



**CENTRAL FUND FOR INFLUENZA ACTION
ANNUAL PROGRAMME NARRATIVE PROGRESS REPORT
REPORTING PERIOD: 1 JANUARY – 31 DECEMBER 2010**

Programme Title & Number
<ul style="list-style-type: none"> Livelihoods Support for Avian and Human Influenza Pandemic Prevention and Preparedness at the Workplace CFIA A-13 MDTF Office Atlas Number:

UNCAPAHI Objective(s) covered:
Objective 3: Human health Objective 5: Public information and supporting behaviour change Objective 6 Continuity under pandemic conditions

Participating UN or Non-UN Organization(s)
ILO

Implementing Partners
<ul style="list-style-type: none"> IUF, DLPW - Thailand DOSH (Cambodia), DLM (Lao PDR), DOSH (Malaysia), and BoS (Vietnam)

Programme/Project Cost (US\$)
CFIA Contribution: US\$396,887 <ul style="list-style-type: none"> by Agency (if applicable)
Agency Contribution <ul style="list-style-type: none"> by Agency (if applicable)
Government Contribution (if applicable)
Other Contribution (donor) (if applicable)
TOTAL: US\$396,887

Programme Duration (months)	
Overall Duration	17 months
Start Date ¹	1 February 2009
Original end date	31 January 2010
Revised End Date, (if applicable)	30 June 2010
Operational Closure Date ²	28 July 2010
Expected Financial Closure Date	31 December 2010

Programme Assessments/Mid-Term Evaluation
Assessment Completed - if applicable <i>please attach</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____
Mid-Evaluation Report – <i>if applicable please attach</i> <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____

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¹ The start date is the date of the first transfer of the funds from the MDTF Office as Administrative Agent. Transfer date is available on the [MDTF Office GATEWAY](http://mdtf.undp.org) (<http://mdtf.undp.org>).

² All activities for which a Participating Organization is responsible under an approved MDTF programme have been completed. Agencies to advise the MDTF Office.

FINAL PROGRAMME REPORT

I. PURPOSE

This project was designed to promote awareness and good practices on occupational safety and health (OSH) issues relating to workers' rights and protection, aiming to help prevent the spread of avian influenza (AI) and pandemic human influenza (PHI) in the workplace. The project focused on information sharing and the promotion of sound preventive behaviour in the workplace. The other objective was to promote the formulation and testing of workplace plans to protect workers and businesses under pandemic conditions in the private sector (through capacity building of labour ministries and direct outreach to small and medium-sized enterprises - SMEs).

The key outputs and activities can be outlined as follows.

Promote ILO's standards, principles and approaches on OSH.

Strengthen capacity of countries to improve working conditions and OSH in high-risk occupations and workplaces.

Assist countries in their efforts to inform, educate and train workers on OSH, AI and PHI issues together with the government, employers and workers organizations.

Strengthen the role of social dialogue as a mechanism to develop sustainable responses to a possible pandemic.

Build the capacity of local institutions' response to any possible pandemic occurrence.

Promote and strengthen regional cooperation.

This project phase continues to contribute to achieve three of the seven objectives identified in the UNCAPAHI: objective 3 (human health), objective 5 (information communication to support behaviour change, and objective 6 (continuity under pandemic conditions). The project also complements the work carried out by the Center for Disease Control and Prevention and the Asia Pacific Economic Cooperation. At the centre of ILO's efforts is the coordination with the UNCT AHI (UN Country Team Avian and Human Influenza) focal points in the target countries, and maintaining communication with UNSIC's hub in Asia and the Pacific. In this way, the project's objectives fall within the framework of UNCAPAHI objectives and comply with the CFIA Terms of Reference (TOR) in terms of maintaining the communication flow with other agencies in AHI action.

ILO's following implementing partners continue to provide valuable inputs to the project:

IUF is a worldwide federation of trade unions representing workers in agriculture and plantations, food and beverages, hotels and catering services, and all stages of tobacco processing. For Thailand, the IUF, as a sub-contractor, was tasked under this project to continue with its work in establishing

and building the capacity of poultry processing workplace Health and Safety Committees. The partnership with the IUF continues to provide the project with access to the vulnerable groups. The Bureau of Occupational Safety and Health (BOSH), Department of Labour Protection and Welfare (DLPW), Ministry of Labour (MOL) is ILO's national counterpart concerning occupational safety and health in the workplace. The project continues to work with BOSH in implementing activities throughout Thailand, and BOSH continues to provide the ILO with the following support: (a) access to SMEs throughout Thailand, (b) access to its provincial offices, (c) access to national policy on AHI, (d) technical comments on training materials developed for AHI, and (e) co-organization of training workshops.

The Bureau of Emerging Infectious Diseases (BEID), Department of Disease Control (DDC), Ministry of Public Health (MOPH), continues to provide the ILO with technical inputs and to share information concerning its national level activities on pandemic preparedness and prevention, including business continuity planning table top exercises. The BEID has significantly collaborated with the ILO and DLPW in reaching SMEs nationwide.

Local trade unions, employers' organizations and SMEs in Thailand continue to be the focus of the project's efforts in disseminating ILO's training materials on AHI and business continuity planning.

The design of ILO's training manuals developed for AHI, simple to understand and accompanied by illustrations, allows sustainability of efforts and is suitable for replication. In fact, the strategy can easily be adapted to the context of a different country and implemented in other parts of the world, ideally through the support of national stakeholders. In the following countries, with the support of the respective national authorities who attended the project's achievement workshops, awareness raising activities were held: Cambodia, Department of Occupational Safety & Health (DOSHS), Ministry of Labour and Vocational Training (MOLVT)); Lao People's Democratic Republic, Department of Labour Management (DLM), Ministry of Labour and Social Welfare (MOLSW); Malaysia, Department of Occupational Safety and Health (DOSHS); and Vietnam, Bureau of Safework (BoS), Ministry of Labour, Invalids and Social Affairs (MOLISA).

The implementing partners listed above indicate a full utilization of ILO's tripartite channels, emphasizing the importance of inter-agency, inter-ministerial, inter-SME, inter-trade union and so forth panel discussions and informal discussions. It is essential that AHI prevention, preparedness and business continuity planning reach as many people, especially the vulnerable and unorganized workers, which often are neglected.

II. ASSESSMENT OF PROGRAMME/ PROJECT RESULTS

The project is implemented through ILO's unique tripartite approach, that promotes the involvement and cooperation of government, employers and workers. Also included in this effort are the UN and non-UN agencies involved in AHI. The ILO believes that its AHI programme is a true reflection of a united effort which enables each project phase to continue to achieve its main outcomes.

The outbreak of the influenza A (H1N1) pandemic during 2009 indicated a shift in priorities for the project and higher demand for training from constituents. Therefore, an initially intended assessment and evaluation of the project became subsidiary to the training needs on pandemic prevention and preparedness including business continuity planning. There was heightened interest for training materials nationwide, and the project met these demands by printing more manuals to be distributed. The ILO also translated the manuals into several languages and distributed them globally. The languages available are: English, French, Japanese, Khmer, Korean, Laotian, Malay, Spanish, Thai and Vietnamese. The variance from an emphasis on evaluation and assessment was due primarily to the public demand for more training and manual, and the project's response to this public demand was deemed necessary at the time of the outbreak. Although seemingly less emphasis was placed on the project's evaluation and assessment of the training manuals, a level of assurance of proper project management was achieved in that the ultimate beneficiaries (i.e. workers, farmers, communities, grassroots workers) were provided with information on pandemic prevention and preparedness. The information was designed to ensure easy application and quick understanding as the language used was aimed to be simple, illustrations assisted the comprehension, and translation into local languages enabled wider coverage in this sub-region.

The project maintains dialogue with all the implementing partners who have conveyed a continued interest in collaborating with the ILO in its effort to promote influenza prevention, pandemic preparedness and business continuity at the workplace. All of the training materials developed continue to have relevance and warrant further dissemination through capacity building, especially in SMEs in provincial areas.

The monitoring of the project's progress continues to take form through site visits, due diligence, dialogue, bilateral meetings, mission reports, CFIA quarterly reports, workshop evaluations, and work plan updates. Due to the continued action-oriented nature of the project's implementation, frequent meetings with the partners remain to be integral. This has been the project's practice in the previous phase, CFIA A-2.

Enterprises embrace the project's participatory and low cost training method, since minor changes such as social distancing (a minimum distance of 1.50 meters) are simple to adopt and apply. Given the opportunity and tools, workers, employers and government work well together as a network to spread information on pandemic preparedness at enterprise and neighbourhood levels. Pandemic preparedness plans need not be too complicated and detailed: easy to apply and user friendly plans prove to be more practical. In addition, neighbourhood cooperation is promoted: for example, larger enterprises will train smaller enterprises that are located within the same industrial estate, or farmers will train fellow farmers on how to safely handle animals.

The workplace is a strategic entry point for prevention of and preparedness against health emergencies. The major advantages of targeting the workplace are the possibility to specifically address those workers, employers and sectors more at risk of being affected (e.g. the poultry sector in the case of avian flu), and the fact that ILO trainees will share what they learn with their family members, neighbours and local community, encouraging them to be more health conscious. Also, at

practical level, the existence of routine processes at the workplace simplifies the assimilation of new practices (e.g. hygiene habits).

ILO's tripartite structure played a critical role in achieving the project objective to raise awareness among government officials, workers, employers, trade union leaders, farmers. The involvement of ILO Constituents (governments and workers' and employers' organizations) in the design of dedicated TOT (training of trainers) sessions and seminars has ensured representation of diverse interests and reinforced the capacity to develop prevention and protection policies through social dialogue.

Thanks to the training format and to the practical, easily adaptable training materials, the project can rely on a multiplier effect. Participants in ILO TOT sessions have different backgrounds (they are government officials, trade union leaders, employers and volunteers) and are trained to be trainers in turn. The established network of trainers is capable of efficiently transferring knowledge to other government officials, workers, employers and farmers, multiplying project reach and effectiveness.

The scope of the developed training manuals was not limited to Thailand. Instead, they served as a model, which could be adapted to different countries' contexts and needs to further promote pandemic human influenza and avian influenza awareness, prevention, and preparedness. The ILO believes that its tripartite constituents, worldwide, will work together to promote the best workplace practices to limit the effects of avian influenza and pandemic human influenza and to encourage behavioral change through awareness raising, capacity building, and training activities on preventative and protective measures in the workplace.

The design of the manual, simple to understand accompanied by illustrations, allows sustainability of efforts and is suitable for replication. In fact, the strategy can easily be adapted to the context of a different country and implemented in other parts of the world, ideally through the support of national stakeholders. In the following countries, with the support of the respective national authorities who attended an achievement workshop, awareness raising activities were held: Cambodia, Ministry of Labour and Vocational Training (MOLVT)); Lao People's Democratic Republic, Ministry of Labour and Social Welfare (MOLSW); Malaysia, Department of Occupational Safety and Health (DOSH); and Vietnam, Ministry of Labour, Invalids and Social Affairs (MOLISA).

In order to prepare for the awareness raising workshops, the developed manuals were translated into the following languages: Khmer, Laotian, Malay, and Vietnamese. The project staff met with the respective countries' UNCT AHI focal points, ministries of labour, and the ILO programme officers to share the model established in Thailand, the translated manuals, and to organize an awareness raising workshop bringing together all the partners. The first level trainers' network comprises key government officials, workers' and employers' organization staff, union staff, and selected private sector staff of the target countries. These representatives were involved in the consultative stages and participated in the raising awareness workshop, and subsequently agreed on the expansion of training activities. Eventually, at the awareness raising workshop, the dissemination of good practices and sharing of concrete experiences germinated from the Thailand model would lead to future TOT workshops, country wide network trainings, upgrading and adaptation of training materials, inclusion

of influenza prevention, pandemic preparedness and business continuity planning in the routine labour inspection policy, and suggestions on national action plans concerning workplace health and safety.

The project was implemented with acknowledgment by the UN Country Team Avian and Human Influenza (UNCT AHI) focal points, with a view to enhance country-wide information on pandemic coordination and to work on sensible strategic partnership.

Eventually, for all the countries covered by the projects, the ILO intends to assist labour ministries in designing policies that encourage business continuity planning through social dialogue. In the private sector, safety and health committees, primarily composed by workers and managers, will play a vital role to ensure that such plans are developed through a participatory approach. It is intended that, through working together, overlaps in communication strategies at ministerial level will be avoided through coordination and constant exchange of information. This type of inter-ministerial approach ensures that efforts are complemented rather than duplicated and leads to successful nation-wide pandemic preparedness planning. Furthermore, this approach enables information to be disseminated quickly and to reach a wider audience. The ILO and the ministries of labour are committed to bring workplace specific problems to the table in order to adapt existing preventive and preparedness measures to better fit a workplace scenario and to include common concerns, such as compensation schemes and continuity planning.

Towards mid-2009, ILO Programme on Crisis Response and Reconstruction (ILO/CRISIS) developed a booklet on “Business Continuity Planning: Guidelines for small and medium-sized enterprises”. The booklet came about when more and more private sectors in Thailand requested for a guideline in creating a company-specific business continuity plan. Since most of the time of workers and employers is devoted to commercial and operational duties, there was limited time and effort that could be spent in devising a business continuity plan. Therefore, a short and simple-to-understand guideline, similar to the one created by ILO/CRISIS, was well received, with potential application to various companies throughout the East Asian countries, as it has been translated into Khmer, Laotian, Malay, Thai and Vietnamese during this project phase.

ILO’s Senior Specialist on Occupational Safety & Health, who supervised and managed all of the ILO’s influenza projects, has incorporated ILO’s influenza training modules in a generic safety and health training which aims at promoting social protection at the workplace. The Senior Specialist has confirmed inclusion of a session on avian and animal influenza prevention for workers into the Work Improvement in Neighbourhood Developments (WIND) training curriculum, and of a session on pandemic human influenza preparedness for SMEs into the Work improvement in Small Enterprises (WISE) training curriculum. This strategy allows continuity and sustainability of efforts, since ILO’s WIND and WISE trainings are widely practiced.

III. EVALUATION & LESSONS LEARNED

The points learned from the experience in implementing the influenza projects in the workplace largely fall into the following four categories:

- Participatory tools fit into the immediate needs of local workplaces.
- Local networks of the government, workers and employers work to spread the training and information.
- Neighbourhood cooperation is often promoted (for example, workers to workers, large enterprises to small enterprises, farmers to farmers).
- Inter-ministerial cooperation combined with the efforts from the ILO's tripartite partners (government, workers and employers' organizations) to continue.

The ILO, with the project's resources, developed relevant training materials for the workplace and translated/printed the materials for dissemination nationwide. These training materials are easy to comprehend and action-oriented manuals available in many languages. The training materials enabled the ILO, with the project's resources, to conduct capacity building and awareness raising workshops to ensure that all of the project's objectives are met in the following countries: Cambodia, Lao PDR, Malaysia, Thailand and Vietnam. Consequently, all of the concerned UNCAPAHI objectives were met: 3, 5 and 6 (despite the slight deviation in plan due to the outbreak of the influenza A (H1N1) virus of 2009).

The progress of the project activities was in line with the work plan, with minor adjustments made to match the AHI sentiment, in particular to the outbreak of the influenza A (H1N1) virus during 2009.

The ILO has further adapted its WISE (Work Improvement in Small Enterprises) methodology together with its training suite on pandemic animal and human influenza in order to target migrant workers. The training materials for the migrant workers, currently under development, will be in the workers' native languages and will provide occupational safety and health advices, including pandemic prevention and preparedness in the workplace.

The project has progressed as planned and has met the targets set forth in the project submission, with minor adjustments to reflect the AHI sentiment.

Through the TOT and integration of training materials developed under the CFIA funding to the existing and longer standing ILO occupational safety and health training platforms, the initiatives taken in the CFIA-funded projects on workplace pandemic preparedness and prevention including business continuity planning will be sustained.

Annex

- List of Training Materials

VI. INDICATOR BASED PERFORMANCE ASSESSMENT

	Performance Indicators	Indicator Baselines	Planned Indicator Targets	Achieved Indicator Targets	Reasons for Variance (if any)	Source of Verification	Comments (if any)
UNCAPAHI Objective 3³ (UNCAPAHI indicates not initiated due to lack of funding but the project continues to try to meet)							
UNCAPAHI Output 3.1	Indicator 3.1.2	Training modules developed	Training modules used in TOT and network training applied the training module	Complete with submission of monitoring reports and good practices			
UNCAPAHI Objective 5							
UNCAPAHI Output 5.2	Indicator 5.2.4	TOT	TOT organized in collaboration with DLPW and BEID	Achieved and collection of good practices of network training			
UNCAPAHI Objective 6 (UNCAPAHI indicates not initiated due to lack of funding but the project continues to try to meet)							
UNCAPAHI Output 6.1	Indicator 6.1.11	Labour ministries	Labour ministries in	Achieved			

³ From UNCAPAHI (see <http://mdtf.undp.org/document/download/4117>).

		of countries in the project	the covered countries include AHI or raised awareness raising workshops				
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