

**44<sup>th</sup> ANNUAL MEETING OF THE CIS NATIONAL, COLLABORATING  
AND REGIONAL CENTRES  
GENEVA, 14-15 SEPTEMBER 2006**

**1. Introduction**

The 44<sup>th</sup> annual meeting of CIS National, Collaborating and Regional Centres took place at ILO Headquarters in Geneva, Switzerland, on Thursday and Friday, 14-15 September 2006. The meeting was attended by representatives of 27 National Centres, five Collaborating Centres and two Regional Centres of the worldwide network of occupational safety and health information Centres. Also present were Dr Jukka TAKALA (Director of the ILO SafeWork Programme), three SafeWork staff members, nine CIS staff members, two OSH specialists from ILO field Offices and four observers. The list of participants is attached as Annex I.

**2. Opening remarks**

Mr Gábor SÁNDI (Head of CIS) opened the meeting and welcomed the participants.

Mr Assane DIOP (Executive Director, Social Protection Sector, ILO) made a formal opening speech in French. He summarized the achievements of the CIS and the CIS Centres network and highlighted the political role of the Centres in raising awareness of the importance of OSH among decision makers and social partners in their countries. He asked that participants encourage the ratification of ILO Convention No. 187 on the Promotional Framework for Occupational Safety and Health. The text of his speech is reproduced in English in Annex II.

Mr SÁNDI thanked Mr DIOP for his speech.

**3. Election of a Chairperson**

Ms Elly GOOS (representing the Dutch National Centre), seconded by Mr Hamisi KITUMBO (representing the Tanzanian National Centre) and Mr Evgeny RESHETNIKOV (representing the Russian National Centre), proposed that Ms Maureen SHAW (President and CEO of the Industrial Accident Prevention Association (IAPA) of Ontario, Canada, a CIS Collaborating Centre) be Chairperson of the meeting. There being no other proposals, Ms SHAW was elected by acclamation. Ms SHAW said that she was honoured to be nominated as Chairperson and welcomed the opportunity that the meeting provided for open dialogue and conversation.

#### **4. Adoption of the Agenda**

Mr Gábor SÁNDI proposed an addition to the Agenda. It had been suggested by meeting participants that they should prepare a Declaration of Principles on the future direction of CIS and its network of National, Collaborating and Regional Centres. Mr SÁNDI said that the Declaration should take account of the Global Strategy on Occupational Safety and Health adopted by the International Labour Conference in 2003 and the new Convention concerning the Promotional Framework for Occupational Safety and Health (No. 187). He had prepared a summary of suggested items to be included in the Declaration and proposed that a subcommittee be established to work on a draft text to be presented to the meeting on Friday 15 September. A copy of the draft Declaration had been circulated to participants (see Annex III). The meeting agreed to this addition to the Agenda.

The following seven participants agreed to form the subcommittee:

Dr P.K. ABEYTUNGA (Canada)

Ms Silvia GIORDANO (Argentina)

Ms Elly GOOS (Netherlands)

Ms Mary MUCHENGETI (Zimbabwe)

Mr Evgeny RESHETNIKOV (on behalf of Mr Nicolai PASHIN) (Russian Federation)

Mr Israel SHREIBMAN (Israel)

Ms Barbara SZCZEPANOWSKA (Poland)

With this additional item, the Agenda for the meeting (see Annex IV) was adopted.

#### **5. Adoption of the Report of the 2005 meeting of CIS Centres**

A motion to adopt the Report of the 2005 meeting of CIS Centres was proposed by Ms Ifeoma NWANKWO (representative of the Nigerian National Centre) and seconded by Ms Véronique DE BROECK (representative of the Belgian National Centre). The Report, which had been made available on the CIS Website at: [http://www.ilo.org/public/english/protection/safework/cis/about/cisctr\\_mtg\\_05.pdf](http://www.ilo.org/public/english/protection/safework/cis/about/cisctr_mtg_05.pdf) was adopted as submitted.

#### **6. Report on CIS Activities**

Mr Gábor SÁNDI made a presentation on CIS at a time of change (this presentation is available on the CIS Website at:

<http://www.ilo.org/public/english/protection/safework/cis/about/centres.htm>

The ILO's Global Strategy on Occupational Safety and Health included an action plan for knowledge development, management and dissemination. CIS supported this action plan by

compiling databases and providing access to them, by creating or commissioning and disseminating publications and by providing an international meeting point for national institutions. Mr SÁNDI summarized the products made available on the CIS Website. He then outlined the functions of the three types of CIS Centres (National, Collaborating and Regional Centres) and welcomed some new Centres to the network:

National Centre in Algeria: Institut national de la prévention des risques professionnels (INPRP).

Collaborating Centres in Bangladesh: Bangladesh Occupational Safety, Health and Environment Foundation; in India: Sri Ramachandra Medical College and Research Institute (Deemed University); and in Portugal: Inspeção-Geral do Trabalho (IGT).

Regional Centre in Zimbabwe: African Regional Labour Administration Centre (ARLAC).

The CIS network had grown from 11 Centres in 1959 to over 140 Centres at present.

Mr SÁNDI then outlined future plans for CIS, including further development of Internet and off-line electronic resources, continuation of the annual Centres meetings, seeking support for regional ones and intensifying interaction with the Centres. Mr SÁNDI said that the CIS Website was very well used, with over one million hits per month. The most popular sections were the International Chemical Safety Cards (ICSCs) and the CIS OSH Glossary.

Ms Sheila PANTRY (Editor of the CIS Newsletter) raised the question of future funding of CIS activities and asked if there was any conflict between the proposed sale of CIS publications and the principle of providing free access to information. She also asked whether money received from sales always went to CIS. Mr SÁNDI replied that CIS received funds from the regular ILO budget and that there had been zero growth in the amount of these funds for several years. CIS had good relationships with publishers and CIS Centres and received many publications free of charge. CIS also received money from the European Union for specific projects. Mr SÁNDI pointed out that while most of the information from CIS was provided free of charge on the Internet, many users still preferred to pay for having the convenience of a printed version. He confirmed that CIS had an independent budget line and that all money from CIS sales should go to CIS.

Ms Barbara SZCZEPANOWSKA (representing the Polish National Centre) asked if the ILO *Encyclopaedia of Occupational Health and Safety* was to be updated.

Mr SÁNDI replied that no funds were available for a new edition at present. Revision would require volunteers to update the individual parts of the *Encyclopaedia* as well as a full-time editor.

Ms PANTRY thanked Mr SÁNDI, Ms Annick VIROT (CIS Centres Coordinator, Editor in Chief (French)) and the rest of the CIS staff for their work during the past year.

## **7. Report on the Latin American regional meeting 2006**

Ms Silvia GIORDANO (representing the Argentinian National Centre) presented a report on the Latin American regional meeting held in Buenos Aires in April 2006. The meeting comprised participants from Argentina, Brazil, Chile and Uruguay as well as the senior OSH specialist from the ILO Subregional Office for Latin America in San José, Costa Rica.

Mr Gábor SÁNDI gave a presentation on the activities of CIS.

The following needs had been identified:

- improve the availability of information resources in Spanish;
- update the CIS Thesaurus, databases, *Encyclopaedia*, etc.;
- increase the amount and availability of information on Latin America in the CIS database;
- define the requirements for the establishment and operation of a CIS National Centre;
- reinforce the agreement between the countries to assign resources to create CIS Centres throughout the region and to strengthen existing Centres;
- propose a technical cooperation plan to the ILO to establish a regional network of CIS National, Collaborating and Regional Centres;
- Work with employers' and workers' organizations to establish information centres specializing in OSH.

Mr SÁNDI thanked Ms GIORDANO for a well-organized meeting and for the hospitality he had received. He said that he had also been able to visit FUNDACENTRO, the CIS National Centre in São Paulo, Brazil, where he had made arrangements to receive electronic copies of bibliographic information on some 500 Brazilian theses on OSH that would be added to the CISDOC database. He hoped to make similar arrangements to receive material from regions that had so far had little input to CISDOC.

The Chairperson congratulated Ms GIORDANO on a successful meeting.

## **8. Presentations by Centres**

Representatives of 23 Centres presented a report on their activities during the previous year. The full text of those presentations that have been made available to CIS (indicated by \*) are available on the CIS Website. The main points of the presentations are outlined here. Annual reports received from Centres have also been made available on the Website (list of these Centres in:

Annex V): <http://www.ilo.org/public/english/protection/safework/cis/about/centres.htm>

It was suggested that CIS should prepare a CD of all the meeting presentations as a repertory of best practices.

Mr Alan CHONG\* (Information System Unit, Occupational Safety and Health Division, Ministry of Manpower, Singapore) reviewed the situation of OSH in Singapore:

- there is government support for OSH in Singapore;
- basic workplace standards should not be compromised in the pursuit of profit;
- there is a new framework for OSH following recent major accidents;
- information collection plays an important role in the framework;
- online system for reporting of accidents and diseases now available;
- OSH promotion, outreach, learning and sharing are also important.

Mr Antonios SERKEDAKIS (Ministry of Employment and Social Protection, Centre for Occupational Health and Safety (KYAE), Athens, Greece) outlined the recent activities of the Centre. He stressed that there were many users with poor Internet connections and that Greek translations of English and French materials were required.

Mr Kyung-Wong LEE\* (Korea Occupational Safety and Health Agency (KOSHA), Seoul, Korea) provided an overview of the new vision and mission of KOSHA. Information activities in 2005/2006 included:

- publication of multilingual training materials for immigrant workers;
- Internet access to books and videos;
- preparations for the World Congress in 2008;
- publication of weekly international OSH news;
- publication of OSH dictionary and glossary;
- activities of the international OSH network.
- KOSHANET information service.

Mr LEE extended an invitation to all participants to attend the XVIII<sup>th</sup> World Congress on Safety and Health at Work to be held in Seoul in 2008. Further information and registration details are available on the site: <http://www.safety2008korea.org>

Mr Lotfi KAHOUACH\* (Institut de santé et de sécurité au travail (ISST), ministère des Affaires sociales, Tunis, Tunisia) described the achievements of the Centre during 2005 in the areas of:

- medical and technical assistance;
- studies and research;
- training and information;

- national and international events: World Day for Occupational Safety and Health at Work and an international Conference on the management of chemical hazards at work.

Ms Siba HATEM\* (Arab Institute for Occupational Health and Safety, Damascus, Syria) outlined the activities of this Regional Centre:

- OSH training at the regional and country level;
- education and publishing, including translations into Arabic (in particular, two chapters on chemicals in the *Encyclopaedia*);
- technical support and advice;
- collaboration and coordination.

Ms HATEM thanked CIS for the continued support of their activities. She suggested that a regional CIS Centres meeting should be held in the autumn of 2007 to help develop the capacities of the Arabic-speaking Centres.

Ms Mariam AL ANSARI (Ministry of Labour, Labour Relations Department, Occupational Safety and Health Section, Manama, Bahrain) outlined the objectives of the OSH section and reviewed achievements in the fields of awareness, guidance and counselling during 2004-2006:

- periodical awareness programmes covering all activities and business sectors;
- semi-annual specialized bulletin on the activities of the OSH Section;
- detailed bulletin on important occupational accidents and the lessons to be learned;
- printing and distribution of OSH posters;
- annual OSH seminars in conjunction with the Arab Labour Organization and the ILO;
- co-ordination with ILO on the distribution of a CD on OSH administrative functions;
- organization of OSH educational lectures;
- bilingual brochure on functions and duties within OSH.

It is hoped that the Centre will soon have a Website.

Mr Nikolai PASHIN\* and Mr Evgeny RESHETNIKOV (All-Russia Centre for Occupational Safety (VCOT), Moscow, Russian Federation) said that many CIS activities have been undertaken since the last meeting. These included:

- continued publication of regular information bulletins on OSH for state bodies, scientific institutes, etc.;
- organization of large-scale conferences for the whole of Russia, including the participation of foreign experts;

- support for the World Day for Safety and Health at Work by holding meetings of OSH representative bodies, employers, scientific institutes, mass media, etc.;
- large-scale congress on security and occupational safety to be held in Moscow in December 2006.

Mr PASHIN and Mr RESHETNIKOV suggested that in countries where there were several OSH information centres, the procedure for becoming a CIS Centre should be made more formal. They proposed that the next CIS Centres meeting should be held in Russia.

Mr Hamisi KITUMBO\* (Ministry of Labour, Employment and Youth Development, Occupational Safety and Health Authority (OSHA), Dar es Salaam, Tanzania) outlined the role of OSHA at the national and enterprise level in Tanzania and described developments within the CIS Centre:

- connection to the Internet;
- procurement of computer hardware for HQ;
- Internet domain name registered (osha.go.tz);
- Website under construction;
- library construction in progress;
- data reporting system is at the design stage;
- events organized for the World Day for Safety and Health at Work.

Remaining challenges for the Centre include:

- hardware for zonal offices not yet in place;
- zonal offices not yet connected to the Internet;
- training of staff for the Centre.

Dr Farida ILES\* (Institut national de la prévention des risques professionnels (INPRP), Alger, Algeria) said that the Institute became a CIS Centre in November 2005. Activities include:

- active participation in the World Day (in Annaba);
- training for OSH personnel, related technicians and managers;
- organization of seminars;
- dissemination of OSH information;
- sensitization and contribution to the development of a spirit of occupational safety;
- preparation of safety posters;
- collaboration with CIS;
- future plans include improving the documentation collection, creation of a Website and training in the use of information tools.

Dr ILES remarked that the training day had been very useful but was not enough. She suggested further training for her staff either in Geneva or in Alger. She also said that the National OSH Profile for Algeria would be published. Dr ILES thanked Ms Michèle NAHMIA for her help in the development of the Institute.

**9. Presentation on good communication techniques by Ms Corinne PERTHUIS (ILO Department of Communication)**

The Chairperson introduced Ms Corinne PERTHUIS who had been working in the ILO Department of Communication for the past three years in charge of the area of the press and strategic communications.

Ms PERTHUIS spoke of the need for good communications and advocacy – the use of channels to get a message across and to build greater levels of awareness. This may be achieved via the media or by debate with key actors. It was essential to identify influential audiences and to work with partners. The ultimate goal was better press coverage. Ms PERTHUIS differentiated between substantive advocacy (the communication of knowledge and expertise) and communicative advocacy (the communication of one's work to the specialized media and to the public at large). It was important to pass from “savoir-faire” to “faire savoir”.

Ms PERTHUIS identified the following main points:

- identify and prioritize issues;
- identify target audience and methods;
- develop messages and products;
- involve the media (e.g. local newspapers);
- plan for private or public events; and finally
- stay modest.

Communications should be part of the overall strategy of an organization. An up-to-date list of journalists was a useful tool.

The Chairperson thanked Ms PERTHUIS for her presentation and invited questions.

Ms Sheila PANTRY (Editor of the CIS Newsletter) asked how a CIS message could be handled globally, e.g. arrangements for the annual World Day for Safety and Health at Work on 28 April. Ms PERTHUIS replied that tools for the 28 April should be prepared well in advance. In future, she would work more closely with Ms Annick VIROT (CIS Centres Coordinator, Editor in Chief (French)) in preparation for this event in order to give better visibility to CIS Centres.

Ms Maureen SHAW (Canada) said that in Canada they worked towards 28 April all year. She suggested the creation of a calendar of similar events, e.g. World Health Day, and the use of materials as they became available.

Ms PERTHUIS said that the need to incorporate the tripartite dimension and to consult all parties involved meant that more time was required.

Ms SHAW agreed, and said that the Centres could still start to work towards this event.

Ms Mariam AL ANSARi (Bahrain) said that they had first heard about the World Day for Safety and Health at Work in 2005. They had organized a seminar and prepared posters for distribution.

Mr Gábor SÁNDI asked where one might obtain a list of journalists.

Ms PERTHUIS said that lists were available on the Internet or in specialized directories in each country. It was important to establish personal contacts.

Ms SHAW said that success depended on good relationships, including those with journalists. Small local newspapers were usually able to include more details than larger national papers and were in a good position to deliver the message.

Ms PERTHUIS stressed the importance of having just one message to get across.

Dr P.K. ABEYTUNGA (Canada) said that it was the tradition to highlight the negative aspects of OSH and that we should also address the positive side and the promotion of the health of individuals. He asked how we could maximize the impact of the message.

Ms PERTHUIS said that the annual World Day for Safety and Health at Work on 28 April was a good opportunity to put across the message of "best practices".

Mr Karl-Josef THIELEN (Germany) agreed that it was necessary to have good relations with journalists and suggested that they should be given positive stories, such as case studies of rehabilitated workers.

Mr Debru NEGASH (ILO Subregional Office for North Africa, Cairo, Egypt) said that OSH technical information was difficult to communicate and asked for suggestions on how to do this.

Ms PERTHUIS said that it was up to us to translate the message from a technical language to one more easily understandable.

Mr. Zehirun GEZAHEGNE (Ethiopia) said that it was important to repeat the message again and again to get it across.

Mr Hamisi KITUMBO (Tanzania) said that the first annual World Day for Safety and Health at Work in Tanzania was held in 2004 and was successful in helping to win the political will for improved OSH and in encouraging some employers and workers to comply with OSH legislation.

Mr Lotfi KAHOUACH (Tunisia) gave some examples of the communication activities of the Tunisian National Centre. During the past ten years they had undertaken a co-operation programme

whereby training modules were passed on to the press for publication and the press were also invited to meetings. The traditional National Day of 25 October had been transferred to 28 April to coincide with the annual World Day for Safety and Health at Work.

Ms SHAW stressed the need to be transparent in the communication of information.

**10. Presentation on an improved OSH system in northwest Russia by Mr Roman LITVYAKOV (ILO Subregional Office for Eastern Europe and Central Asia, Moscow, Russian Federation)**

Mr Roman LITVYAKOV reported on an improved OSH system in northwest Russia. The main areas of work included:

- determination of the scope of the OSH problem to facilitate the development of safety programmes;
- promotion of social partnership in OSH at the enterprise level;
- estimation and awareness raising of the economic cost of poor working conditions;
- development of enterprise OSH management systems;
- dissemination of information from Finland and from joint projects.

A training course on risk management and risk assessment had been held in the Republic of Karelia in October 2005 and further courses were planned (this presentation is available on the CIS Website at: <http://www.ilo.org/public/english/protection/safework/cis/about/centres.htm>)

**11. Continuation of presentations by Centres**

The Chairperson stated that Ms Shaymaa SAMIR MOHAMED (National Institute of Occupational Safety and Health (NIOSH), Cairo, Egypt) had only recently been appointed as CIS Coordinator and as she had not had time to prepare a formal presentation on the Centre's activities, a brochure on NIOSH activities was available at the meeting.

Mr Zehirun GEZAHEGNE (Working Conditions and Environment and Inspection and Research, Ministry of Labour and Social Affairs, Addis Ababa, Ethiopia) explained that there were many problems in carrying out the functions of the Ministry:

- lack of awareness of OSH;
- high levels of non-compliance with legislation;
- under-reporting of accidents;
- lack of resources.

Mr GEZAHEGNE requested that Centres with material in English should send it to him. The Centre had received material from the ILO, which it was able to copy and send to universities. Mr GEZAHEGNE thanked CIS for their help.

Ms Elly GOOS\* (Ministry of Social Affairs and Employment, Library and Documentation Centre, The Hague, Netherlands) reported on a new project undertaken by the Centre involving the preparation of dossiers on specific topics. These dossiers were currently available on the Ministry's Intranet and would soon be made available on the Internet. Ms GOOS gave an overview of the contents of the dossiers and the dossier management system.

Ms Karnchana KARNVIROJ\* (National Institute for the Improvement of Working Conditions and Environment (NICE), Bangkok, Thailand) reviewed the Institute's OSH promotion strategy and activities:

- drafting of OSH and working environment master plan 2007-2009;
- issuing of new OSH regulations;
- study to find a suitable OSH Information system for Thailand;
- workshop on indicators for the OSH information system;
- events during National safety Week;
- annual Asia-Pacific OSH Meeting;
- launch of a new Website: <http://www.oshthai.org/>;
- zero accident campaign;
- training on SOLVE and psychosocial issues.

Mr Marcelo REBANDA (Instituto para a Segurança, Higiene e Saúde no Trabalho (ISHST), Lisbon, Portugal) highlighted the following points:

- the information unit is part of the Institute of Safety and Health at Work;
- it is the Portuguese focal point for the European OSH Agency;
- special topics covered include vibration, information technology at work, occupational diseases,
- organization of congresses and seminars;
- co-operation with international organizations, including Fundacentro in Brazil, INRS in France, INHST in Spain and ILO Office in Lisbon;
- translation of the CIS OSH Glossary into Portuguese.

Mr Israel SHREIBMAN\* (Israel Institute for Occupational Safety and Hygiene (IIOSH), Tel Aviv, Israel) reviewed the main activities of the Centre:

- provision of information for workers, managers, OSH professionals and members of the public;
- development and maintenance of databases;
- preparation of publications;
- maintenance of OSH-related legislation and standards register;
- OSH research;
- information on the transport of dangerous goods;
- development of educational software modules;
- translation of technical information sheets into Hebrew, Arabic and Russian;
- promoting the implementation of OSH management systems in accordance with the ILO guidelines;
- development of Website products;
- datasheets on occupations.

Ms Ifeoma NWANKWO\* (Federal Ministry of Labour and Productivity Inspectorate Department, Maitama-Abuja, Nigeria) explained that there was a problem of law enforcement in Nigeria because of a lack of labour officers and factories inspectors. There had been an increase in inspections and in the reporting of accidents in 2005 following an increase in the number of inspectors. Nigeria has a policy on HIV/AIDS in the workplace that includes voluntary consultation and testing and dissemination of information on the rights of HIV-positive workers. The national system for OSH delivery includes information and advisory services on OSH as a critical factor in establishing a culture of safety and health at work. The Nigerian National CIS Centre has a critical role to play in OSH delivery in the country and needs capacity building and technical support to meet the challenges it faces.

Ms Irja LAAMANEN (Finnish Institute of Occupational Health, Helsinki, Finland) said that the Institute had been in existence for 60 years and that for 30 years the structure of the organization had been quite constant. Following the appointment of Harri Vainio as Director General, the FIOH had been totally reorganized. The Information Service Centre no longer exists and its activities have been merged with other information activities such as publishing (books and journals) and web services. The number of permanent library and information services personnel has been reduced from 10 to seven. Library and information services are now incorporated in one of the five "Centres of Expertise" that covers "Good practices and competence". In 2004, the Institute took the initiative to develop a so-called Field for Occupational Health within the Cochrane Collaboration (Cochrane Occupational Health Field), an international organization dedicated to providing information on its

site [www.cohi.fi](http://www.cohi.fi). Sources of information include databases of intervention studies and systematic reviews. Ms LAAMANEN highlighted the importance of electronic information for the future.

Ms Nguyen Trinh HUONG\* (Environment Technology Department, National Institute of Labour Protection (NILP), Hanoi, Viet Nam). Information activities within the CIS Collaborating Centre include:

- publication of books and other material on OSH and environmental protection;
- quarterly scientific and technological journal on OSH and the working environment;
- quarterly OSH Newsletter in Vietnamese and English;
- participation in training of engineers, employers, workers and technical staff;
- OSH awareness raising courses;
- library services;
- co-operation with KOSHA on Vietnamese workers in Korea;
- co-operation with JISHA on a "zero accident" training course.

Dr P.K. ABEYTUNGA (Canadian Centre for Occupational Health and safety (CCOHS), Hamilton, Canada) made a printed report available to the meeting. He stressed that it was essential to bring health to work and that psychosocial issues and lifestyles were important factors in the workplace. The Centre's OSH Answers Service was available free of charge and provided documents in an easy-to read style using simple language so that no technical knowledge was required.

Ms Barbara SZCZEPANOWSKA\* (Central Institute for Labour Protection, National Research Institute, Centre for Scientific Information and Documentation, Warsaw, Poland) described the activities of the Polish National Centre:

- provision of an information service for Polish specialists;
- international promotion of Polish achievements and publications via CIS;
- dissemination in Poland of information on CIS and the CIS Centres network;
- co-operation with other CIS Centres;
- contribution of material to CISDOC;
- database development.

Ms Silvia GIORDANO\* (Departamento de Capacitación y Difusión, Ministerio de Trabajo, Empleo y Seguridad Social, Buenos Aires, Argentina) made the following points:

- the Centre is responsible for the reception and distribution of CIS database;
- the promotion of CIS was limited following a fire at the Centre;

- the Centre has seen an increase in the number of users as a result of its activities and its new presence on the Website: <http://www.srt.gov.ar>;
- promotion of the CIS network during the Latin American regional meeting in April 2006;
- enhancement of the operation and use of the library.

Ms Liliane GRAS (Service de l'information SST et activités stratégiques, Commission de la santé et de la sécurité du travail du Québec (CSST), Montréal, Canada) outlined the activities of the Centre:

- work in the priority areas of construction sites, safety of machines and equipment and young workers;
- organization of Health and Safety Week;
- regional events;
- brigade of Young Workers – participation of young workers to raise awareness of OSH among young workers on construction sites;
- publication of accident investigation reports on the Website;
- answering service for labour inspectors.

Ms Maria PURCHEREA (Service d'information et de documentation, Institutul National de Cercetare Dezvoltare pentru, Bucharest, Romania) made a printed report available to the meeting. She said that Romania was to become a member of the European Union and that a new labour protection law would be implemented. The Centre would soon have a new Website.

Ms Maureen SHAW\* (Industrial Accident Prevention Association (IAPA), Mississauga, Ontario, Canada) said that the Grand Opening of the new Centre would take place on 20 September 2006. Activities of the Centre include:

- provision of workplace safety education and training;
- awareness days for the community and businesses;
- research in health and safety in collaboration with academic institutions;
- transfer of knowledge from research to the workplace;
- development of new health and safety programmes;
- implementation of the "High Risk, Last Chance Firm Initiative";
- alliance agreement with the Canadian Standards Association (CSA);
- development of the CSA OSH management standard;
- development of a "Confined Space Entry" programme;
- organization of the IALI Conference in Toronto in April 2007;

- offer of bursaries to permit foreign delegates to attend the IAPA Annual Meeting in Toronto in April 2007.

IAPA received the Canada Award for Excellence (CAE) bronze award in 2006.

Outside of the meeting, Ms Graça NUNES (Inspeção-Geral do Trabalho (IGT), Lisbon, Portugal) said that the Centre was planning to organize activities with Lusophone countries and that collaboration from CIS would be appreciated.

## **12. Speech by Dr Jukka TAKALA (Director of ILO SafeWork Programme)**

The Chairperson introduced Dr Jukka TAKALA, Director of ILO SafeWork Programme.

Dr TAKALA said that he was pleased to see so many familiar and new faces at the CIS Centres meeting. We should all remember that, wherever we are located, we are not alone but are part of a network and a larger community. Since he started working at the ILO, the CIS Centres network had grown from 45 to over 140. It was important to support those Centres who were unable to attend the meeting. The types of materials required by users changed with time and location and it was important to identify information and other needs at a particular time and place. Dr TAKALA wished the participants a successful meeting.

## **13. Presentation by Mr András SZÜCS on new CIS databases with a collaborative approach to updating**

Mr András SZÜCS (Senior Information Officer, CIS) said that there were currently three databases in development in CIS: the revised SafeWork Bookshelf on CD and on the Internet (a presentation on this database would be made later by Mr Roman LITVYAKOV), the database of OSH Institutions (CISINST) and the CIS Centres News. He explained that CISINST and CIS Centres News shared common principles, including Internet access for editors and users, multiple languages and alphabets and collaborative maintenance. Mr SZÜCS gave a demonstration of these two databases and explained in more detail the concept of collaborative maintenance. This would involve input to the databases by authorized editors in the CIS Centres with the advantage that the data could be added in the local language and alphabet. He explained that this would provide an opportunity for raising the visibility of the Centres who would have both the credit for entering the information and the responsibility for ensuring its accuracy. All three databases were in the last phase of testing and it was hoped that they would be in production by October. A volunteer was required for their translation into Spanish.

This presentation is available on the CIS Website at:

<http://www.ilo.org/public/english/protection/safework/cis/about/centres.htm>).

Ms Sheila PANTRY (Editor of the CIS Newsletter) suggested that the CIS Centres News database be called OSH-RSS News, since the database offered the possibility of an RSS feed. Mr SZÜCS considered that the RSS was just one feature of the database and would only be used by those equipped with the necessary technology.

Mr Karl-Josef THIELEN (Hauptverband der gewerblichen Berufsgenossenschaften (HVBG), Sankt Augustin, Germany) asked whether there was a reporting system to record who had edited the data. Mr SZÜCS assured him that the system was password protected and that there would be a list of authorized editors and a log file of all changes made to the data.

Ms Silvia GIORDANO (Departamento de Capacitación y Difusión, Ministerio de Trabajo, Empleo y Seguridad Social, Buenos Aires, Argentina) asked what sort of information could be added to the CIS Centres News database and whether it could include a newly published book. Mr SZÜCS said that it could include, for example, notices of meetings taking place in the country. While the text of a book could not be included, it was possible to enter links to Internet sites or PDF files.

#### **14. Presentation by Ms Sheila PANTRY (Editor of the CIS Newsletter) on the pre-meeting hands-on training session**

Ms Sheila PANTRY presented a report on the hands-on training session on the use of information tools in OSH held on Wednesday 13 September. The training session was well attended and the room was well equipped with computers for the attendees. Ms PANTRY said that it was important to find out how people obtained their information and kept up to date. She noted that not many participants knew about the CISDOC database.

The following presentations had been made (they are available on the CIS Website at:

<http://www.ilo.org/public/english/protection/safework/cis/about/centres.htm>

- Ms Irja LAAMANEN of the Finnish Institute of Occupational Health, Helsinki, Finland, spoke about new information sources, searching techniques and sources of toxicological information. Based on two practical questions, Ms LAAMANEN showed how toxicological information may be found from various Internet sources. The search model presented may be used for other practical questions on toxicology.
- Ms PANTRY introduced a new service called OSH Update. This comprises a collection of 10 (soon to be 11 with NIOSHTICs) OSH databases available for searching: CISDOC, ILO Conventions and Recommendations, HSELINE, NIOSHTIC2, RILOSH, European Agency for Safety and Health at Work, ROSPA, standards, UK legislation, EU legislation. Where possible, links are provided to the full text. Ms PANTRY explained how to search

the database, how to present the results to users and how to create and disseminate new services.

- Mr Roman LITVYAKOV of the ILO Subregional Office for Eastern Europe and Central Asia, Moscow, Russian Federation, described the new SafeWork Bookshelf, available in English and French. The new Bookshelf contains the ILO *Encyclopaedia of Occupational Health and Safety*, the International Chemical Safety Cards (ICSCs), ILO Conventions and Recommendations on OSH and ILO Codes of Practice. Mr LITVYAKOV demonstrated the use of the new functions and search tools available on the Bookshelf (this presentation was repeated at the present meeting).
- Ms Barbara SZCZEPANOWSKA of the Central Institute for Labour Protection, National Research Institute, Centre for Scientific Information and Documentation, Warsaw, Poland), gave a presentation on creating new information services. She highlighted the importance of promoting information services, how to identify and assess the needs of customers, promotional activities and the need to build networks and to keep up with new sources of information. Ms SZCZEPANOWSKA also described the experiences of the Polish National CIS Centre.
- Ms Chantal DUFRESNE (OSH Information Specialist, CIS) described the products available on the CIS Website. In particular: the bibliographic database, CISDOC; the Virtual Bulletin (currently available from 1996); CIS Themes, providing access to OSH information resources on selected topics particularly relevant to the ILO and the world of work; the CIS Thesaurus; the ILO *Encyclopaedia of Occupational Health and Safety*; legislative texts on OSH (LEGOSH); the CIS OSH Glossary; and the CIS News.
- Ms Brenda DARDELIN (English editor, CIS) gave a demonstration of the search facilities of the CISDOC bibliographic database and explained how to display, print and email results of searches.

Ms PANTRY said that the participants' evaluation of the course indicated that it was a good course and suited to their requirements. She also said that the documents from this course would be made available on the Sheila Pantry site and could be used for training purposes as there were no copyright restrictions. She also pointed out that the CIS Newsletter was available on the site well before the printed version was distributed.

Ms Annick VIROT (CIS Centres Coordinator, Editor in Chief (French)) asked if it was planned to publish the SafeWork Bookshelf in other languages such as Chinese and Japanese, since the *Encyclopaedia* and the International Chemical Safety Cards (ICSCs) existed in these languages.

Mr LITVYAKOV replied that this was technically possible and that he would be happy to help any CIS Centres who would like to make the Bookshelf available in other languages.

#### **15. Presentation on the Framework Convention by Seiji MACHIDA**

Before introducing the next speaker, Mr Gábor SÁNDI said that they were honoured to have at the meeting Mr Marcel ROBERT who had established CIS and was its manager for over 15 years and who had assisted the French team of the ILO *Encyclopaedia*. He thanked Mr ROBERT for helping out with the French to English interpretation during this meeting.

The Chairperson then introduced Mr Seiji MACHIDA, Occupational Safety and Management Systems Cluster Coordinator for the ILO SafeWork Programme.

Mr MACHIDA described the background to the new ILO Convention (No. 187) and Recommendation (No. 197) on a Promotional Framework for Occupational Safety and Health which were adopted at the International Labour Conference in June 2006. He explained that the Convention was based on the following concepts:

- continual improvement of national OSH systems and performance through national OSH programmes (management systems approach);
- placing OSH high on national agendas;
- promoting the application of existing ILO OSH instruments;
- avoiding duplication with provisions in existing instruments
- ratification as soon as possible by most countries.

Mr MACHIDA also outlined the meaning of the key terms of the Convention and Recommendation: national OSH policy, national OSH system, national OSH programme and 4. He explained that the Convention involved a management systems approach to OSH and that the *ILO Guidelines on Occupational Safety and Health Management Systems (ILO-OSH 2001)* were now available in 21 languages.

Mr MACHIDA said that the Convention represented a very broad framework for OSH and was therefore relevant to us all. He stressed the importance of achieving a national commitment to OSH from the highest authorities and a wider ratification of existing ILO instruments.

The Chairperson thanked Mr MACHIDA for his presentation and invited questions (this presentation is available on the CIS Website at:

<http://www.ilo.org/public/english/protection/safework/cis/about/centres.htm>

Mr Hamisi KITUMBO (Tanzania) said that the *ILO Guidelines on Occupational Safety and Health Management Systems (ILO-OSH 2001)* were now available in Swahili.

Mr Evgeny RESHETNIKOV (Russian Federation) asked if he had details of the cost of accidents and diseases.

Mr MACHIDA replied that only estimates were available.

Dr Jukka TAKALA said that some economic data were presented in a Governing Body paper of March 2006, available on the SafeWork Website:

<http://www.ilo.org/public/english/protection/safework/econo/index.htm>

Mr Zehirun GEZAHEGNE (Ethiopia) said that Ethiopia had ratified Convention No. 155. He pointed out that it was not always easy to have full commitment for a national OSH policy and asked if it was acceptable that such a policy be incorporated in another policy area.

Mr MACHIDA replied that it was important to link OSH policy to other policy areas. In countries where the OSH policy was part of another policy, it was essential that the OSH provisions fully covered the requirements of Convention No. 155.

#### **16. Presentation on National OSH Profiles by Ms Michèle NAHMIAS**

Ms Michèle NAHMIAS (Senior OSH Specialist, ILO SafeWork Programme) explained that the first step in defining an OSH Programme in a country was to prepare a National OSH Profile – an inventory of the situation of OSH in that country. The National OSH Profile should include information on the following elements:

- OSH legislative framework;
- designated bodies responsible for OSH;
- mechanisms for ensuring compliance with laws and regulations;
- arrangements for cooperation between management and workers;
- national tripartite body/ies;
- information and advisory service on OSH;
- provision of OSH training;
- occupational health services;
- research;
- collection of data on occupational injuries and diseases.

The National OSH Profile enables the identification of both strong and weak points in the OSH situation. It may be used as a benchmark to establish priorities and should be updated as the OSH Programme proceeds. It was decided not to put the National OSH Profiles on the SafeWork Website, since they belong to the individual countries. It would be up to each country to decide whether to put their Profile on the Internet. This would however provide a means of publicizing the

Profile and getting some reaction. Some model of National OSH Profiles were already available for Finland, Viet Nam and Egypt. Both long and short versions of the Profile may be prepared (this presentation is available on the CIS Website at:

<http://www.ilo.org/public/english/protection/safework/cis/about/centres.htm>).

Mr Israel SHREIBMAN (Israel) said that it was essential to highlight the importance of OSH information centres and that there should be one in each country.

Ms Annick VIROT (CIS Centres Coordinator, Editor in Chief (French)) said that she had asked Mr Assane DIOP (Executive Director, Social Protection Sector, ILO) to recognize the importance of the CIS Centres in line with Section IV of the ILO's Global Strategy on Occupational Safety and Health which stresses the need to strengthen the CIS Centres and the network. He had agreed to write to all parent organizations of the CIS Centres in order to highlight the importance of and need for national OSH information centres.

The Chairperson said that these comments should be considered by the subcommittee's work on drafting a Declaration of Principles to be discussed later today.

Ms NAHMIAS suggested that it might be possible to add a paragraph to the CIS Report made to the Governing Body every two years to emphasise the need for recognition of CIS Centres.

Dr Jukka TAKALA said that paper copies of some National OSH Profiles were available and the Profile for Finland was available on the SafeWork Website.

#### **17. Presentation on CIS promotional activities by Ms Annick VIROT**

Ms Annick VIROT (CIS Centres Coordinator, Editor in Chief (French)) said that OSH had a low priority and that people were not aware of CIS and its products. It was essential to overcome this situation and to become more prominent. She then presented a mid-term evaluation of PPCS (Publicity Promotion Communication Strategy) in the 2006-2007 Biennium CIS work plan. Achievements in improving the visibility of CIS and SafeWork included:

- promotional material (bookmarks, leaflets, posters);
- briefings to ILO colleagues and visitors;
- participation in training sessions;
- CIS open doors during the International Labour Conference;
- Increased presence of CIS on ILO Website (press releases, OSH bibliographies for ILO events);
- CIS logo on Centres' Websites;
- active participation in the CIS Newsletter;

- development of new databases (CIS Centres News, CISINST);
- Case studies of good practice in information dissemination by CIS Centres.

This presentation is available on the CIS Website at:

<http://www.ilo.org/public/english/protection/safework/cis/about/centres.htm>

The Chairperson thanked Ms VIROT for her presentation and invited questions.

Ms Irja LAAMANEN (Finland) asked about the copyright situation if CIS products were translated into another language.

Mr Gábor SÁNDI replied that ILO products were subject to ILO copyright restrictions, while CIS products required an agreement. There were no problems with the material made available to CIS Centres on the CISDOC-TEXT CD, since for the purposes of copyright, the Centres were regarded as an extension of CIS. Mr SÁNDI also said that he had recently made arrangements with the publisher of the *International Journal of Occupational and Environmental Health* to receive machine-readable copies of the author abstracts for inclusion in the CISDOC database along with a link to the full text.

Ms Silvia GIORDANO (Argentina) said that the Latin American regional meeting had provided a good opportunity to promote CIS.

Ms LAAMANEN (Finland) asked if it was possible to have the International Chemical Safety Cards (ICSCs) translated into Latvian.

Mr SÁNDI replied that translations were carried out within the International Chemical Safety Cards (ICSCs) project and that while CIS continued to support the project, no CIS funding was currently available for translations. He pointed out that a new Internet version of the ICSCs was under development that included automated translation facilities. It would probably be better to wait for this new system before starting translation into another language.

Dr P.K. ABEYTUNGA (Canada) thanked Ms VIROT for her presentation. He made the following points:

- different types of promotion were required: promotion of the CIS Centres as a network and promotion of individual Centres;
- information was needed among people implementing programmes in the workplace and it was necessary to highlight the role of ILO/CIS;
- it was necessary to raise the profile of CIS within the ILO, and the National, Collaborating and Regional Centres could help in this;
- duplication of work should be avoided; Centres should benefit from each other's work and use the available technology to identify duplication and work together;

- the future of CIS lies in the use of new technologies; a strategic plan is needed to enhance the results and the image of CIS.
- many countries lack resources and need support from the network to raise their profile in their own country;
- in conclusion, it was essential to promote the CIS Centres network as a movement and to give the capability to the Centres to improve their profile.

Mr SÁNDI said that there was zero growth in the CIS budget, and even with the support of the Governing Body, there was still no increase in funding.

Ms Sheila PANTRY (Editor of the CIS Newsletter) said that the funding of CIS should be better understood and suggested that an item be prepared for the CIS Newsletter.

Dr ABEYTUNGA (Canada) said that the CIS Centres network should have some input to the ILO's Global Strategy on Occupational Safety and Health so as to emphasize the importance of information within the Strategy.

Mr SÁNDI said that progress was often measured in terms of indicators and questioned how one could measure value of an information service.

Ms Maureen SHAW (Canada) suggested that one indicator was the increase in the number of CIS Centres. The reports presented by the Centres at this meeting provided strong indicators for the future.

Ms VIROT said that the Promotional Framework for Occupational Safety and Health would provide a good tool for the promotion of the CIS Centres: Convention No. 187 states that the national system for occupational safety and health should include information and advisory services on occupational safety and health. Mr Assane DIOP was willing to write to all countries to ask that they have a functional CIS Centre with sufficient resources.

Ms LAAMANEN (Finland) suggested that there should be a globalization of work within the CIS Centres network so that information could be shared all over the world, e.g. from Finland to China. It was necessary to consider how this might be done.

## **18. Lunch reception in honour of Dr Jukka TAKALA**

CIS organized a buffet lunch reception in honour of Dr Jukka TAKALA who was leaving the post of Director of the ILO SafeWork Programme to take up the position of Director of the European Occupational Safety and Health Agency in Bilbao, Spain. Dr TAKALA was presented with gifts by Ms Maureen SHAW (meeting Chairperson) and other meeting participants. He thanked everyone for their hard work during his time at the ILO.

## **19. Discussion on future plans and new directions for CIS**

Mr Gábor SÁNDI opened a discussion on future plans by stressing the importance of having information available on the Internet. He demonstrated some of the resources available on Google and questioned how it would be possible for CIS to compete with such systems.

Mr András SZÜCS (CIS) commented that it was not possible to compete with the resources available to companies such as Google. However, CIS was in a position to provide information at the local level in local languages and that this was the aim of the new CIS collaborative databases.

Mr SÁNDI outlined some future projects for CIS:

- conversion of microfiches to PDF files to be made available online with links in CISDOC records;
- earlier Bulletins to be put online.

Ms Irja LAAMANEN (Finland) questioned whether resources would not be better used in getting more recent information rather than spending time and money on converting old material to PDF files.

Mr SÁNDI replied that they had decided to convert the microfiches rather than throw them away and that this was not an expensive project.

Ms Barbara SZCZEPANOWSKA (Poland) suggested that the Virtual Bulletin could be made to look more like the printed version, with introductory articles and bibliographies, etc., otherwise it was just a reproduction of parts of CISDOC.

Mr SÁNDI pointed that the Virtual Bulletin was indexed by Google, whereas CISDOC was not.

Ms Maureen SHAW (Canada) said it was important to make use of the Internet and other new technologies.

Ms Sheila PANTRY (Editor of the CIS Newsletter) stressed the importance of archiving information.

## **20. Discussion of the draft Declaration of Principles**

Ms Sheila PANTRY (Editor of the CIS Newsletter) presented the outcome of the subcommittee's work on drafting a Declaration of Principles on the future direction of CIS and its network of National, Collaborating and Regional Centres. She said it was important to raise the profile of CIS and the CIS Centres network and that this required the provision of good quality, reliable information. Ms PANTRY summarized

the main points of the Declaration (see Annex VI) and the Chairperson asked the meeting for comments.

Mr Nikolai PASHIN (Russian Federation) said that while it was important to support the Declaration, more time was required to think about it and more suggestions could be made after further study.

Dr P.K. ABEYTUNGA (Canada) pointed out that this was only a first draft and that amendments would be made.

Ms Sabine SOMMER (observer, European Union) said that it was important to highlight the strengths of the CIS network, in particular, the opportunity it provided for informal, open exchange of information.

The Chairperson suggested that such comments should be included in the preamble to the Declaration.

Ms Ifeoma NWANKWO (Nigeria) considered that the commitment should be stronger.

Mr Karl-Josef THIELEN (Germany) suggested that a “statement of the group” might better than a Declaration.

Ms Barbara SZCZEPANOWSKA (Poland) thought that a Declaration was stronger.

Ms PANTRY suggested that the Declaration should include a provision for a periodic annual review.

There was further discussion on the wording of the Declaration, in particular whether the Declaration should refer to the protection of workers, to everyone in the workplace or to all people.

There being no further time for discussion, the Chairperson suggested that CIS should circulate by email a second draft of the Declaration for comments.

It was also suggested that the letter that Mr Assane DIOP was proposing to send to all countries should include a copy of the Declaration.

Mr Gábor SÁNDI said that a letter (in English, French and Spanish) should be sent to Mr DIOP and to higher levels of the ILO to raise awareness of CIS and the CIS Centres.

The Chairperson congratulated the meeting on the work they had done on the Declaration.

## **21. Closure of the meeting**

Ms Maureen SHAW thanked the meeting for the opportunity to act as Chairperson.

Dr P.K. ABEYTUNGA said that they had had a productive meeting with good discussions. He thanked Ms SHAW for making it possible to achieve so much.

Mr Gábor SÁNDI thanked Ms SHAW for acting as Chairperson and the interpreters for their work in translating the proceedings of the meeting from English to French. He also thanked all those in CIS who had helped to organize the meeting: Ms Annick VIROT, Mr András SZÜCS, Ms Chantal

DUFRESNE, Ms Brenda DARDELIN, Ms Françoise RIETTE, Ms Françoise ASPER-JIMAJA, Mr Michel BUET, Ms Marie-Josée CHARLIOT. Finally he offered his thanks to Dr Jukka TAKALA for his presence at the meeting and to all the participants. Mr SÁNDI said that he would remember the advice he had received from participants. Meanwhile the routine work of CIS would continue. The venue for the next CIS Centres meeting should be decided soon and the possibility of a regional meeting in 2007 would be discussed.

The meeting was then closed.

This report is available at:

[http://www.ilo.org/public/english/protection/safework/cis/about/cisctr\\_mtg\\_06.pdf](http://www.ilo.org/public/english/protection/safework/cis/about/cisctr_mtg_06.pdf)

The annexes are available at:

[http://www.ilo.org/public/english/protection/safework/cis/about/cisctr\\_mtg\\_06ann.pdf](http://www.ilo.org/public/english/protection/safework/cis/about/cisctr_mtg_06ann.pdf)

The Web links to presentations and CIS Centres annual reports are available at:

[http://www.ilo.org/public/english/protection/safework/cis/about/cisctr\\_mtg\\_06pres.htm](http://www.ilo.org/public/english/protection/safework/cis/about/cisctr_mtg_06pres.htm)