

FINAL REPORT
Contract No 2011/273-995

“Preparatory measures for the participation of Western Balkans (Albania, Bosnia and Herzegovina, Croatian, Former Yugoslav Republic of Macedonia, Montenegro, Serbia, Kosovo under UNSCR 1244/99) and Turkey in the European Agency for Safety and Health at Work”

1 Summary

In December 2011 the Agency has signed a Contribution agreement (Contract No 2011/273-995) with the European Commission (DG ELARG) "Preparatory measures for the participation of Western Balkans (Albania, Bosnia and Herzegovina, Croatian, Former Yugoslav Republic of Macedonia, Montenegro, Serbia, Kosovo under UNSCR 1244/99) and Turkey in the European Agency for Safety and Health at Work" hereafter referred to as IPA III project.

The contracted amount is 900 000 euro, with programme duration of 36 months.

Received funding from the Commission: 900,000 euro

Committed amount by 30 November 2014: 892,910 euro (99.2%)

Paid amount by 30 November 2014: 633,453 euro (70.4 %)

Paid amount by 31 May 2015: 871,350 euro (96%)

EU-OSHA developed its network in the Western Balkans and Turkey. There are six functional Focal Points in Albania, Former Yugoslav Republic Macedonia, Kosovo under UNSCR 1244/99, Montenegro, Serbia and Turkey that actively participate in the activities of the Agency. The Focal Point for Croatia continues his participation in the Focal Point network of the Agency, as a representative of a Member State (since 2013, when Croatia joined EU).

During the project representatives of the Focal Points participated in nine Focal Point meetings with the Agency.

There were many missions to the region and the contribution of the Agency's staff and network members of EU-OSHA has been considered very important for the development of the Occupational Safety and Health systems in the beneficiary countries.

The Focal Points in each beneficiary country organised various awareness raising activities in line with the ongoing European campaigns. Representatives of the beneficiaries participated in the Good Practice Award, pan-European poll, second ESENER survey and other OSH promotional initiatives of the Agency.

More than 70 publications have been translated to the different languages of the beneficiary countries. These documents include guidelines, promotional materials, OSH research, risk assessment tools, strategy papers and others, published by EU-OSHA. Some of the documents have been layout (prepared for printing) and others printed and distributed to the Focal Points.

Representatives of the beneficiaries participated in 23 workshops, trainings, seminars and conferences organised in the Member States, EEA/EFTA countries or in the Western Balkans and Turkey. On their own, the Focal Points and the respective organisations that they represent organised 10 national and international public events to which representatives of the Agency were invited to contribute as speakers.

2 Objectives

To ensure the Western Balkans and Turkey can participate effectively in the network and activities of the Agency following accession to the EU.

Developing the Agency's Focal Points in the Western Balkans and Turkey to be able to come up to the basic requirements regarding the Agency's Focal Point network and activities.

To contribute to the strengthening of tri-partite structures in the beneficiary countries.

To contribute to the development of a risk prevention culture and raise awareness on occupational safety and health. To transfer knowledge on OSH systems and programmes and good practice information.

3 Project purpose

To carry out preparatory measures to facilitate for the beneficiaries future participation in the Agency network and activities and also to stimulate cooperation between them.

To increase understanding of the function and operations of the Agency and more importantly the role the Focal Points with national, tri-partite networks should play within the Agency.

To provide support to the beneficiaries to participate in the EU-OSHA's projects and initiatives similarly to the Member States.

4 Activities

Strengthening and developing Focal Points and national networks (including the social partners and all relevant institution/organisation in the field of OSH) in the beneficiaries and support them to integrate into the Agency's network and activities by:

- ✓ Providing support to participate in meetings with the Agency (as Focal Point, Expert Group or other meetings)
- ✓ Agency staff and network members will conduct missions to the Western Balkans and Turkey to visit Focal Points and meet national network partners (e.g. social partners, employers' and employees' representatives) and to contribute to various events, seminars, trainings etc.
- ✓ Organising information activities, i.e. seminars, meetings in Bilbao, in the Western Balkans and Turkey or in the MS to increase understanding of the function and operations of the Agency, the role of the FOPs, national networks and Agency projects and initiatives.
- ✓ To support awareness-raising actions in the Beneficiaries involving them to participate in the Agency's European Campaigns along with the Good Practice Award, pan-European opinion poll, Photo Competition, possibly Film Award, Communication Partnership project, promotion of the Napo Teachers toolkit, or other Agency reports, projects, initiatives including the Online Risk Assessment Tool (OiRA) etc.
- ✓ Translating and production of information materials, preparation of print and web pdf layouts to be used on relevant Websites.
- ✓ To carry out the second European Survey of Enterprises on New and Emerging Risks - (ESENER) for Croatia and Turkey
- ✓ To provide support for Website development if necessary including helpdesk service for certain Agency projects.
- ✓ Providing support to participate at workshops, trainings, seminars, conferences organised in the MS, EEA/EFTA countries or in the Western Balkans and Turkey if the request arises from the side of the organisers or when the Agency considers it to be important for the Beneficiaries.

5 Implementation

5.1 Focal Point network in the beneficiary countries

Focal Points in the Member States, Candidate and EFTA countries make up the main network of EU-OSHA. Nominated by the relevant states, focal points are usually the national authority for safety and health at work.

The focal points manage a national tripartite network to provide input into EU-OSHA's projects and disseminate relevant information to stakeholders. Together with their networks participate in the Healthy

Workplaces Campaigns, Europe's largest safety and health awareness-raising activity, as well as managing national websites and nominating experts to attend EU-OSHA meetings and seminars.

Focal Points are the Agency's official representatives at national level and meet three times per year. Their overall role and function is set out in the Agency Regulation and in the updated Basic Requirements document.

The Agency has Focal Points established and functioning in seven beneficiaries:

	Focal Points
TURKEY	Ministry of Labour and Social Security, Directorate General for Occupational Health and Safety, Ankara Mr Kasim ÖZER
CROATIA	Ministry of Labour and Pension Systems, Directorate for Labour Mr Zdravko MURATTI (until 2013, since then Croatia is accepted as a MS and Mr. Muratti participates in the European Focal Point network)
SERBIA	Ministry of Labor, Employment Veterans and Social Affairs Occupational Safety and Health Directorate, Belgrade Mr Miodrag Loncovic
ALBANIA	Ministry of Social Welfare and Youth State Inspectorate of Labor and Social Services Mr Dritan YLLI (replacing Mrs Frosina Gino since March 2014,)
MONTENEGRO	Ministry of Labor and Social Welfare Labor Inspection for Safety at Work, Podgorica Mr Zlatko POPOVIC
FYROM	Macedonian Occupational Safety and Health Association Mr Milan Petkovski (replacing Mr Ljupcho Kochovski since July 2014)
KOSOVO under UNSCR 1244/99	Ministry of Labour and Social Welfare, Mr Agim Millaku

For the duration of the project the Agency was not able to sign a Contribution Agreement with the national authority for safety and health at work in Bosnia and Herzegovina. However some preparatory talks were held.

Annex 1: The presentation of the focal points on the EU OSHA website and a sample national focal point page (Turkey)

5.2 Focal Point meetings held in Bilbao or in other Member States

The Agency has been supporting the beneficiaries in participating as observers at the Agency's Focal Point meetings with the EU Member States.

Since the beginning of the programme 9 Focal Point meetings were organised. The Focal Points from the beneficiary countries participated in all of them as listed below.

2012

- 15-16 February 2012, Bilbao
- 12-13 June 2012, Bilbao
- 14-15 November 2012, Malta

2013

- 20-21 February 2013, Bilbao
- 11-12 June 2013, Bilbao
- 11-13 November 2013, Bilbao

2014

- 18-19 February 2014 Bilbao
- 13-14 March 2014 Bilbao
- 13 October 2014 Ljubljana

Annex 2: Sample Focal Point Meeting minutes (May 2014)

5.3 Project co-ordination meetings in Bilbao

Along with the Focal Point meetings were held Project Coordination meetings. On these meetings the Project Manager and other representatives of the Agency discussed with the Focal Points the development of the project, forthcoming activities and the overall situation in Europe and the region of Western Balkans and Turkey, regarding occupational safety and health issues.

Additional Project Coordination meeting was held with representatives from the Former Yugoslav Republic Macedonia in January 2012.

Two Governing board observers were reimbursed to participate in the meeting of the governing board of the Agency on 21-22 March 2013.

5.4 Missions by Agency staff, network members and external experts

Agency staff, network members and external experts contributed to the below listed seminars organized in the beneficiary countries:

- Seminar "Risk Assessment for Labour Inspectors", 26-28 April 2012, Bitola, Macedonia – 2 Agency staff contributed to the event;
- Seminar "Risk Assessment and Good Practices for the Metal Industry", 29 June 2012, Konya, Turkey – 2 Agency staff and a CC Focal Point contributed to the event;
- Seminar "Risk Assessment for the Textile Industries", 27 September 2012, Corlu, Turkey – 2 Agency staff contributed to the event;
- Seminar "OSH and Education", 25 October 2012, Belgrade, Serbia – 1 Agency staff presented at the event;
- Seminar "OSH and Education", 25 October 2012, Skopje, Macedonia - 1 Agency staff and 3 external speakers were invited to the event;

- Conference “Working together for risk prevention”, 23 November 2012, Tirana, Albania – 1 Governing board member presented at the event;
- Conference “OSH strategies”, 25-26 April 2013, Skopje, Macedonia – 1 Agency staff contributed to the event along with Focal Points from the region and 3 Focal Points from Member States
- Workshop on “Social aspects in agriculture”, 20-21 May 2013, Ankara, Turkey – 1 Agency staff contributed as a speaker to the event;
- Seminar “Life-long learning for OSH professionals”, 15 May 2013, Belgrade, Serbia – 1 Agency staff and 1 Focal Point were invited to the event;
- Conference “Occupational Safety and Health”, 5 June 2013, Podgorica, Montenegro – 1 Agency staff contributed to the event as speaker
- Seminar “OSH in the Health Care Sector”, 22 October 2013, Belgrade, Serbia – one Agency staff contributed as a speaker;
- Closing Event of the Macedonian Healthy Workplaces campaign, 25 October 2013, Skopje, Macedonia – 1 Agency network member (governing board representative) contributed to the event;
- Regional OSH conference, 24 April 2014, Pristina, Kosovo – 2 Agency staff contributed to the event;
- Regional conference of Labour Inspectors, 21 June 2014, Tirana, Albania – 1 Agency staff presented at the event;
- XX World Congress on Safety and Health at Work, 26-27 August 2014, Frankfurt, Germany - 1 Agency staff presented the IPA project at the event;
- Conference “Manage stress”, 24 September 2014, Podgorica, Montenegro – 1 Agency staff presented at the event, along with 2 Focal Points from Member States and 1 Focal Point from the region;
- Focal Point meeting, 14 October 2014, Ljubljana, Slovenia – 1 Agency Staff (the Project Manager attended the event for a Project Coordination Meeting with 4 Focal Points from the region;
- Conference “Health of rural population”, 21 October 2014, Belgrade, Serbia - 1 Agency staff presented at the event;
- Conference “Manage stress”, 22 October 2014, Skopje, Macedonia – 1 Agency Staff and 2 Focal Points from Member States contributed to the event;
- Conference “Manage stress”, 23 October 2014, Belgrade, Serbia – 2 Agency Staff and 1 Focal point from a Member State contributed to the event;
- Seminar “Safety in the Construction Sector”, 31 October 2014, Ankara, Turkey – 2 Focal Points from Member States contributed to the event.

Annex 3: Sample mission report (Konya, Turkey 2012)

5.5 Participation of representatives from the Beneficiaries in workshops

Representatives of the Focal Points attended the following workshops, trainings, seminars and conferences organised/supported by EU-OSHA.

- Kick-off meeting organized by European Network Education and Training in Occupational Safety and Health (ENETOSH) for South Eastern European countries, 17 April 2012, Zagreb, Croatia;
- Seminar "Risk Assessment for Labour Inspectors", 26-28 April 2012, Bitola, Macedonia Seminar on "Road Safety", April, Brussels, Belgium;
- Seminar on "New OSH Research Priorities", 11 May 2012, Paris, France;
- Seminar "Risk Assessment and Good Practices for the Metal Industry", 29 June 2012, Konya, Turkey Workshop on "Carcinogens and Work-related Cancer", 3 – 4 September 2012, Berlin, Germany;
- Seminar "Risk Assessment for the Textile Industries", 27 September 2012, Corlu, Turkey;
- Seminar "OSH and Education", 25 October 2012, Skopje, Macedonia;
- Seminar "OSH and Education", 25 October 2012, Belgrade, Serbia;
- Workshop on "Mainstreaming OSH into Education: Towards a Culture of Prevention" co-organised by ENETOSH/ EU-OSHA/ ILO/ ISSA and NIOSH, 6-8 November 2012, Turin, Italy;
- Conference "Working together for risk prevention", 23 November 2012, Tirana, Albania;
- Conference on "OSH strategies" 25-26 April 2013, Skopje, Former Yugoslav Republic Macedonia;
- Award Ceremony of the European Good Practices Awards Competition, 29-30 April 2013, Dublin, Ireland;
- Conference "Occupational Safety and Health", 5 June 2013, Podgorica, Montenegro;
- Seminar on "OSH research priorities", 9-10 October, 2013, Paris, France;
- Seminar "Moving towards 2020 - Priorities for occupational safety and health (OSH) research in Europe for the years 2013-2020", 9-10 October 2013, Brussels, Belgium;
- Closing Event of the Macedonian Healthy Workplaces campaign, 25 October 2013, Skopje, Macedonia;
- Workshop on "The Benefits of investing in OSH", 17-18 September 2014, Amsterdam, The Netherlands;
- Conference "Manage stress", 24 September 2014, Podgorica, Montenegro;
- Workshop on "Work-related diseases", 10 October 2014, Brussels, Belgium;
- Seminar on "Psychosocial risks in Europe", 16-17 October 2014, Brussels, Belgium;
- Conference on "How can we achieve health and satisfaction of workers through better organisation of work and better leadership?", 13 October 2014, Ljubljana, Slovenia;
- Conference "Manage stress", 22 October 2014, Skopje, Macedonia – 1 Agency Staff and 2 Focal Points from Member States contributed to the event;
- Conference "Manage stress", 23 October 2014, Belgrade, Serbia – 2 Agency staff contributed as speakers and 1 Focal Point from a Member State;

- Seminar “Safety in the Construction Sector”, 31 October 2014, Ankara, Turkey – 2 external experts from Member States contributed as speakers.

Annex 4: Sample Event report (Skopje, FYROM, Belgrade, Serbia, 2013)

5.6 Awareness raising activities

5.6.1 European Campaigns

The Agency has been organising European Week for Safety and Health at Work campaigns since year 2000 which are Europe-wide information campaigns aimed at work place level, including awareness raising and exchange of good practice examples.

The themes for the campaigns are decided by the Agency Board and have been Musculoskeletal disorders (2000), Accidents (2001), Psychosocial risks with special focus on stress (2002), Dangerous substances (2003) and Construction (2004), Noise (2005) and Young workers “Start Safe” (2006), Musculoskeletal Disorders “Lighten the Load” (2007), Risk Assessment (2008-2009), Safe Maintenance (2010-2011).

- European Campaign for 2012-2013 was “Working together for risk prevention”.
- European Campaign for 2014-2015 is “Healthy Workplaces Manage Stress”.

EU-OSHA launched an open call for tender in 2009 to sign a framework contract for conference organisation and press activities. A framework contract was signed with Media Consulta Berlin, the contract ended in December 2013. After the end of the contract, a new one was signed with the same provider of services. However for the media activities another framework contract was signed with Mostra S.A. All public events and press releases for the duration of the project were implemented through specific contracts within the framework contracts of EU-OSHA.

Press releases were issued simultaneously in Albania, FYROM, Serbia, Montenegro, Turkey and Kosovo along with the European launch of both campaigns.

Various awareness raising activities related to the European campaigns were implemented in the beneficiary countries. The Focal Points had leading role in the organisation of the public events and the dissemination of the promotional materials. The following events were organised within the European campaign framework:

European Campaign “Working together for risk prevention”

- Seminar “Risk Assessment for the Textile Industries”, 27 September 2012, Corlu, Turkey;
- Seminar “OSH and Education”, 25 October 2012, Belgrade, Serbia;
- Seminar “OSH and Education”, 25 October 2012, Skopje, Macedonia;
- Conference “Working together for risk prevention”, 23 November 2012, Tirana, Albania;
- Conference “Occupational Safety and Health”, 5 June 2013, Podgorica, Montenegro;
- Closing Event of the Macedonian Healthy Workplaces campaign, 25 October 2013, Skopje, Macedonia;

European Campaign “Healthy Workplaces Manage Stress”

- Conference “Manage stress”, 24 September 2014, Podgorica, Montenegro;
- Conference “Manage stress”, 22 October 2014, Skopje, Macedonia;
- Conference “Manage stress”, 23 October 2014, Belgrade, Serbia;

Average number of participants is 150 per event. More than 1000 people from the beneficiary countries participated in the events as well as national government representatives, social partners, employers,

representatives of the non-governmental sector, academics, other OSH experts, other stakeholders and local/regional media. Apart from these initiatives the Focal points implemented promotional campaign with own resources.

One of the principal activities to support the campaign is the European Good Practice Awards scheme, organised specifically to identify examples of good practice in relation to the chosen theme. The Good Practice Award competition is open to the Beneficiaries.

The Turkish and Serbian Focal Points joined the Good Practice Award related to the Campaign and submitted examples to the European selection procedure. The good practice example from Turkey finished among the winners of the competition therefore two company representatives along with the Focal Point were invited to the Good Practice Award event in Dublin in April 2013. The results of the Good Practice Award competition were promoted by press releases in Turkey and Serbia.

Annex 5: Report from Focal Point (FYR Macedonia) on campaign activities

Annex 6: Photos from campaign events

Annex 7a: Sample Press release for campaign

5.6.2 Pan-EU Opinion Poll on Occupational Safety and Health

The European Agency for Safety and Health at Work (EU-OSHA) developed a survey of the general public about occupational health and safety. The contractor Ipsos MORI carried out surveys in 36 European countries, conducting a total of 35,540 interviews between 24th October 2011 and 17th January 2012. The second phase of the opinion poll was carried out in the beginning of 2012. The survey covered 27 EU Member States, as well as the EEA countries of Iceland, Norway and Liechtenstein and six candidate and potential candidate countries (Albania, Croatia, Montenegro, Former Yugoslav Republic of Macedonia (FYROM), Serbia and Turkey).

The results of the opinion poll were promoted by press releases in the beneficiary countries.

Annex 8: Opinion poll final report

5.6.3 Promotion of the results of the ESENER survey

EU-OSHA's European survey of enterprises on new and emerging risks (ESENER) explores the views of managers and workers' representatives on how health and safety risks are managed at their workplace. The first survey was held in 2009. Involving close on 36,000 telephone interviews, ESENER covers private and public sector establishments with ten or more employees in the 27 EU Member States, as well as Croatia, Turkey, Norway and Switzerland. The survey asks respondents about the measures taken at the workplace, the main drivers for taking action and the most significant obstacles. Questions cover management of health and safety in general, management of psychosocial risks and also the participation of workers.

Workers' involvement is a further aspect of the management of safety and health at work that is described by ESENER. With a separate interview directed at health and safety representatives, the survey investigates how this legal obligation is put into practice in European workplaces.

The ESENER summary report was translated into Croatian and Turkish. Additionally a press release was issued in both countries.

The secondary analysis report was translated into all languages of the beneficiary countries. Additionally a press release was issued in all countries in 2012.

Annex 7b ESENER Albania press release

5.6.4 Napo Teachers Toolkit

EU-OSHA participated in the creation of Napo – cartoon character, hero of a series of short films promoting safe behaviour at the work place. There are now 18 films of NAPO. EU-OSHA, together with the Napo Consortium, developed and offers a toolkit to introduce health and safety topics to primary school children using Napo clips and creative activities. The consortium has devised a series of educational material on workplace safety and health, with lessons targeted at children between the ages of 7 and 11. The whole toolkit has been translated in the languages of the beneficiary countries. The Napo Teachers Toolkit was promoted by press releases in the countries in 2012. There has been a great interest for using it in cooperation with the Member States from the region.

5.6.5 Promotion of OiRA (Online Risk Assessment Tool)

Developed by EU-OSHA, OiRA – Online Risk Assessment – is an easy to use and cost free web application that can help micro and small organisations to put in place a step-by –step risk assessment process – starting with the identification and evaluation of workplace risks, through to the decision making on preventive actions and the taking of action, to monitoring and reporting.

The OiRA tool generator, content management system and terminology as well as the generic tool have been translated to the languages of the beneficiaries. The instrument has been promoted in most of the awareness raising events organised by EU-OSHA in the region and additional information has been supplied to interested stakeholders from the Western Balkans and Turkey.

5.6.6 Translations and production of material

Five low value contracts were signed during 2012 for translation services. Thus the Agency has a translator in Montenegro (also for Croatian translation), Albania, Turkey, Macedonia and Serbia.

- Turkish translator: contract value of 18000 euro
- Croatian/Montenegrin translator: contract value of 13995 euro
- Macedonian translator: contract value of 17000 euro
- Albanian translator: contract value of 12995 euro
- Serbian translator: contract value of 12600

The total value of the five contracts is 74590 euro.

At this moment each of the translators has already translated the majority of the available publications, campaign materials and other information materials. The Focal points will continue to send documents for translation related to the current needs of their organisations, until the contracted number of signs/pages is reached. Pre-financing and interim payments were already made. The Montenegrin/Croatian translator stopped to translate into Croatian by the time of the accession to the EU in July 2013.

The Agency has produced the web and print pdf versions of the campaign materials through OPOCE SLA (Poster, Leaflet, Campaign guide, Workers guide, Leadership guide, the Napo leaflet and the summary of the ESENER survey followed by the secondary analysis).

The campaign materials were printed in Serbia, FYROM and Albania during autumn 2012 and for Turkey, Montenegro and Croatia in spring 2013 by printers contracted locally. Each material was printed in more or less 600 copies for each country. For 2014 a ready for print pdf version of all campaign materials has been sent to the beneficiaries and standing banners have been produced for Serbia, Former Yugoslav Republic Macedonia, Turkey and Montenegro.

Annex 9: Sample translation report summary – Turkey

Annex 10: Sample of translated campaign material - Macedonia

The translation reports are attached as an Annex 9

A sample of the pre-print layout of the campaign materials is attached as Annex 10

5.6.7 Inclusion of the Western Balkans and Turkey in the second edition of the European Survey of Enterprises on New and Emerging Risks (ESENER)

As planned in 2013/14 EU-OSHA is carrying out second edition of the ESENER survey to investigate how establishments manage occupational safety and health. The survey examines OSH management in practice, identify drivers and barriers, investigate worker participation and focus on emerging risks. A set of questions from the first (2009) edition of ESENER are included in the new survey to allow assessment of changes over time and identification of trends. The emerging risks focus of this edition of the survey include questions on musculoskeletal disorders, psychosocial risks, etc. The survey covers all enterprises with more than ten employees in all sectors of economic activity except for agriculture, forestry and fishing, households and extraterritorial organisations.

EU-OSHA signed a specific contract PRU/2014/SC/15 within the framework contract EU-OSHA-PRU/2013/FC-01 with TNS Deutschland in order to carry out the work for the second European Survey of Enterprises on New and Emerging Risks, known as ESENER-2, in the countries from the Western Balkans and Turkey. Albania, Turkey, Former Yugoslav Republic Macedonia, Serbia and Montenegro participated in the survey. The results will be published in 2015.

Initially it was only Croatia and Turkey which were foreseen to be included, but the relevant part of the description of the Agreement for the project was amended as to include also the countries from the Western Balkans.

5.7 Public events organised/attended by the Focal Points from the Beneficiary countries funded by other sources

During the implementation of the project the Focal Points of EU-OSHA in the beneficiary countries organised some international/regional public events on their own to which representatives of EU-OSHA were invited as speakers:

- Seminar “Life-long learning for OSH professionals”, 15 May 2013, Belgrade, Serbia;
- Conference “Working together for risk prevention”, 23 November 2012, Tirana, Albania;
- Workshop on “Social aspects in agriculture”, 20-21 May 2013, Ankara, Turkey;
- Seminar “OSH in the Health Care Sector”, 22 October 2013, Belgrade, Serbia;
- Workshop “Working at height”, March-July 2014, Former Yugoslav Republic Macedonia, Bulgaria, Slovenia, Serbia;
- Regional OSH conference, 24 April 2014, Pristina, Kosovo;
- VII International Occupational Health and Safety Conference, 5-7 May 2014, Istanbul, Turkey
- Regional conference of Labour Inspectors, 21 June 2014, Tirana, Albania;

- Conference “Health of rural population”, 21 October 2014, Belgrade, Serbia.

These initiatives are very important for the development of the regional cooperation and the information exchange. Worth mentioning is the participation of several beneficiary states with a common stand on the XX World Congress on Safety and Health at Work, 26-27 August 2014, Frankfurt, Germany.

Annexes:

- 1. EU-OSHA webpage – Focal Points**
- 2. Minutes of Focal Point meetings**
- 3. Mission reports**
- 4. Reports of the workshops**
- 5. Focal points reports**
- 6. Pictures**
- 7. Press release reports**
- 8. Pan-European survey report**
- 9. Translator reports**
- 10. Layout sample**
- 11. Financial Report**