



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

<b>Programme Title &amp; Number</b>
<ul style="list-style-type: none"> <li>• Influenza Prevention, Pandemic Preparedness and Business Continuity at the Workplace – Phase 3</li> <li>• CFIA A-19</li> <li>• MDTF Office Atlas Number: 500769</li> </ul>

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

<b>Participating UN or Non-UN Organization(s)</b>
ILO

<b>Implementing Partners</b>
<ul style="list-style-type: none"> <li>• IUF</li> <li>• DLPW</li> </ul>

<b>Programme/Project Cost (US\$)</b>	
CFIA Contribution:	US\$169,894
• <i>by Agency (if applicable)</i>	
Agency Contribution	
• <i>by Agency (if applicable)</i>	
Government Contribution <i>(if applicable)</i>	
Other Contribution (donor) <i>(if applicable)</i>	
<b>TOTAL:</b>	US\$169,894

<b>Programme Duration (months)</b>	
Overall Duration	12 months
Start Date <sup>1</sup>	3 May 2010
Original end date	2 May 2011
Revised End Date, <i>(if applicable)</i>	
Operational Closure Date <sup>2</sup>	30 June 2011
Expected Financial Closure Date	30 June 2011

<b>Programme Assessments/Mid-Term Evaluation</b>
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: _____

<b>Submitted By</b>
<ul style="list-style-type: none"> <li>○ Donato Kiniger-Passigli</li> <li>○ Senior Specialist - Strategic Partnerships and Crisis Response Coordination, Coordinator of ILO Task Force on Influenza and Pandemic Preparedness</li> <li>○ ILO/CRISIS</li> <li>○ Contact information: kiniger@ilo.org</li> </ul>

<sup>1</sup> 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>).

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

## I. Purpose

This programme was designed to assist ILO Constituents in the development of influenza prevention and pandemic preparedness mechanisms at the workplace. It aimed to enhance workers' protection and induce behaviour change to prevent farmers and food-processing workers from contracting animal influenza, to ultimately improve their working conditions, and to promote business continuity planning in small and medium-sized enterprises (SMEs), as well as in informal economy workplaces, to reinforce their capacity to respond. The programme also supported the development and implementation of national policies for influenza prevention, pandemic preparedness, and business continuity planning.

The key outputs and activities can be outlined as follows:

- Develop and implement practical training programs on influenza prevention, pandemic preparedness and business continuity planning in line with the ILO's standards, principles and approaches.
- Strengthen national policies to promote pandemic influenza preparedness to protect workers in high risk occupations, informal economies and SMEs, including the most vulnerable categories of workers.
- With governments, workers and employers' organizations, assist target countries in their efforts to inform, educate and train workers on animal influenza and pandemic human influenza issues linked to the workplace.
- Promote social dialogue to enhance workers and employers' participation in the development of a sustainable response to pandemic influenza at the workplace.
- Build government capacity at provincial level to respond to the needs of influenza prevention and pandemic preparedness at the workplace.
- Strengthen network efforts in South-East Asia to prevent animal influenza and prepare for an eventual pandemic.
- Promote a timely sharing of information and dissemination of good practices through ILO's knowledge management platform and electronic newsletters.

This third 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 (CDC) 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 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. Resources

### Financial Resources:

The project is solely funded by the CFIA in the amount of US\$ 169,894.-

There have been two budget revisions since the project start date, and the first revision was to reflect minor adjustments on actual staff costing. The other budget revision was exercised to re-phase previous year's available amount to the current year.

It is to be noted that the initial project submission requested for a higher amount, but due to limited resources the approved amount was US\$ 169,894. Nonetheless, minor adjustments to the project activities were made and it is the intention of the project staff and supervisors to continue to try to meet all the outputs and outcomes set forth in the project submission.

### Human Resources:

The project funds one national position which is the Project Assistant position. The Project Assistant is responsible for the operational and administrative side of the project implementation.

The Project Assistant is supervised by the ILO international and national staff identified below. The international and national staff ensure that the project's progress adhere to the project submission and be in line with ILO's regional and country programme outcomes.

- ILO-Geneva : Senior Specialist - Strategic Partnerships and Crisis Response Coordination, Coordinator of ILO Task Force on Influenza and Pandemic Preparedness
- ILO DWT-Bangkok : Senior Occupational Safety & Health Specialist

- ILO CO-Bangkok : Programme Officer for Thailand

### III. Implementation and Monitoring Arrangements

The project is implemented through the 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 project's main procurement activities have been: (a) identification of workshop venues, (b) identification of publishing firms, (c) selection of simultaneous interpreters, and (d) selection of stationeries vendors. The project had no immediate requirement to purchase heavy and office equipment as most of these items are included as part of office rental to the ILO. All procurements were performed in accordance with the UN (ILO including) rules and regulations which recognize fair and competitive bidding. There has been no variance in standard procedures.

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 planning 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 two phases: CFIA A-2 and CFIA A-13.

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

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

Enterprises embrace the participatory and low cost training method proposed by ILO, 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.

Management and cooperation are key to success. Management's supportive role and emphasis on the sharing of information on pandemic preparedness will lead to a decreased spread of any diseases, which translates to workers' well-being not only in the workplace but also in their communities and neighbourhoods. Pandemic preparedness is often identifiable in those enterprises that have a prominent Occupational Safety & Health Committee or Safety Officer who flag the significance of pandemic preparedness to the management. Pressure from larger enterprises to its downstream suppliers or contractors is important in order to convince smaller enterprises to adopt pandemic preparedness. Regulatory pressure to enterprises, especially from labour inspection officers, is also helpful when trying to encourage enterprises to embrace pandemic preparedness. Some enterprises' endeavour to conform to international standards and to attain international certification help drive them to plan for pandemic preparedness.

Simulation exercises are extremely useful to an eventual implementation of the pandemic preparedness plan. This is because some plans may look good on paper but not applicable or arduous to put into effect during an actual pandemic. During a severe pandemic, some staff may remain confused and unable to follow through with a plan that would require some time to execute or is inapplicable. Therefore, enterprises need to continue building their workers' capacities and enable them to help one another knowledgably, to the extent possible, during a pandemic.

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).

After participating in ILO's training, workers at commercial poultry farms and processing plants show a change of behaviour. For example, they wash their hands before eating food and after completing their job, they use PPE (masks and gloves) while working at their workstation, they stop bringing fighting cocks into the factory premises.

ILO's tripartite structure plays 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.

The IUF, one of ILO's implementing partners, has created in Bangkok a network of workers (in default of a trade union) to help them become aware of their rights at work, especially in terms of safety and security, and to promote mutual support. The network comprises 25 members, representing workers from 14 factories in the area, who organize regular informal meetings to share problems and find solutions. IUF's contribution to the project is particularly valuable since it enables ILO to reach out to groups of unorganized workers and the informal economy.

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.

TOTs are easily replicated in other countries by making use of the material developed in Thailand and adapting it to the new context. Information and training materials are disseminated through ILO's country offices. Trainings are delivered by ILO's Senior Occupational Safety and Health Specialist.

The network of trainers that has been created through this project can periodically attend refresher courses to be brought up to date and be able to adapt to the changing circumstances. Trainers can easily be trained on other topics, especially those related to health emergencies, and be able to continue their knowledge sharing work.

#### IV. Results

The project's three main objectives are:

- (a) enhance workers' protection and induce behaviour change to prevent farmers and food-processing workers from contracting animal influenza;
- (b) assist ILO constituents in the development of influenza prevention and pandemic preparedness mechanisms at the workplace, as well as of business continuity plans, by means of a participatory approach, to ultimately improve working conditions and response capacity; and
- (c) support the development and implementation of national policies for influenza prevention, pandemic preparedness, and business continuity planning in SMEs and informal economies.

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 that are 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 above-mentioned three objectives are met. Consequently, the connected UNCAPAHI objectives 3, 5 and 6 will progressively be met.

The progress of the project activities is in line with the work plan, with minor adjustments made to match the current AHI sentiment.

The ILO also produces newsletters to all of its constituents on its activities on pandemic preparedness and prevention, including business continuity in the workplace, coupled with other occupational safety and health updates. The newsletter will continue to enforce the importance of AHI prevention and preparedness in the workplace and the implications of good working conditions for productivity and staff morale.

To this effect, the ILO recently piloted a training session in Samut Sakhon Province, in November 2010, at two distinct seafood processing factories. The first was a small scale shrimp peeling company with a local consumer base, the second a large scale multiple seafood product factory. Both companies significantly utilize migrant labour in their production lines.

It has been apparent that migrant workers and their families are a particularly important section of society to reach with respect to OSH and influenza. Their sheer number, contribution to the national and regional economies and their respective lack or piecemeal access to social and medical services makes them an important and unique social section, particularly with regards to national level approaches to pandemic preparedness and response.

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 provide occupational safety and health advices, including pandemic prevention and preparedness in the workplace.

The project is progressing as planned and will aim to meet the targets set forth in the project submission with minor adjustments due to the approved funding size. The project recently organized its tripartite TOT that will lead to further “pandemic training” activities in the SMEs and communities.

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.

## V. Future Work Plan

Minor adjustments in strategies were made to reflect the smaller approved funding. These adjustments will continue to enable the realization of the outputs and outcomes set forth in the project submission in that pandemic preparedness and prevention for workplaces, including business continuity planning, has been integrated with existing projects for optimization purposes.

There will be more network trainings to be conducted throughout the next few months, where monitoring will be observed and good practices submitted and assessed for future implementation purposes. The network trainings will help meet the UNCAPAHI objectives 3, 5 and 6 in that:

- the network trainings will reach a wider audience and provide training on ways to improve working conditions and protect workers against AHI and other OSH hazards;
- the network trainings will disseminate information on the importance of being prepared and will encourage behaviour changes to prevent the occurrence of a scenario that may prove to be more disastrous; and
- the collaboration between DLPW and BEID will be encourage through the provision of technical inputs and the organization of meetings in order to align policies towards workplace pandemic prevention and preparedness including business continuity.

The newsletter will continue to be drafted and circulated to all the stakeholders in order to keep all the constituents abreast on ILO’s activities in this field.

Finally, looking at the way forward, the sustainability of ILO’s efforts in pandemic prevention and preparedness in the workplace will be made possible through the integration of the work in this field with ILO’s longer standing occupational safety and health platforms commonly referred to as WISE (Work Improvement in Small Enterprises) and WIND (Work Improvement in Neighbourhood Developments). Occupational safety and health falls under one of ILO’s main pillars: “social protection”. Work is in progress to adapt WISE and WIND to include elements of pandemic prevention and preparedness including business continuity planning.

## **Annexes**

- Newsletters
- Business Continuity Planning Thai

## 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)
<b>UNCAPAH I Objective 3<sup>3</sup></b> (UNCAPAH I indicates not initiated due to lack of funding but the project continues to try to meet)							
<b>UNCAPAH I Output 3.1</b>	Indicator 3.1.2	Training module developed	OSH training on WIND and WISE to include AHI Chapter	On-going			
<b>UNCAPAH I Objective 5</b>							
<b>UNCAPAH I Output 5.2</b>	Indicator 5.2.4	TOT	TOT organized in collaboration with DLPW and BEID	Achieved and to assess further impact through network training results			
<b>UNCAPAH I Objective 6</b> (UNCAPAH I indicates not initiated due to lack of funding but the project continues to try to meet)							
<b>UNCAPAH I Output 6.1</b>	Indicator 6.1.11	DLPW and AHI	DLPW to include AHI	On-going			

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

			and BCP in their national training modules				
--	--	--	--	--	--	--	--