations for protection of Labour quotas and responsibilities of employers

- DECREE OF CABINET N°38 (6 March 2000): approval of regulations on conducting on attestation about labour conditions
- Certificate State N°2948 (19 December 2002), registration about normative regulative legal act:
- **Methodology on assessment of hazardous working conditions** on the basis of the result of the attestation of the workplace (MLSP, N°154 4 December 2002)
- **Schedule (check list) for assessment of workplace**
- **Decree of the Cabinets N° 27** (28 February 2000): Regulation rules for investigation and registration of accidents at workplace.
- **Decree of the Cabinets N°66** (13 May 2003): Approval the list of heavy and light injuries.
- **Decree of the Cabinets N° 1** (3 February 2000): approval of a list of workplaces where it is required to submit the medical certificate regarding health of workers.
- **Decree of the Cabinets N° 106** (3 January 2000): approval of a list of hazardous works (stress or psychological affects) where working hours are limited and needed concreted data
- **Decree of the Cabinets N°7** (14 January 2002): approval of a list of workplaces where there is a high likelihood of vocational diseases.
### 2. EU ACQUIS COMMUNAUTAIRE: MAIN DIRECTIVES

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#### Manual Handling

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#### Personal protective equipment

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#### Work equipment

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<td>6.</td>
<td>2006/42/EC</td>
<td>Directive of the European Parliament and of the Council of 17 May 2006 on machinery, amending Directive 95/16/EC. The &quot;Machinery&quot; Directive of May 2006 aims to ensure the free movement of machines and their accessories, whilst laying down essential requirements regarding the health and safety of consumers. It is based on the principles of the &quot;New Approach to Technical Harmonisation and Standards&quot;. In line with this new approach, the design and manufacture of lifts and their safety components is subject to essential health and safety requirements</td>
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#### Physical agents

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### Chemical and biological risks


11. **98/24/EC** Directive of 7 April 1998 on the protection of the health and safety of workers from the risks related to **chemical agents at work**

12. **1907/2006** **REACH Directive**: (Registration, Evaluation and Authorisation of Chemicals)


### Asbestos


### Explosive atmosphere


### Electromagnetic and electrical risks

17. **2004/108/EC** **Electromagnetic Compatibility (EMC) requirements** (previously 89/336/EEC)

18. **2004/40/EC** Directive of the European Parliament and of the Council of 29 April 2004 on the minimum health and safety requirements regarding the exposure of workers to the risks arising from physical agents (electromagnetic fields)

19. **2006/95/EC** Directive **Low Voltage Equipment** designed for use with voltages of 50 to 1000 V ac and 75 to 1500 V dc offered for sale is included in its scope (previously 73/23/EEC)

### Limit values


### Radioprotection


### Display screen equipment
23. **90/270/EEC**


### Workplace
24. **89/654/EEC**


25. **92/58/EEC**


### Construction
26. **92/57/EEC**

Implementation of minimum safety and health requirements at temporary or mobile construction sites.

### Mineral extracting industries
27. **92/91/EEC**

Minimum requirements for improving the safety and health protection of workers engaged in **drilling in the mineral – extracting industries**.

28. **92/104/EEC**

Minimum requirements for improving the safety and health protection of workers in **surface and underground mineral – extracting industries**.

### Wastes
29. **75/439/EEC**


### Protection of young people and women
30. **94/33/EC**


31. **92/85/EEC**

Council Directive of 19 October 1992 concerning the implementation of **measures to encourage improvements in the safety and health of pregnant workers, workers who have recently given birth and women who are breastfeeding**. (Tenth individual Directive within the meaning of Article 16(1) of Directive 89/391/EEC).

### Board fishing vessels
32. **93/103/EEC**


### STATISTICS ON PUBLIC HEALTH AND SAFETY AT WORK

### 3. INTERNATIONAL LABOUR ORGANISATION DOCUMENTATION

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<td>R155</td>
<td>Occupational Safety and Health Convention, 1981</td>
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Annex 4 – Organisation Chart of the State Labour Inspectorate (SLI)
Annex 5 – Twinning scheme

Azerbaijan SLI / MLSPP

EUROPEAN COMMISSION PAO

MEMBER STATE Administration

PROJECT LEADER SLI (MLSPP)

PROJECT LEADER Member State

RTA

Counterpart

RTA

SLI experts

TWINNING PROJECT ON OHS SUPPORT TO SLI

EU Short Term Experts
# Table of Contents

**TWINNING FICHE** .......................................................................................................................... 1

1. - **Basic information** .......................................................................................................................... 1

2- **Objectives** ................................................................................................................................. 1

   2.1- Overall objective: .......................................................................................................................... 1

   2.2- Project purpose: .............................................................................................................................. 1

   2.3- Contribution to the Partnership and Cooperation Agreement (PCA) and the European Neighbourhood Policy (ENP) Action Plan: ............................................................................. 1

3.- **Description of the Twinning project** ............................................................................................ 3

   3.1- Background and justification: ..................................................................................................... 3

   3.2. Linked activities: .......................................................................................................................... 5

      3.2.1 TNO assessment ...................................................................................................................... 5

      3.2.2 Other Twinning Project ......................................................................................................... 6

      3.2.3 The World Bank project ....................................................................................................... 6

      3.2.4 ILO ........................................................................................................................................ 7

      3.2.5 IALI ...................................................................................................................................... 7

      3.2.6 JOINT PROGRAMME SOUTH CAUCUSUS REGION / UKRAINE between the Council of Europe and the European Commission ........................................................................... 7

      3.2.7 SLIC .................................................................................................................................... 8

   3.3- Mandatory Results: .................................................................................................................... 8

   3.4- Activities: .................................................................................................................................. 11

   3.5- Means/Input from the Member State Administration: ............................................................. 15

      3.5.1- Profile and tasks of the Member State (MS) Project Leader ........................................... 15

      3.5.2- Profile and tasks of the Resident Twinning Adviser (RTA) ............................................. 15

      3.5.3- Profile and tasks of the Short Term Experts (STE) .......................................................... 17

4 – **Institutional framework** .............................................................................................................. 18

5- **Budget** ....................................................................................................................................... 19

6- **Implementation arrangements** .................................................................................................. 19

   6.1- Implementing agency responsible for tendering, contracting and accounting: ................... 19

   6.2- Beneficiary Country Project Leader: .......................................................................................... 19

7- **Implementation schedule** ........................................................................................................ 20

   7.1- Launching of the call for proposals ......................................................................................... 20

   7.2- Start of project activities ............................................................................................................ 20

   7.3- Action’s implementation period: .............................................................................................. 20

8- **Sustainability** .................................................................................................................................. 20

9- **Crosscutting issues** .................................................................................................................... 21

10- **Conditionality and sequencing** ............................................................................................... 21

    Annex 1 - LOGICAL FRAMEWORK MATRIX ........................................................................... 23

    Annex 2 – Indicative implementation chart .................................................................................. 31

    Annex 3 – List of most relevant laws and regulations (Azerbaijan, EU and ILO; non exhaustive) ................................................................. 32

    Annex 4 – Organisation Chart of the State Labour Inspectorate (SLI) ..................................... 38

    Annex 5 – Twinning scheme ......................................................................................................... 39

**List of acronyms** .......................................................................................................................... 41
### List of acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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