



**CENTRAL FUND FOR INFLUENZA ACTION
ANNUAL PROGRAMME NARRATIVE PROGRESS REPORT
REPORTING PERIOD: 1 JANUARY – 30 SEPTEMBER 2011**

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

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

Programme/Project Cost (US\$)	
CFIA Contribution:	US\$169,894
<ul style="list-style-type: none">• <i>by Agency (if applicable)</i>	
Agency Contribution	
<ul style="list-style-type: none">• <i>by Agency (if applicable)</i>	
Government Contribution <i>(if applicable)</i>	
Other Contribution (donor) <i>(if applicable)</i>	
TOTAL:	US\$169,894

Programme Duration (months)	
Overall Duration	16 months
Start Date ¹	3 May 2010
Original end date	2 May 2011
Revised End Date, <i>(if applicable)</i>	
Operational Closure Date ²	30 September 2011
Expected Financial Closure Date	15 November 2011

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: _____

Submitted By
<ul style="list-style-type: none">○ Donato Kiniger-Passigli Senior Specialist (Coordinator ILO Task Force on Influenza and Pandemic Preparedness) ILO/CRISIS Contact information: kiniger@ilo.org

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.

I. Purpose

This program was designed to enhance workers' protection and induce behaviour change to prevent farmers and food-processing workers from contracting animal influenza. The program aims to assist the ILO's 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 the working conditions and response capacity. The program also aims to include the assistance to help support the development and implementation of national policies for influenza prevention, pandemic preparedness, and business continuity planning in small and medium-sized enterprises (SME) and informal economy workplaces.

The key outputs and activities are 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 in high risk occupations, informal economies and SME to protect workers, including the most vulnerable categories.
- 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 a pandemic.
- Promote a timely sharing of information and dissemination of good practices through ILO's knowledge management platform and electronic newsletters.

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 heart of the ILO efforts is the coordination with the UNCT (UN Country Team) AHI (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 in line with the CFIA Terms of Reference (TOR) in terms of maintaining communication flow with other agencies in AHI action.

The implementing partners of the project continue to provide valuable inputs. 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 the ILO's national counterpart on occupational safety and health activities in the workplace. The CFIA-A19 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 SME 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-organizing 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 share information concerning its activities on, national level, pandemic preparedness and prevention including business continuity planning table top exercises. The BEID had expressed the significance in collaborating with the ILO and DLPW in trying to SME nationwide.

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

The implementing partners listed above indicate a full utilization of the ILO's tripartite channels and continue to emphasize 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, often neglected, vulnerable and unorganized workers.

II. Resources

Financial Resources:

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

There have been four budget revisions since the project start date. The first revision was to reflect minor adjustments on actual staff costing. The second revision was exercised to re-phase previous year's available amount to the current year. The third revision was to reflect staffing cost and accrued leave. And the fourth revision was to reflect adjustment to staff and consultant costing including the no-cost extension of the project from 30 June 2011 to 30 September 2011.

It is to be noted that the initial project submission requested for a higher amount but due to limited resources the approved amount is US\$169,894. In this regard, 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 in line with the ILO's regional and country program outcomes.

- ILO-Geneva : Senior Specialist for CRISIS
- 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 tripartism 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 all of its projects in AHI are a true reflection of a united effort and enabled the project 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 or printing companies;
- (c) selection of simultaneous interpreters;
- (d) selection of stationeries vendor;
- (e) selection of transportation for due diligence, site visits, participation in workshops outside of Bangkok, and organizing training in the provinces.

All procurements were performed in accordance with the UN (ILO including) rules and regulations which recognizes fair and competitive bidding. There has been no variance in standard procedures.

The project maintains dialogue with all the implementing partners who have a strong 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 SME in provincial areas. As part of the training, it was expressed to the participants that the preparatory and prevention work provided by the action manuals can be used in other circumstances such as natural hazards, power outage and political unrest.

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 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 the ILO's tripartite partners (government, workers and employers' organizations) to continue.

Enterprises embrace 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, a network for workers, employers and government work well together to spread information on pandemic preparedness at enterprise and neighbourhood levels. Pandemic preparedness plan need not be complicated and detailed. Easy to apply and user friendly plan may prove to be more practical. In addition, neighbourhood cooperation is promoted, for example, larger enterprises train smaller enterprises that are located within the same industrial estate or farmers will train fellow farmers on how to safely handle animals.

Management's role and cooperation are essential 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 the workers' well-being not only in the workplace but also in 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 management. Pressures from larger enterprises to its downstream suppliers or contractors are important to smaller enterprises in incorporating pandemic preparedness. Regulatory pressure to enterprises, especially from labour inspection officers, is 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 incorporate pandemic preparedness planning.

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 process during an actual pandemic. During a severe pandemic, some staff may remain confused and unable to follow through with a plan that looked good on paper but require sometime to execute or are inapplicable. Therefore, enterprises need to continue building their workers' capacities and enable them to help themselves, 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 the 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 SME 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. In connection, all of the UNCAPAHI objectives will progressively be met: 3, 5 and 6.

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 produced newsletters (Annex) 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 to productivity and staff morale.

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

During early March 2011, the ILO and the Ministry of Labour in Thailand facilitated a training of trainers (TOT) workshop. The training was conducted at the request of the Ministry of Labour to maintain the knowledge and lessons learned over the course of recent pandemics such as H1N1 (swine) and H5N1 (avian) influenza. Participants were provided with advice on practical measure to help small enterprises in preparation for future pandemic and also some information on business continuity planning. Participants also received information on the combined experiences of UNSIC, MOPHS and the business community.

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. Consequently, the “Work Improvement for Migrant Workers and their Employers (WIMWE)” is an action manual developed to improve the safety, health and influenza preparedness for migrant workers and their employers in the workplace. This Manual responds to an immediate need for the improvement of OSH conditions and influenza preparedness and awareness of migrant workers and enterprises in these sectors. It provides them with practical, easy to implement ideas to improve their safety, health and working conditions. Chapter 5 of this Manual contains information on protecting business and workers from influenza. The WIMWE was printed and distributed in 2011 all to the project Constituents and Partners.

The project participated in the annually held event that is organized by the Ministry of Labour (Thailand). The manuals developed under the ILO managed influenza projected funded by the CFIA were show-cased at this occasion, the National Safety Week of Thailand held during 8-10 July 2010. Public awareness continues to be heightened with modifications that the manuals will not only help enterprises and business owners with preparing for a pandemic but other events such as natural hazards, road closure (for logistics), political and social unrest and so forth.

More awareness raising promotional and training activities were carried out throughout this project's life:

- Increased employers' awareness on pandemic preparedness and prevention in the workplace through WISE and TOT (training of trainers) workshop organized by MONEF (Mongolian Employers' Federation in Ulaan Baatar in 2010).
- Increased the awareness of OSH practitioners and policy makers at Singapore's Workplace Safety and Health Conference organized in 2010.
- Developed and adapted the ILO tools, methodologies and codes of practice for influenza prevention, pandemic preparedness, and BCP (business continuity plan) for workplaces.
- Raised awareness of both migrant workers and their employers through pilot training workshop on influenza prevention and occupational safety and health.
- Studied and analyzed the impact of pandemic influenza in 2009 and the OSH situation on migrant workers in Thailand other countries in this region.
- ILO influenza prevention experiences presented in a Trade Union OSH training course held in the ILO's International Training Centre in Turin, Italy.
- Network training organized by the Provincial Labour Protection and Welfare Office of Lamphun and Phitsanuloke provinces (which also made an emphasis on preparedness for natural hazards similar to the flooding experiences of 2011 for most provinces of Thailand).
- The continuing work on integrating influenza issues to ILO OSH activities such as the WISCON (Work Improvement for Small Construction Sites) including a chapter on influenza prevention at the workplace.
- Documented the workplace and the ILO implementation experience on pandemic prevention and preparedness.

The project had progressed as planned with adjustments made to match the current AHI sentiment and lower approved funding. The activities are geared towards the longer term objective of integration of AHI training to the existing and longer standing ILO programmes and platforms for sustainability purposes.

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. It is also anticipated that the influenza training or pandemic prevention and preparedness activities developed for the workplace will gradually be integrated into the national occupational safety and health training and labour administration systems, especially for SME and informal economy workplaces.

V. Future Work Plan

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 including business continuity planning for workplaces has been integrated with existing projects for optimization purposes.

Looking at the way forward, the sustainability of the 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 the 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), as exhibited in the previous section.

Annexes

- Newsletter 1 (November 2010) : attached
- Newsletter 2 (December 2010) : attached
- Article in the Asian-Pacific Newsletter (Volume 18, Number 3, December 2011), downloadable from:
http://www.ttl.fi/en/publications/electronic_journals/asian_pacific_newsletter/Documents/AsianPacificNewsletter3-2011.pdf
- WIMWE (2011), downloadable from:
http://www.ilo.org/asia/whatwedo/publications/WCMS_168792/lang--en/index.htm
- Working Paper Series (2011), downloadable from:
http://www.ilo.org/asia/whatwedo/publications/WCMS_170518/lang--en/index.htm

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 module developed	OSH training on WIND and WISE to include AHI Chapter	Complete			
UNCAPAHI Objective 5							
UNCAPAHI Output 5.2	Indicator 5.2.4	TOT	TOT organized in collaboration with DLPW and BEID	Complete			
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	DLPW and AHI	DLPW to include AHI and BCP in their national training modules	On-going	On-going flood disaster in Thailand.	News and media.	

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