

OIC NETWORK FOR OCCUPATIONAL SAFETY AND HEALTH (OIC-OSHNET)

DRAFT TERMS OF REFERENCE

1 BACKGROUND

OIC Network for Occupational Safety and Health is a network among similar local, national and regional institutions operating in public and civil domain, in the OIC Member Countries with the aim of establishing closer cooperation for sharing knowledge and experience, conducting joint research and training and organising new initiatives, projects and programmes in the field of occupational safety and health.

In line with the recommendations adopted during the cooperation project in Ankara in May 2010, and in continuation to the efforts already exerted in the area of occupational safety and health, SESRIC proposed to establish an OIC Network for Occupational Safety and Health (OIC-OSHNET). OIC-OSHNET was kicked off with a meeting, on 16-17 May 2011, in Ankara, Turkey, with the participation of experts and directors of occupational safety and health, besides deputy secretaries of Ministries of Labour from OIC Member Countries.

Participants mainly shared the current state of occupational safety and health (OSH) in their countries respectively; discussed the areas for future collaborations and called for consideration of the following recommendations for future cooperation:

- Establishing an OSH Portal, where knowledge sharing is facilitated;
- Developing a draft country profile and collecting the profile of each country;
- Providing all the support to the SESRIC's OSH Capacity Building Programme (OSHCaB);
- Establishing an expert and institutions database in the field of occupational safety and health;
- Designation of a National Focal Point for each country;
- Establishing Network Secretariat rotating among Member Countries every five year, and starting from Turkey;
- Determination of potential international and intra-OIC partners;
- Updating the concept paper in line with the recommendations adopted.

2 MAIN ACTIVITIES

Main activities of the OIC-OSHNET will focus on the following three areas:

Facilitating knowledge and experience sharing: OIC-OSHNET will work to seek ways and means for collaboration, to facilitate and increase systematic sharing of knowledge and experience among occupational safety and health professionals in the OIC Member Countries. A web portal will provide a platform for the OSH experts and institutions to exchange best practices and to learn from different experiences.

Developing capacity through cooperation and collaboration activities: OIC-OSHNET will work to promote both institutional and human resource capabilities of the OIC Member Countries in the area of OSH by organizing cooperation and partnership programmes, including capacity development, joint research and other collaborative activities with the aim of improving the quality of the service in the area.

Building awareness and enhancing cooperation among OIC Member Countries towards promotion of a sustainable national preventative safety and health culture on a continuous basis: OIC-OSHNET will serve as a platform to coordinate the joint activities among OIC Member Countries and with other potential international partners to establish a culture of preventive safety and health in the Member Countries.

3 MEMBERSHIP AND INVOLVEMENT

The OIC-OSHNET shall be a voluntary, informal and technical network, open to all concerned institutions of the OIC Member Countries, and relevant regional institutions for dialogue, consultations, cooperation and coordination.

Stakeholders may include the governments, international community, private sector and non-governmental organizations and associations related to OSH. All the stakeholders shall be primarily involved in process of regional and local stakeholder dialogue and consultations.

The target beneficiaries are on a wide spectrum, ranging from OSH professionals, trainers, and legislation makers to social stakeholders, and the most vulnerable groups of the society, undoubtedly exposed to risks and hazards at work.

4 GOVERNMENT INPUTS

As the governments are the primary undertakers of the implementation of the activities of the Network, the countries will make the following contributions to the Network towards successful implementation and achievement of the targets of OIC-OSHNET:

- The concerned Ministry will assign a professional staff with decision-making authority to be the contact point between the Network Secretariat and the Government for OIC-OSHNET, in order to coordinate and assure efficient completion of required activities.
- A Secretariat will be established at the XIX World Congress on Safety and Health at Work, on 11-15 September 2011 during the OIC-OSHNET sideline meeting in order to coordinate the activities of the OIC-OSHNET in close cooperation with SESRIC in managing the OSHNET portal and organizing the meetings. The Secretariat will provide administrative support for domestic travel arrangements, clearances for visas and arrangements for the annual network meetings (costs related to the organization of the meeting, including meeting hall, documentation, projection etc.) while participants bear their own costs, including the cost of travel and accommodation.
- Besides the annual meetings, essential to the process is to organize national workshops. Countries hosting the workshops are to play a prominent role in this respect. On behalf of each

host country, the relevant Ministry will provide the following resources and support for implementation of the technical assistance for the respective workshop:

- A senior officer to function as the link between the Government and the Secretariat;
- Regular support in the implementation and review of the Network activities and outputs;
- Administrative support for domestic travel arrangements, clearances for visas and work permits for international consultants (if needed), arrangements for meetings, interviews, data collection, studies, seminars, and workshops.

5 SECRETARIAT

The Secretariat shall start from Turkey and rotate among Member Countries every five years. The terms of the election of the new Secretariat shall be defined at the OIC-OSHNET sideline meeting during the XIX World Congress.

Monitoring the activities of OIC-OSHNET will be the primary responsibility of a staff member from the Secretariat who will coordinate and supervise all the related activities. He/she will work in close collaboration with SESRIC and concerned governments in the coordination and preparation of events contributing to the implementation process. SESRIC and the Secretariat will follow up the decisions that will be taken in the annual meetings.

6 COORDINATION AND SUPPORT

The National Focal Point (NFP), assigned by the concerned Ministry at each Member Country, at director level and with decision making capacity shall be the contact point between the Secretariat and the Government for OIC-OSHNET, in order to coordinate and assure efficient completion of required activities.

Each NFP will provide the following resources and support for the Network:

- National Focal Point will function as the link between the Government and the Secretariat;
- Regular support in the implementation and review of Network activities and outputs;
- Supply their country profiles which will be displayed at the OIC-OSHNET web portal.

7 STRATEGY AND METHODOLOGY

The strategy of the Network is to deploy a straightforward participatory process involving OSH stakeholders at all levels. A series of consultations will ensure a wide participation, and facilitate a broad information and knowledge sharing among all the stakeholders.

In particular, the objective of enhancing the capacity of the countries in the region will be achieved through a series of workshops, which will involve all the stakeholders of the Network and representatives from both international organisations and the civil society, with particular emphasis on the private sector, non-governmental organisations and the associations that promote the socio-economic advancement of vulnerable groups of the society (women, young, children).

The participants will be identified on the basis of their involvement in the OSH sub-sectors and will be asked to actively contribute to the workshops through the presentation of sectoral studies and through active discussions which will enable a successful dissemination of information and eventually feed into regional/continental synthesis of results to be realised at a later stage of the Network development.

The thematic working groups will be established at the annual meetings, if necessary. If any thematic working groups are established under the Network, the leading countries will be elected during the annual meeting through voluntary candidacy and by the vote of Network Members. The group activities will be administrated by the lead countries and monitored by the Secretariat.

8 MEETINGS

OIC-OSHNET shall meet annually. The exact timing and length of the meetings are determined by substance and needs. In principle, it is expected that there will be one annual meeting of two days' duration, and this meeting requires a physical presence of the members. Additional meetings can be organised in a form of virtual meetings using the means of information and telecommunication technologies.

NFPs are expected to attend all the meetings. Topics of the meetings shall be decided by the Secretariat in consultation with the Network Members. If necessary, a technical committee can be established by the Secretariat through voluntary candidacy from the Network Members to facilitate this consultation process.

Documents related to the annual meetings should be made available to the Members at least two weeks prior to meetings by the Secretariat. Network Members shall use the web portal for getting regular updates on schedules and meetings.

In addition to the regular meetings, workshops shall be organized with the initiative of the Network Members.

9 FINANCE

Arrangements for the annual network meetings, including domestic travel arrangements, are the responsibility of the Secretariat as the hosting country, while the arrangements for the workshops are the responsibility of the country that hosts that specific workshop.

On the other hand, since it is a voluntary and informal technical forum for dialogue, consultations, cooperation and coordination, OIC-OSHNET principally relies upon self-financing of the participating agencies. However, the Network will seek funding from bilateral and multilateral donors and the governments for some identified and concrete activities targeted to specific projects and programmes.