



Guidance on Reporting under the Social Dialogue Agreement on Silica - Organising Reporting: users not reporting site data - (EU sector, National sector, Company)

I. INTRODUCTION

The European Social Dialogue “Agreement on Workers’ Health Protection through the Good Handling and Use of Crystalline Silica and Products Containing It” was signed in April 2006 by the representatives at European level of the Employees and Employers of 14 industry sectors: Aggregates, Cement Industry, Ceramics Industry, Foundries, Glass Industry – packaging, flat and special glass – Industrial Minerals and Metalliferous Minerals Industries, Mineral Wool, Natural Stone Industry, Mortar Industry and Precast Concrete Industry. In June 2009, the Expanded Clay industry sector signed the Agreement which now represents 15 industry sectors.

The signatories (16 Trade Associations and 2 Union Federations) agreed that quantitative information on the application of the Agreement within each of the sectors they represent would be collected for the first time in 2008 and every two years from then on. The next report will have to be prepared in 2012. The information will be collected at site level and consolidated into EU signatory sector report, to form the basis for a NEPSI Summary report addressed to the European Commission.

II. GENERAL GUIDANCE ON REPORTING

a. The reporting process

Reporting will be carried out by each industrial site where the Agreement is applicable. Reporting should be done on the basis of information collected through monitoring of the application of the Agreement. The online reporting system is a user-friendly database which builds itself upon a cascading invitation process launched by NEPSI level down to the site level and involving notably the signatory EU Sector Associations, National Sector Associations and the Companies;

b. Who must / can be involved in the reporting process?

Levels 1, 2, 6 and 7 are mandatory and levels 3, 4 and 5 are optional, and can be used or not depending on the structure of companies or on the membership of associations. This guidance is addressed to levels 1-6. There is a separate guidance for level 7.

Level	Member Type	Description
Level 1	NEPSI	The European Network on Silica representing the signatories of the Agreement
Level 2	EU Sector Association	One of the 16 signatory European Sector Associations
Level 3	Group Companies	A Company: <ul style="list-style-type: none"> ▪ Directly Member of an EU Sector Association AND owning one / several Controlling Companies (see below)
Level 4	National Sector Association	A National Sector Association representing one of the sectors involved
Level 5	Controlling Company	A Company: <ul style="list-style-type: none"> ▪ Member of an EU Sector Association OR a National Sector Association AND Owning one / several Companies (see below)

Level 6	Company	A Company owning one / several industrial sites where the Agreement is applicable
Level 7	Site	An industrial site where the Agreement is applicable

c. At what stage in the process are these levels involved?

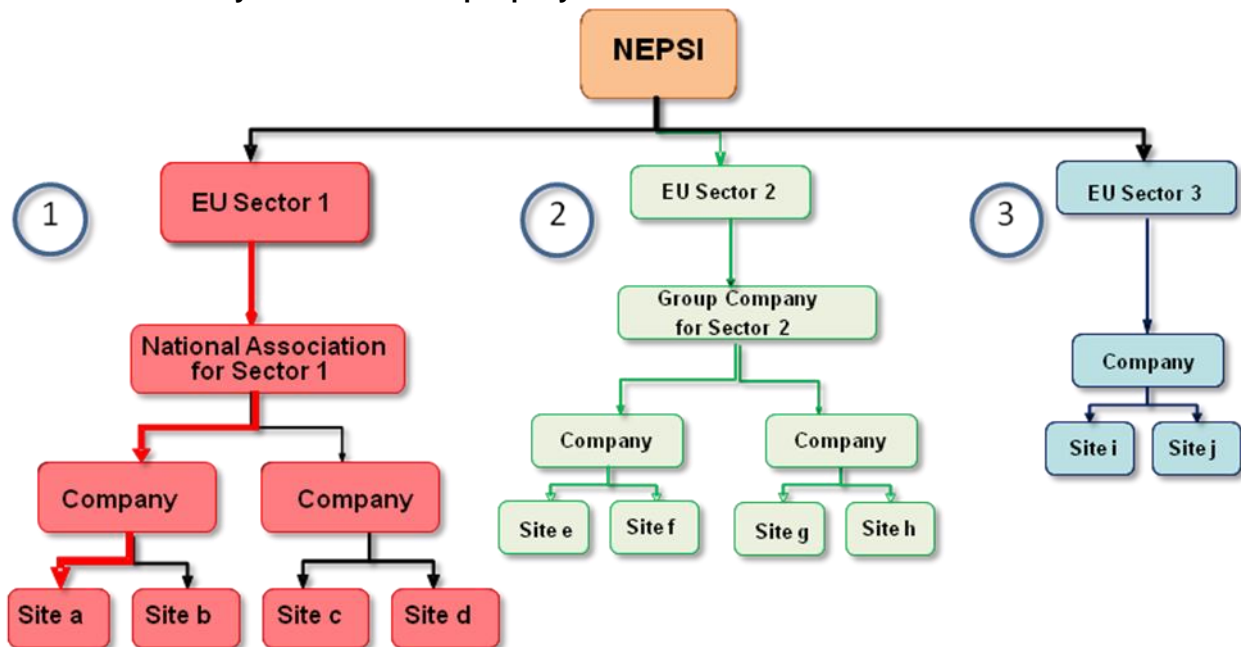
- **Identification and Invitation**

NEPSI will launch the top-down invitation process. When receiving **two separate e-mails** from NEPSI, one including a **hyperlink** to access the system and the other including a **pass code** to log into the system as a Member, each EU Sector Association (level 2) will be able to enrol Members from levels 3 to 6. This procedure is repeated until a Company (level 6) enrolls its site(s) (level 7). At that point, when a Site logs into the system, it is asked to complete its report or reject the invitation. The last enrolment stage of the process is not required in single site companies (see below Single site companies).

Each of the companies and sites (level 6 and 7) where the Agreement is applicable needs to be identified as belonging to one sector (level 2) and invited to report for that sector.

Levels 3 to 5 can be invited, acting as links between the companies & sites, an EU Sector Association (level 2) and NEPSI (level1).

NEW For the next reporting procedure in 2012, the same hyperlink and pass code used in 2010 should be re-used by each level. For convenience your previous enrolments from 2010 will be carried forward to 2012 and it is possible for you to edit these contacts. Data from previous reports will not be affected. It is possible to send reminders individually or in bulk to the people you have enrolled.



III. HOW TO APPLY THESE PRINCIPLES TO YOUR PARTICULAR CIRCUMSTANCES?

a. You are an EU Sector Association

You receive from NEPSI (level 1) a hyperlink and pass code to access the system. Once you have logged in, you can enrol Members from levels 3 to 6. For each of them, you need the name of the entity, the name of a contact and his / her e-mail address.

- If some of your Members have activities in more than one of the sectors concerned, they may be invited to log in by a number of different EU Sector Associations (including yours). As a result they may “Reject invitation”, if they choose to report under a different sector.

- **Voluntary Questions**

When editing or viewing your consolidated report, if you are an EU sector Association you should compile in your “Voluntary questions” section the relevant remarks received from your Members in the section “Voluntary Answers” of each of their individual report and/or add your own remarks to insert any relevant information on the application of the Agreement.

Please indicate in the free text boxes:

- Remarks on the Reporting process;
- Special national obligations worth to mention;
- Information on initiatives organised to promote/explain the NEPSI Social Dialogue Agreement;
- The coverage of the report vs. the total workforce of the sector;
- Any other comments (i.e. list of the task sheets of the NEPSI Good Practice Guide that have been implemented in the last four years)

b. You are a Group Company

You receive from your EU Sector Association (level 2) a hyperlink and pass code to access the system. Once you have logged in, you can enrol Members from levels 5 and 6. For each of them, you need the name of the entity, the name of a contact and his / her e-mail address.

Please note that a Group Company can never enrol a National Sector Association and a National Sector Association can never enrol a Group Company. If both levels are needed, you can use the “Read-only Guest” option (see below f. Read-only Guest).

- **Voluntary Questions**

When editing or viewing your consolidated report, you should compile in your “Voluntary questions” section the relevant remarks received from your Members in the section “Voluntary Answers” of each of their individual report and/or add your own remarks to insert any relevant information on the application of the Agreement.

Please indicate in the free text boxes:

- Remarks on the Reporting process;
- Special national obligations worth to mention;
- Information on initiatives organised to promote/explain the NEPSI Social Dialogue Agreement;
- The coverage of the report vs. the total workforce of the sector;
- Any other comments (i.e. list of the task sheets of the NEPSI Good Practice Guide that have been implemented in the last four years)

c. You are a National Sector Association

You receive from your EU Sector Association (level 2) a hyperlink and pass code to access the system. Once you have logged in, you can enrol Members from levels 5 and 6. For each of them, you need the name of the entity, the name of a contact and his / her e-mail address.

Please note that a National Sector Association can never enrol a Group Company and a Group Company can never enrol a National Sector Association. If both levels are needed, you can use the “Read-only Guest” option (see below f. Read-only Guest).

- **Voluntary Questions**

When editing or viewing your consolidated report, if you are an National sector Association you should compile in your “Voluntary questions” section the relevant remarks received from your Members in the section “Voluntary Answers” of each of their individual report and/or add your own remarks in the “Voluntary questions” section to insert any relevant information on the application of the Agreement.

Please indicate in the free text boxes:

- Remarks on the Reporting process;
- Special national obligations worth to mention;
- Information on initiatives organised to promote/explain the NEPSI Social Dialogue Agreement;
- The coverage of the report vs. the total workforce of the sector;
- Any other comments (i.e. list of the task sheets of the NEPSI Good Practice Guide that have been implemented in the last four years)

d. You are a Controlling Company

You receive from your EU Sector Association (level 2), **or** from your Group Company (level 3), **or** from your National Sector Association (level 4) a hyperlink and pass code to access the system. Once you have logged in, you must enrol Members from level 6 i.e. Companies. For each of them, you need the name of the company, the name of a contact and his / her e-mail address. You cannot directly enrol sites.

You may be requested to register an entity from one of the levels above yours as a “Read-only Guest”. Your Read-only guest will have access to the reports of your Members (consolidated company reports) and to your own consolidated report. See the description below.

e. You are a Company

You receive from your EU Sector Association (level 2), **or** from your Group Company (level 3), **or** from your National Sector Association (level 4) **or** from your Controlling Company (level 5) a hyperlink and pass code to access the system. Once you have logged in, you will see a control panel that gives you various options.

Ideally you will contact each site for them to report using their own individual unique hyperlink and pass code. For each of them, you need the name of the site, the name of a contact and his / her e-mail address. Sites you have previously individually enrolled will be brought forward to this reporting period, for your convenience.

Note: if a site has activities covered by more than one of the 15 industries sectors, then the report should relate to the core activity on site. A site can report only once, for one sector.

By using the enrol/edit sites button you can see those sites that have been brought forward. If necessary they can be deleted, unless they have a completed report for this reporting period. This action will not affect previous reports.

Companies with only one site may use the “Report a Single Site” option. Companies who wish to directly report a number of sites on one form may use the “Report Multiple Sites” although this is not the preferred route.

- Report a Single site



If you are a company which has not previously enrolled any sites you can continue directly to the reporting form. Please see “2012 User Guidance for Sites and companies directly reporting data”.

If you are a company with a single site, you can use a shortcut in the invitation process. If you are a company which has previously enrolled one or more sites, you will be asked to manually delete the sites enrolled and brought forward. This will not affect previous years’ reports. Once this has been done, you will be able to continue directly to the reporting form. Please see “2012 User Guidance for Sites and companies directly reporting data”.

- Report Multiple Sites



Companies with more than one site which wish to report them on one report can do so by selecting the “Report Multiple Sites” option. However, please note this is not the recommended option and you will be required to acknowledge that, if ever asked by your enroller, you agree to identify individual sites, according to the provisions of article 7 (4) of the European Social Dialogue Agreement (ESDA) on Silica.

If you select this option, you will be given the chance to manually delete some or all of the individual sites that you had enrolled previously and which were automatically carried forward to 2012. This will help to avoid double counting. Data for previous years will not be affected. In order to continue, you will need to tick a box confirming you understand the

requirements of reporting multiple sites on one form. Once this has been completed you will gain direct access to a reporting form which will first ask you to identify how many sites are included on the report. Please see “2012 User Guidance for Sites and companies directly reporting data”.

- **Voluntary Questions**

When editing or viewing your consolidated report, you should compile at Company level in your “Voluntary questions” section the relevant remarks received from your Members in the section “Voluntary Answers” of each of their individual report and/or add your own remarks in the “Voluntary questions” section to insert any relevant information on the application of the Agreement.

Please indicate in the free text boxes:

- Remarks on the Reporting process;
- Information on initiatives organised to promote/explain the NEPSI Social Dialogue Agreement;
- Any other comments:

Among other comments, if you are certain that crystalline silica is not present or generated (in respirable form) on your site if you have inserted “0” under the Exposure Risk heading, provide an explanatory note here. You can list of the task sheets of the NEPSI Good Practice Guide that have been implemented in the last four years

Once your sites have filled in and confirmed their report, it is locked and can therefore not be edited. However, the system allows them to send you a request to unlock their report. You can do this by using the Enrol / Edit Members option on your system Control Panel (see IV below). This option will not be available any more after the sites’ reporting deadline has passed (see below).

f. Read-only Guests

A Read-only guest can be any entity which is not included in the reporting process but needs to have access to a company or Controlling Company’s reporting data. The read-only guests have access to the consolidated report of the level inviting them and one level below.

Please keep the number of Read-Only Guests to a minimum. In order not to overload the system a maximum of three Read-only Guests has been set per entity. A facility for consolidating all the reports of the entities that have enrolled you as a guest is available.

IV. USING THE SYSTEM

Upon entering the system thanks to the hyperlink and pass code received in two separate e-mails, you will access your Control Panel. From there, you may:

- **Update contact details:** To change your contact details, you can log in and use the option “Change your details”. Your enroller will be notified.

The system allows you to also change the contact details of the members you have enrolled one level below. Both old and new contacts will then be notified. Your enroller (one level above) will also be notified. All participants who receive such a notification are encouraged to check the new contact details in case of any doubts.


- **Enrol / Edit members** through a “**Members Enrolment Form**”. This option allows you to enrol members one by one: insert or select from a dropdown list the Name of the entity, the Member Type, Country, Expected language (i.e. the language in which you wish the user to receive e-mails and use the system), the Name of your contact and his E-mail. Once you click “submit”, the system will automatically send a hyperlink and pass code to access the system to this contact from your own e-mail address. If you wish to enrol and import contacts from a contact list, go to “Import Contact List” (see below).

Through Enrol / Edit Members, you will also be able to view the Members you have enrolled at the bottom of the screen, in the “**Members Already Enrolled**” part. From there, you may delete each Member (impossible if it has already enrolled its own Members), view the number of Members each Member has enrolled (indicated under “Children”), resend your Member its hyperlink and pass code, and view the status of its report (ongoing or locked). If a site asks its Company to unlock its report, the “Unlock” option will appear for this site.


- **Import Contact List:** Import one / several list(s) of contacts to be enrolled as Members. Follow the instructions on the screen to export your outlook / lotus notes contacts into Excel and upload them into the system. All the imported contacts will then be displayed on a new screen. Invalid contacts might be rejected. Member type, country and expected language data are inserted by default and must be edited one by one. Once you have edited a Member, click "Submit". The system will automatically send a hyperlink and pass code to access the system to this contact from your own e-mail address. You will find this Member back on the "Members Already Enrolled" form (see above).
- **Reject invitation:** If an entity at levels 3, 4, 5, 6 or 7 has activities in more than one of the sectors concerned, it may receive an invitation to log in by different EU Sector Associations. In such cases, the entity can choose to:
 - Accept one invitation and enrol Members for one sector only, in which case they should "Reject invitation" for all other sectors.
 - **OR** accept more than one invitation and enrol Members for each of the chosen sectoral activities by logging in for each sector individually.

Reject the request to enrol your Members if for e.g. you have already enrolled all of them for another sector. Your enroller may be notified of your rejection and may contact you.

- **Avoid double counting: In 2012, no enrolment should be performed for the members that have already been enrolled in 2010.** If necessary the hyperlink and password can be re-sent by the enroller. However, if you need to enrol a new member, please check that it has not been enrolled already under a different name.

-  **Single site Company** – If you only have one single site, you can **either** function as a standard Company and enrol your single site as a normal Member **or**, to simplify the process, you can act as a single site company. On selecting this option, you will be taken to the standard data entry form that you will have to fill in only once without having to enrol your single site as a Member.

1. If you are a company which has not previously enrolled any sites you can continue directly to the reporting form. Please see "2012 User Guidance for Sites and companies directly reporting data". If you are a company which has previously enrolled one or more sites, you will be asked to manually delete the sites enrolled and brought forward. This will not affect previous years' reports. Once this has been done, you will be able to continue directly to the reporting form. Please see "2012 User Guidance for Sites and companies directly reporting data".
2. There are two options on the Company Switchboard: Enrol/Edit Members or Report as Single Site Company. These options are mutually exclusive: once a company has enrolled one or more members it cannot select "single site company"; conversely, once it has elected to act as a single-site company, it cannot enrol members (sites). To avoid mistakes, there will be a warning before the company starts either process.
3. If a company selects the single site option, it will be presented with the standard questionnaire as though it was acting as a site. Provided that no data has been entered into the new reports, the company can still select back the "Report as Single Site Company" option or the standard multiple sites option if it selects Enrol/Edit Members. Warnings will be issued in both cases. This will not affect previous years reporting.

-  **Multiple sites company:** If a company wishes to report aggregated data for a number of sites it is essential that NEPSi is aware of the number of sites included. Therefore an extra button on the Company Switchboard is available: "Multiple Sites Report".

On selecting this option, you will have to tick a box confirming that although you are filling in one report including the data for several sites, if asked by your enroller you agree to give all necessary information in order to allow your enroller to identify the individual sites according to the provisions of article 7 (4) of the European Social Dialogue Agreement (ESDA) on Silica. After that, you will be asked how many sites you wish to enter data for and you will be taken to the standard data entry form that you will have to fill in only once.

If you select this option, you will be given the chance to manually delete some or all of the individual sites that you had enrolled previously and which were automatically carried forward to 2012. This will help to avoid double counting. Data for previous years will not be affected. – see 2012 User Guidance for Sites and companies directly reporting site data.

- **Change of ownership /merger:** If the management of your site has changed ownership, please notify the NEPSI Secretariat at c.lanne@ima-europe.eu who will check with the administrator the changes that need to be implemented. Please note that the former enrollers will still have access to the old data. To access the old data, the new owner will need to ask the administrator.
Please note that the new owner also has to inform the level above, which will initiate a new enrolment process using the same procedure as for a new company or new site. It will generate a new hyperlink and password which will have to be used for the reporting from this moment on.
- **Voluntary Questions:** This part can be used to complete your consolidated report. When editing or viewing your consolidated report, you should compile in your “Voluntary questions” section the relevant remarks received from your Members in the section “Voluntary Answers” of each of their individual report and/or add your own remarks in the “Voluntary questions” section to insert any relevant information on the application of the Agreement. **If you do not fill your Voluntary Questions, the Voluntary Answers filled in by your members will not be passed up the chain.**
- **Add / Edit Read-Only Guest:** Available only to Controlling Companies and Companies
- **Print Blank Report:** Print a blank version of the Report, if you want to practice first.or you need to send it to your Member(s) for filling in a paper version.
- **View / Edit Consolidated Report:** View your consolidated report and add remarks in the “Voluntary questions” section
The system will produce, for each Member enrolled, a **consolidated report** of the quantitative data provided by the Sites it is linked to. Each Member will have access to its own consolidated report, **and to the consolidated reports of the Members it has enrolled** (referred to in the system as “children”). Therefore, only Companies will have access to raw site data.
The consolidated report will be available as soon as one site has confirmed its report. The number of reported sites is indicated on the consolidated report, which is updated every time an additional site reports.
- **Change Language Permanently:** Select the default language in which you will use the system.
- **Log Out**
- **Print instructions:** Print this guidance in .pdf format.
- **E-mail your Enroller**

V. DEADLINES

In 2012, Sites’, Companies’ and Controlling Companies’ reports (including the Voluntary Questions section) must be finalised by 16 March 2012.

All levels from the EU Sector Associations down to the Companies will control whether the reporting has been done and check the quality of the data provided by the level below to avoid easily identifiable mistakes.

▶▶▶ PowerPoint guidance available at www.nepsi.eu, in the “Downloads” section

NEPSI Secretariat c/o IMA-Europe
Twin Gardens (6° floor), rue des Deux Eglises 26, B - 1000 Brussels, Belgium
Tel: 32 2 210 44 23, Fax: 32 2 210 44 29
Email: c.lanne@ima-europe.eu