



## MEMORANDO DE REPRESENTAÇÃO DA ORDEM

**Nome do Representante:** Ricardo Jorge Garcez Marques da Cunha Reis

**Nome da Organização:** *Internacional Safety and Health Construction Coordinators Organisation (ISHCCO)*

**Data da Reunião/Evento:** A Ordem dos Engenheiros participou:

1. no dia 20/03/2015 e 21/03/2015, na reunião da **Assembleia Geral** da ISHCCO;
2. no dia 22/03/2015, na reunião da **Direção Executiva** da ISHCCO.

**Local:** InterCityHotel - Viena - Áustria

**Motivo da Reunião:**

1. Foram debatidos na reunião da **Assembleia Geral** os assuntos de acordo com agenda em anexo;
2. Foram debatidos na reunião da **Direção Executiva** alguns dos assuntos aprovados na Assembleia Geral.

**Participantes na reunião/evento:**

1. Elementos pertencentes à **Assembleia Geral** da ISHCCO;





2. Elementos pertencentes à **Direção Executiva** da ISHCCO;

**Aspectos mais relevantes da actividade desenvolvida:**

1. No que diz respeito à reunião da **Assembleia Geral** da ISHCCO será importante referir os aspectos mais importantes:

a) Alteração dos Estatutos que se traduz numa maior agilidade na gestão da Direção Executiva, no que diz respeito a prazos e na diminuição do número, que passa de 9 elementos para 5 (Presidente, Vice-Presidente; Tesoureiro e 2 vogais);

b) Aprovação dos **“EQF Standards for Construction Safety and Health Coordinators”**, conforme anexo, elemento fundamental para a **definição do perfil do coordenador na Europa**;

c) Apresentação dos resultados do inquérito, conforme anexo, sobre o tema **“Creating a Future-Energising our Purpose-Managing Expectations”** que define a vontade dos membros em:

i. Adoptar os **“Princípios Gerais de Prevenção”**, definidos na Directiva 89/391/CE, na aplicação da Directiva 92/57/CE;

ii. Assumir a ISHCCO como uma **Organização Internacional** e com tal, não limitar-se apenas ao território da União Europeia, mas também África, América, etc;

iii. Elaborar o **Registo dos Coordenadores de Segurança e Saúde Reconhecidos (IRCSTP)** e atribuir o **Cartão Europeu de Coordenadores de Segurança e Saúde (EURCOOR-CARD)**;

iv. Iniciar a criação da **Marca** que define os **Padrões da Formação dos Coordenadores de Segurança e Saúde (EUCOOR Label)** e a criação e manutenção do registo de **Entidades Reconhecidas como Organismos de Formação (IRCSTP)**.

2. No que diz respeito à reunião da **Direção Executiva** da ISHCCO será importante que foram definidas algumas estratégias e planeamento para a execução dos assuntos aprovados na Assembleia Geral que deverão ser implementados no ano 2015/2016.



**Conclusões sobre a representação:**

1. Conforme era o objetivo da ESTC, a Ordem dos Engenheiros continua, através da sua representação na “Assembleia Geral” e “Direção Executiva”, a influenciar de acordo com os seus interesses, com maior legitimidade, a par dos seus parceiros europeus.
2. Tendo em consideração o trabalho desenvolvido pela OE na ISHCCO desde 2011, nomeadamente através do seu representante Ricardo Reis, julga-se que é reconhecido pelos parceiros a qualidade do trabalho e o interesse que a OE tem em continuar a desempenhar um papel activo e de liderança, mais ainda, tendo em consideração o resultado do inquérito, que demonstra um inequívoco interesse da maioria dos membros, em elevar o nível de intervenção e influência da ISHCCO na Europa e fora desta.

Assinatura:

A handwritten signature in blue ink, which appears to read "Ricardo Reis", is written over a horizontal line.

Data: 04 de Maio de 2015

**Anexo:**

- Agenda da Reunião da Assembleia Geral;
- “EQF Standards for Construction Safety and Health Coordinators”;
- “Creating a Future-Energising our Purpose-Managing Expectations” - documentos diversos;
- Despesas de Deslocações ao Estrangeiro.



## ISHCCO General Assembly Vienna 20<sup>th</sup>/21<sup>st</sup> March 2015

# Meeting Agenda (Paper 01)

	Lead Presenter	Paper Enclosed
<b>(A) Friday 20<sup>th</sup> March 2015 (14.00 – 17.45 hours)</b>		
1. Attendance and Apologies	MG	
1. Officers		
2. Member's / Member's Representatives		
3. Proxy Holders		
4. Others in attendance		
5. Apologies		
2. President's Opening Remarks	RH	
1. Fire and Emergency Procedures		
2. Meeting Arrangements (coffee break 15.30 – 15.50 hrs)		
3. Secretary for the General Assembly Meetings		
4. Appointment of tellers		
5. Agreement of Any Other Business		
6. Thank you to our Sponsors, Partners and Hosts		<b>02</b>
3. Welcome to Vienna, Austria	FW	
4. Minutes of Meetings 7 <sup>th</sup> and 8 <sup>th</sup> March 2014	RH	<b>03</b>
1. Accuracy / Decisions of those Meetings		
2. Matters arising not covered by Agenda		
5. Proposed Statute Changes		
1. Proposed by Executive Board	RH	<b>04</b>
1. Amendments to Article S23		
2. Amendments to Article S12.4		
2. Proposed by BAUKO	FW	<b>04</b>
1. Amendments to Article S4		
2. Amendments to Article S13.1		
3. Amendments to Article S13.2		
4. Amendments to Article S18		
5. Amendments to Article S24		
6. Activities Reports 2014/15		
1. President	RH	<b>05</b>
2. Treasurer / Internal Auditors	EL	<b>06</b>
✓ Agreement for discharge of Mandate for 2014	BZ/GL	
3. Executive Board	RH	<b>07</b>
7. Appointment of Internal Auditor for 2015-2016-2017	RH	
8. Budget Proposals 2015	EL	<b>08</b>



	Lead Presenter	Paper Enclosed
<b>(B) Saturday, 21st March 2015 (09.30 – 12.30 hours) + (14.00 – 17.30hours)</b>		
9. Meeting Arrangements / Attendance / Apologies. (coffee break at 11.00hrs and 15.30hours)	RH	
10. DOKA Presentation	HW	
11. Activities Reports 2014		
• 92/57/EC Directive Review (Erwin Bruch)	EB	09.1/09.2
• Communications Working Group (Ricardo da Cunha Reis)	RCR	10
• Governance Committee (Richard Habgood)	RH	11
• Certification Working Group (Philip Baker and Reinhard Obermaier)	PB/RO	12.1/12.2
12. Questions on Members 2014 Activity Reports within Meeting Papers (12.00 – 12.30 hrs and 14.00 to 14.45 hours)	RH/All	
1. Austria -	FW	
2. Belgium	GVP	
3. Cyprus	ET	
4. Czech Republic	PS	13
5. Denmark	AK	14
6. France	RP	
7. Germany	RO	
8. Italy	MG	
9. Luxembourg	EB	15
10. Portugal	JM	
11. Slovakia	IP	
12. Spain	OLF	
13. United Kingdom	PB	
13. Programme for 2015 - 16		
1. Creating our Future-Energising our Purpose-Managing Member's Expectations	RH	16
2. Introduction of New Statutes		
3. Supporting Members	RH	
4. Supporting Sponsors	RH	
5. Supporting Partners	RH	
14. Approval for the continuance		
1. Adoption of Terms of Reference Issue 01 for	RH	
• Executive Board		17.1
• 92/57 EC Directive Review		17.2
• Communications Working Group		17.3
• Governance Committee		17.4
• Certification Working Group		17.5
2. Adoption of Standing Orders for all Committees Issue 00	RH	18
3. Adoption of Expenses Policy v03	RH	19
15. Any other Business (agreed 20/03/2015)	RH	
16. Invitation to ? – time/date/place for 2016 GA - to be confirmed		
17. Close of General Assembly – approx 17.30 hours	RH/FW	

# ISHCCO EQF Standards for Construction Safety and Health Coordinators

The European Temporary or Mobile Construction Sites Directive, 92/57/EEC, through national legislation, places an obligation on construction clients to appoint co-ordinators at the preparation stage and the execution stage. The tables below describe the knowledge, skills and competences required by coordinators at three EQF levels, 5, 6 and 7. Each table starts with the standard EQF descriptor for the level, describes a typical project for which a person at that level might be an appropriate coordinator and presents some of the job names for that level of person that might be in common usage in some of the member states. The functional requirements of coordinators are the same at each of the three levels.

Each table then presents the requirements on coordinators from the Directive, using the Directive Article numbers and beneath each requirement lays out the knowledge, skills and competences that are required to discharge the function to that level. Each of the three tables starts with the functions of the preparation stage coordinator (Article 5) and then addresses the functions of the execution stage coordinator (Article 6).

Different member states have different definitions of the stages of a project. Figure 1, below, shows the stages as described in the Directive:

- The 'Project' starts when the client first makes contact with the construction industry and ends when the structure is complete.
- The 'Preparation Stage' starts at the start of the Project and ends when the role of the Preparation Stage Coordinator is complete. This might be when the design is complete, when the contractor starts work or at the end of the Project.
- The 'Execution Stage' starts when the construction work starts and ends at the end of the Project.

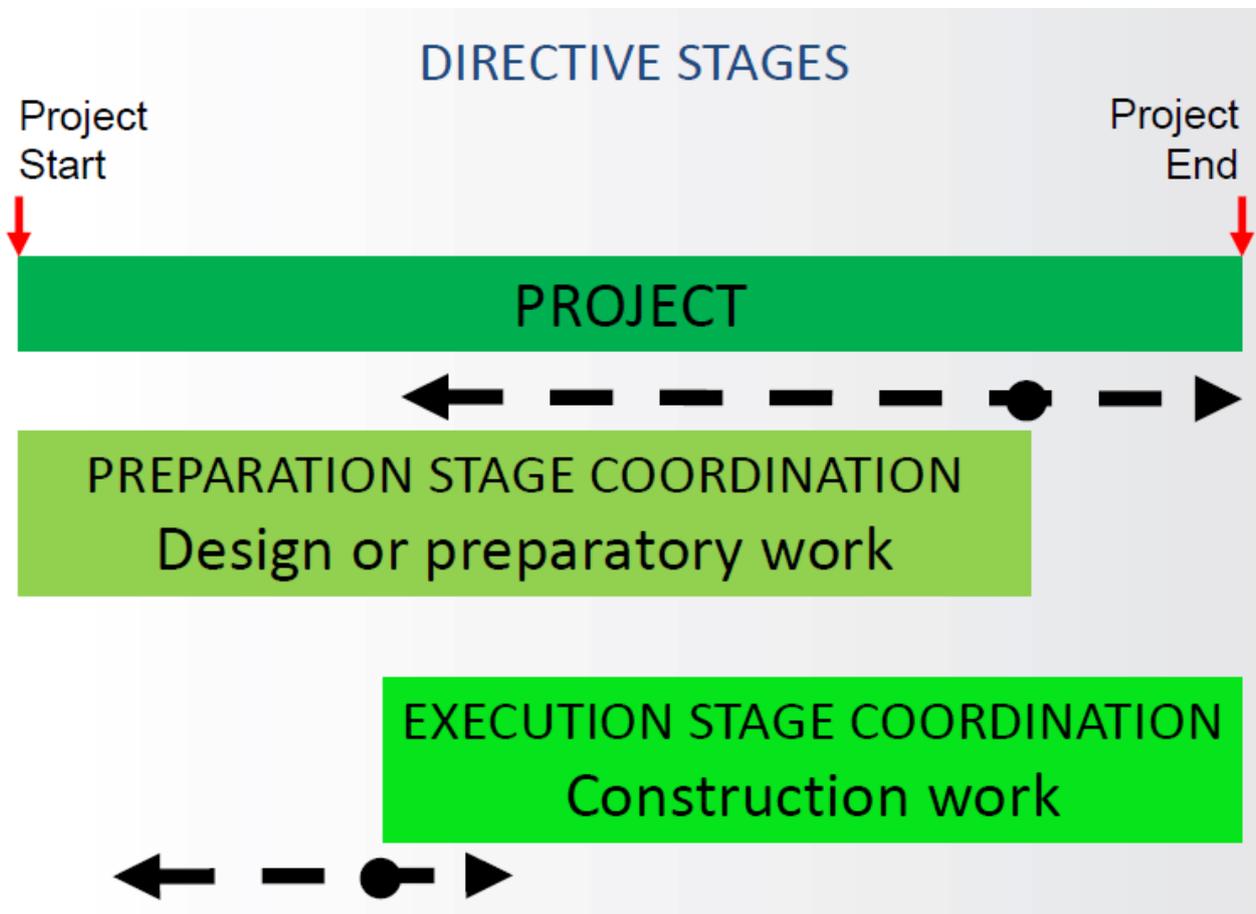


Figure 1

## Level 5

When completed all training or accreditation of prior learning the participant will have knowledge, skills and competences of the processes within the discipline of CSHC (Construction Safety and Health Coordination) shown in Table 1, below.

Table 1

EQF description of performances at Level 5 applied to the Construction Safety and Health Coordinator		
Knowledge	Skills	Competences
(comprehensive, specialised, factual and theoretical knowledge within CSHC and an awareness of the boundaries of that knowledge)	(a comprehensive range of cognitive and practical skills required to develop creative solutions to abstract problems in CSHC)	(exercise management and supervision in contexts of CSHC activities where there is unpredictable change; review and develop performance of self and others in CSHC)
Example of project: Two story project with traditional materials, simple foundations and execution methods; simple road works following natural contours without structures or geotechnical challenges.		
Examples of functional descriptor: Germany – Polier, Tenica, Portugal -		

<i>Article 5(a) Project preparation stage: duties of coordinators</i>		
The coordinator(s) for safety and health matters during the project preparation stage appointed in accordance with Article 3(1) shall <b>coordinate implementation of the provisions of Article 4</b> ( <i>General Principles of Prevention</i> )		
Knowledge	Skills	Competences
Be aware of the general principles of risk prevention	Prepare effective information about risks	Deliver information relating to CSHC risks in a suitable and effective manner
Be aware of risks associated with construction operations	Select suitable communication procedures	
Be aware of sources of construction safety and health information	Select suitable monitoring procedures	
Be aware of training opportunities and any legal requirements for CSHC		

<i>Article 5(b) Project preparation stage: duties of coordinators</i>		
The coordinator(s) for safety and health matters during the project preparation stage appointed in accordance with Article 3 (1) shall <b>draw up, or cause to be draw up, a safety and health plan setting out the rules applicable to the construction site concerned, taking into account where necessary the industrial activities taking place on the site; this plan must also include specific measures concerning work which falls within one or more of the categories of Annex II;</b>		
Knowledge	Skills	Competences
Be aware of the range of methods of risk control	Create the construction safety and health plan	Deliver information relating to CSHC risks in a suitable and effective manner
Understand suitable methods for the communication of risk to those affected		
Understand legal responsibilities of all those involved in construction safety and health		

<i>Article 5(c) Project preparation stage: duties of coordinators</i>		
The coordinator(s) for safety and health matters during the project preparation stage appointed in accordance with Article 3 (1) shall <b>prepare a file appropriate to the characteristics of the project containing relevant safety and health information to be taken into account during any subsequent works.</b>		
Knowledge	Skills	Competences
Be aware of the range of methods of risk control	Create and deliver the construction safety and health file	Deliver information relating to CSHC risks in a suitable and effective manner

<i>Article 6(a) Project execution stage: duties of coordinators</i>		
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<p>The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>coordinate implementation of the general principles of prevention and safety:</b></p> <ul style="list-style-type: none"> <li>— when technical and/or organizational aspects are being decided, in order to plan the various items or stages of work which are to take place simultaneously or in succession,</li> <li>— when estimating the period required for completing such work or work stages;</li> </ul>		
Knowledge	Skills	Competences
Be aware of the general principles of risk prevention	Prepare effective information about risks	Deliver information relating to CSHC risks in a suitable and effective manner
Be aware of risks associated with construction operations	Select suitable communication procedures	
Be aware of sources of construction safety and health information	Select suitable monitoring procedures	
Be aware of training opportunities and any legal requirements for CSHC		

<p><i>Article 6(b) Project execution stage: duties of coordinators</i></p>		
<p>The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>coordinate implementation of the relevant provisions in order to ensure that employers and, if necessary for the protection of workers, self-employed persons:</b></p> <ul style="list-style-type: none"> <li>— apply the principles referred to in Article 8 in a consistent manner,</li> <li>— where required, follow the safety and health plan referred to in Article 5 (b);</li> </ul>		
Knowledge	Skills	Competences
Be aware of the range of methods of risk control	Select suitable communication procedures	Deliver information relating to CSHC risks in a suitable and effective manner
Be aware of the risks associated with the activities mentioned in Article 8 (92/5/EEC)		

<p><i>Article 6 (c) Project execution stage: duties of coordinators</i></p>		
<p>The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>make, or cause to be made, any adjustments required to the safety and health plan referred to in Article 5 (b) and the file referred to in Article 5 (c) to take account of the progress of the work and any changes which have occurred;</b></p>		
Knowledge	Skills	Competences
Be aware of any changes in legal requirements for CSHC	Develop, implement and monitor the construction safety and health plan (execution stage safety coordinator)	Correct deviations from the safety and health plan work activities and methods
		Record deviations from the safety and health plan and revise it as necessary
		Update the safety and health file as necessary

<p><i>Article 6 (d) Project execution stage: duties of coordinators</i></p>		
<p>The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>organize cooperation between employers, including successive employers on the same site, coordination of their activities with a view to protecting workers and preventing accidents and occupational health hazards and reciprocal information as provided for in Article 6 (4) of Directive 89/391/EEC, ensuring that self-employed persons are brought into this process where necessary;</b></p>		
Knowledge	Skills	Competences
	Interpret the results of risks assessments and coordinate the management of risks	Deliver information relating to CSHC risks in a suitable and effective manner
	Select suitable communication procedures	

<p><i>Article 6 (e) Project execution stage: duties of coordinators</i></p>		
<p>The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>coordinate arrangements to check that the working procedures are being implemented correctly;</b></p>		
Knowledge	Skills	Competences
	Interpret the results of risks	Conduct monitoring of the implementation of

	assessments and coordinate the management of risks	construction safety and health plan
	Select suitable monitoring procedures	Deliver information relating to CSHC risks in a suitable and effective manner
		Correct deviations from the safety and health plan work activities and methods

*Article 6 (f) Project execution stage: duties of coordinators*

The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall **take the steps necessary to ensure that only authorized persons are allowed onto the construction site.**

<b>Knowledge</b>	<b>Skills</b>	<b>Competences</b>
	Select suitable monitoring procedures	Deliver information relating to CSHC risks in a suitable and effective manner

## Level 6

When completed all training or accreditation of prior learning the participant will have knowledge, skills and competences of the processes within the discipline of CSHC (Construction Safety and Health Coordination) shown in Table 2, below, in addition to those for Level 5 (Table 1).

Table 2

EQF description of performances at Level 6 applied to the Construction Safety and Health Coordinator		
Knowledge	Skills	Competences
(advanced knowledge of CSHC field, involving a critical understanding of theories and principles)	(advanced skills, demonstrating mastery and innovation, required to solve complex and unpredictable problems in CSHC)	(manage complex technical or professional activities or projects, taking responsibility for decision-making in unpredictable CSHC contexts; take responsibility for managing professional development of individuals and groups)
Example of project: Projects that are not at Level 5 or Level 7.		
Examples of functional descriptor: Germany – Engineering Technicians, Architects Portugal – Technical Engineers		

<i>Article 5(a) Project preparation stage: duties of coordinators</i>		
The coordinator(s) for safety and health matters during the project preparation stage appointed in accordance with Article 3(1) shall <b>coordinate implementation of the provisions of Article 4</b> ( <i>General Principles of Prevention</i> )		
Knowledge	Skills	Competences
Understand risks associated with construction operations	Ensuring that the construction general principles of prevention are applied for risk minimisation and control	Use an evidence based approach to develop construction coordination strategy
Understand systems to identify hazards or hazardous events and prioritise the control of risks	Effectively communicate information, ideas, problems and solutions to the full range of people they encounter at work	Use communication tools correctly and effectively
Understand the factors that affect risk tolerability or acceptability	Be able to access sources of construction safety and health information	Reflect on new developments in construction safety and health and coordination
Understand analysis, assessment and recording techniques and their appropriate application		Emphasise the value of CSHC professional on a construction project
Be aware of European and national standards applicable to construction safety and health		Manage your own personal professional development
Recognise that construction safety and health and coordination is a dynamic discipline and that it is necessary to keep up to date		
Be aware of the principles of ethical practice and cultural issues in construction safety and health		
Understand the role of related professions		

<i>Article 5(b) Project preparation stage: duties of coordinators</i>		
The coordinator(s) for safety and health matters during the project preparation stage appointed in accordance with Article 3 (1) shall <b>draw up, or cause to be draw up, a safety and health plan setting out the rules applicable to the construction site concerned, taking into account where necessary the industrial activities taking place on the site; this plan must also include specific measures concerning work which falls within one or more of the categories of Annex II;</b>		
Knowledge	Skills	Competences
Understand the range of methods of risk control	Design the construction safety and health plan	Use management tools correctly for the delivery of construction safety and health

		coordination
Understand implications of safety and health policies for organisations across a full range of risk profiles	Establish and run a management function for construction coordination	
Understand the theory and practice of organisational communication and the applicability to construction safety and health coordination processes	Use Information Technology to perform the coordination function	
Understand the range and role of behavioural safety programmes		
Be aware of construction hazard identification and evaluation techniques		

**Article 5(c) Project preparation stage: duties of coordinators**

The coordinator(s) for safety and health matters during the project preparation stage appointed in accordance with Article 3 (1) shall **prepare a file appropriate to the characteristics of the project containing relevant safety and health information to be taken into account during any subsequent works.**

Knowledge	Skills	Competences
	Design, compile and deliver the construction safety and health file	
	Use Information Technology to perform the coordination function	

**Article 6(a) Project execution stage: duties of coordinators**

The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall **coordinate implementation of the general principles of prevention and safety:**  
**— when technical and/or organizational aspects are being decided, in order to plan the various items or stages of work which are to take place simultaneously or in succession,**  
**— when estimating the period required for completing such work or work stages;**

Knowledge	Skills	Competences
Understand risks associated with construction operations	Ensuring that the construction general principles of prevention are applied for risk minimisation and control	Use an evidence based approach to develop construction coordination strategy
Understand systems to identify hazards or hazardous events and prioritise the control of risks	Be able to access sources of construction safety and health information	Reflect on new developments in construction safety and health and coordination
Understand the factors that affect risk tolerability or acceptability		Emphasise the value of CSHC professional on a construction project
Understand analysis, assessment and recording techniques and their appropriate application		Manage your own personal professional development
Be aware of European and national standards applicable to construction safety and health		
Recognise that construction safety and health and coordination is a dynamic discipline and that it is necessary to keep up to date		
Be aware of the principles of ethical practice and cultural issues in construction safety and health		
Understand the role of related professions		

**Article 6(b) Project execution stage: duties of coordinators**

The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall **coordinate implementation of the relevant provisions in order to ensure that employers and, if necessary for the**

<b>protection of workers, self-employed persons:</b> — apply the principles referred to in Article 8 in a consistent manner, — where required, follow the safety and health plan referred to in Article 5 (b);		
<b>Knowledge</b>	<b>Skills</b>	<b>Competences</b>
Be aware of European and national standards applicable to construction safety and health	Establish and run a management function for construction coordination	Verify implementation of safe systems of work and associated documentation
Be aware of construction hazard identification and evaluation techniques	Use Information Technology to perform the coordination function	Use communication tools correctly and effectively
	Effectively communicate information, ideas, problems and solutions to the full range of people they encounter at work	Use management tools correctly for the delivery of construction safety and health coordination

<b>Article 6 (c) Project execution stage: duties of coordinators</b>		
The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>make, or cause to be made, any adjustments required to the safety and health plan referred to in Article 5 (b) and the file referred to in Article 5 (c) to take account of the progress of the work and any changes which have occurred;</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Competences</b>
Understand the range of methods of risk control	Use Information Technology to execute the coordination function	Use suitable techniques for monitoring construction safety and health risk control
Understand implications of safety and health policies for organisations across a full range of risk profiles	Plan and undertake construction safety and health reviews	Reflect on new developments in construction safety and health and coordination
Understand the range and role of behavioural safety programmes	Develop actions plans, following from reviews	
Understand reactive and pro-active monitoring tools and their role in helping organisations meet their statutory and organisational needs	Compile and deliver the construction safety and health file	

<b>Article 6 (d) Project execution stage: duties of coordinators</b>		
The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>organize cooperation between employers, including successive employers on the same site, coordination of their activities with a view to protecting workers and preventing accidents and occupational health hazards and reciprocal information as provided for in Article 6 (4) of Directive 89/391/EEC, ensuring that self-employed persons are brought into this process where necessary;</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Competences</b>
	Effectively communicate information, ideas, problems and solutions to the full range of people they encounter at work	Verify arrangements for contractors within shared construction sites
		Use communication tools correctly and effectively

<b>Article 6 (e) Project execution stage: duties of coordinators</b>		
The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>coordinate arrangements to check that the working procedures are being implemented correctly;</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Competences</b>
Understand the theory and practice of organisational communication and the applicability to construction safety and health coordination processes	Plan and undertake construction safety and health reviews	Use suitable techniques for monitoring construction safety and health risk control
Understand reactive and pro-active monitoring tools and their role in helping organisations meet their statutory and organisational	Effectively communicate information, ideas, problems and solutions to the full range of people they encounter at work	

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<i>Article 6 (f) Project execution stage: duties of coordinators</i>		
The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>take the steps necessary to ensure that only authorized persons are allowed onto the construction site.</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Competences</b>
		Use communication tools correctly and effectively

## Level 7

When completed all training or accreditation of prior learning the participant will have knowledge, skills and competences of the processes within the discipline of CSHC (Construction Safety and Health Coordination) shown in Table 3, below, in addition to those for Level 5 and 6 (Tables 1 and 2).

Table 3

EQF description of performances at Level 7 applied to the Construction Safety and Health Coordinator		
<b>Knowledge</b> (highly specialised knowledge, some of which is at the forefront of knowledge in a field of work or study, as the basis for original thinking and/or research; critical awareness of knowledge issues in a field and at the interface between different fields)	<b>Skills</b> (specialised problem-solving skills required in research and/or innovation in order to develop new knowledge and procedures and to integrate knowledge from different fields)	<b>Competences</b> (manage and transform work or study contexts that are complex, unpredictable and require new strategic approaches; take responsibility for contributing to professional knowledge and practice and/or for reviewing the strategic performance of teams)
Example of projects: Process plant; complex geotechnical challenges; multi-storey above 25 metres/10 floors; bridge structures with pre-stressing; tunnelling; deep excavations greater than ten metres; dams		
Examples of functional descriptor: Germany – Engineer, Portugal -		

<i>Article 5(a) Project preparation stage: duties of coordinators</i>		
The coordinator(s) for safety and health matters during the project preparation stage appointed in accordance with Article 3(1) shall <b>coordinate implementation of the provisions of Article 4</b> ( <i>General Principles of Prevention</i> )		
Knowledge	Skills	Competences
Understand the principles of ethical practice in construction safety and health	Demonstrate professional advocacy in relation to construction safety and health coordination	Justify construction coordination actions against organisational objectives
	Justify the principles and applicability of the tools and techniques available to measure risk	Utilise appropriate national and European standards to improve CSHC performance
	Develop internal construction coordination competence schemes	
	Apply the theory of organisational communication with respect to construction safety and health coordination	

<i>Article 5(b) Project preparation stage: duties of coordinators</i>		
The coordinator(s) for safety and health matters during the project preparation stage appointed in accordance with Article 3 (1) shall <b>draw up, or cause to be draw up, a safety and health plan setting out the rules applicable to the construction site concerned, taking into account where necessary the industrial activities taking place on the site; this plan must also include specific measures concerning work which falls within one or more of the categories of Annex II;</b>		
Knowledge	Skills	Competences
Understand the influences on the culture of an organisation on construction safety and health	Devise a construction safety and health coordination system for a project	Compare ranges of communication techniques and be able to select appropriate techniques for the intended audience
Understand the construction coordination policies of organisations working on a project	Develop your professional skills portfolio and recognise the importance of personal reflection	Communicate construction risks in the context of project risk
Understand general management techniques and how these can be used to deliver construction safety and health coordination	Devise goals and performance targets for safety and health within safety and health policies	

Adapt systems to incorporate diversity and inclusivity in the workplaces		
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<b>Article 5(c) Project preparation stage: duties of coordinators</b>		
The coordinator(s) for safety and health matters during the project preparation stage appointed in accordance with Article 3 (1) shall <b>prepare a file appropriate to the characteristics of the project containing relevant safety and health information to be taken into account during any subsequent works.</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Competences</b>
		Communicate construction risks in the context of project risk

<b>Article 6(a) Project execution stage: duties of coordinators</b>		
The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>coordinate implementation of the general principles of prevention and safety:</b> <b>— when technical and/or organizational aspects are being decided, in order to plan the various items or stages of work which are to take place simultaneously or in succession,</b> <b>— when estimating the period required for completing such work or work stages;</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Competences</b>
Understand the principles of ethical practice in construction safety and health	Develop your professional skills portfolio and recognise the importance of personal reflection	Justify construction coordination actions against organisational objectives
	Demonstrate professional advocacy in relation to construction safety and health coordination	Utilise appropriate national and European standards to improve CSHC performance
	Justify the principles and applicability of the tools and techniques available to measure risk	

<b>Article 6(b) Project execution stage: duties of coordinators</b>		
The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>coordinate implementation of the relevant provisions in order to ensure that employers and, if necessary for the protection of workers, self-employed persons:</b> <b>— apply the principles referred to in Article 8 in a consistent manner,</b> <b>— where required, follow the safety and health plan referred to in Article 5 (b);</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Competences</b>
Understand the influences on the culture of an organisation on construction safety and health		Utilise appropriate national and European standards to improve CSHC performance

<b>Article 6 (c) Project execution stage: duties of coordinators</b>		
The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall <b>make, or cause to be made, any adjustments required to the safety and health plan referred to in Article 5 (b) and the file referred to in Article 5 (c) to take account of the progress of the work and any changes which have occurred;</b>		
<b>Knowledge</b>	<b>Skills</b>	<b>Competences</b>
Understand the differences between monitoring systems	Develop change strategies to improve construction coordination on a project	Compare ranges of communication techniques and be able to select appropriate techniques for the intended audience
Understand the construction coordination policies of organisations working on a project	Utilise benchmarking techniques	Communicate the changes necessary to CSHC activities
Understand general management techniques and how these can be used to deliver construction safety and health coordination	Devise goals and performance targets for safety and health within safety and health policies	Challenge existing CSHC systems when necessary
Understand the concept of continual improvement in construction safety and health coordination	Interpret feedback from safety and health management monitoring systems	Communicate construction risks in the context of project risk

Adapt systems to incorporate diversity and inclusivity in the workplaces		
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*Article 6 (d) Project execution stage: duties of coordinators*

The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall **organize cooperation between employers, including successive employers on the same site, coordination of their activities with a view to protecting workers and preventing accidents and occupational health hazards and reciprocal information as provided for in Article 6 (4) of Directive 89/391/EEC, ensuring that self-employed persons are brought into this process where necessary;**

Knowledge	Skills	Competences
	Illustrate how the systems devised meet statutory legal requirements in the jurisdiction of operation	Justify construction coordination actions against organisational objectives
	Develop internal construction coordination competence schemes	
	Apply the theory of organisational communication with respect to construction safety and health coordination	

*Article 6 (e) Project execution stage: duties of coordinators*

The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall **coordinate arrangements to check that the working procedures are being implemented correctly;**

Knowledge	Skills	Competences
Understand the differences between monitoring systems	Explain the purpose of safety audits, their design and techniques	
Be aware of learning styles and their effectiveness in construction safety and health both for supervisors and the workforce	Interpret feedback from safety and health management monitoring systems	

*Article 6 (f) Project execution stage: duties of coordinators*

The coordinator(s) for safety and health matters during the project execution stage appointed in accordance with Article 3 (1) shall **take the steps necessary to ensure that only authorized persons are allowed onto the construction site.**

Knowledge	Skills	Competences
Be aware of learning styles and their effectiveness in construction safety and health both for supervisors and the workforce		
Adapt systems to incorporate diversity and inclusivity in the workplaces		

## *“Creating a Future-Energising our Purpose-Managing Expectations”*

In 2013, supported by your Vice President Erwin Bruch, I became your President with a mandate that included amongst all other matters, member’s instructions:

1. To stabilise the financial position of ISHCCO from its perilous position in December 2012/January 2013
2. To open up ISHCCO beyond the EU Member States
3. To ensure ISHCCO made a valid contribution to the review of the Directive 92/57/EC
4. Where possible, grow membership and increase sponsorship

Today, your Officers have achieved many of these objectives but we have not yet amended our statutes (that will allow us to open up our territory of operations beyond the EU), nor have we grown organically within the EU 28.

Amending our current statutes is a long and relatively slow process. At our last Executive Board Meeting in November, your Officers discussed in some detail some of the difficulties we all face:

- i. Notification to amend statutes period - currently it is 4 months before the date of each General Assembly
- ii. Effective date of introduction – currently it is at the start of the calendar year following each General Assembly
- iii. (Outside of the EU28) Countries who do not recognise the Framework Directive 89/391/EEC
- iv. (Outside of the EU28) Countries who do not recognise the Temporary Mobile Construction Sites Directive 92/57/EEC
- v. (Outside of the EU28) Safety and health individuals working in construction who are not “co-ordinators”
- vi. (Outside of the EU28) All other safety and health individuals working in construction
- vii. (Within and outside of the EU28) ISHCCO’s relationships with all known professional safety and health organisations and membership bodies and all of their individual and corporate members working in construction, and
- viii. If we open up our doors how do we protect our current member’s interests, and those of their individual members, if our open door policy to promote a cross border framework of recognised qualifications destroys the core values of all co-ordinators through their individual professional organisations, in other words, our members.

Make no mistake ISHCCO is a confederation of co-ordinator’s organisations. Within and outside of the EU28, the function of a co-ordinator is often undertaken by an individual with an OSH qualification. Sadly, in some cases, the work of a safety and health construction co-ordinator is often undertaken by an individual without any formal qualifications.

As I see it we need a mechanism in place to capture these individuals and their organisations and bring them into our family.

The work of our Certification Group is so very important because over these past 18 months or so we have been working hard to demonstrate that ISHCCO national members through their individual memberships do make real contributions that benefit the public and society in which we live.

I’ve gone on record as saying that a safety and health construction co-ordinator is the key ingredient and glue between all other actors within a construction project, and that a construction safety and health co-ordinator provides the conscience to all other duty holders not only to respect the general principles of prevention, but also to work with each other to ensure that all construction works are properly planned, designed, managed, monitored if need be, and recorded within a file at the end.

These headline points have been relayed to the consultants undertaking the review of the working site directives that sit within the meaning of Article 16(1) of the Framework Directive 89/391/EEC; our Directive 92/57/EEC being just one of these.

These contributions are currently ongoing, and although I am unclear about the time-table ahead for proposals for change to be made available outside of EU Commission’s Departments, nor indeed their planned introduction date and the knock on effect or timing for introduction within each EU member state, now is the perfect time for us to open up our thought processes to plan our future, re-energise our purpose, and manage our member’s expectations ahead.

### ***Does ISHCCO have a future?***

**Yes**, we have too much to offer not to have a future. The introduction of Directive 92/57/EEC was the instrument that not only kick started all construction co-ordinators of safety and health into action, but also put a real meaning to the general principles of prevention within a construction based, as defined, activity. Whatever the outcome of the working site directives review, I do not believe that the general principles of prevention and the definition of a construction based activity will change.

With this in mind my vision is that ISHCCO opens its doors within and beyond the EU member states to all who perform a construction safety and health risk management function. If we can find a way to do this by way of new statutes we can grow, and enlarge our business model.

**Do we need to broaden our purpose and objectives? Yes**, if you support this vision, by way of altering our statutes that one day will allow ISHCCO to recognise every person who works as an advisor, or as a provider, or as a consultant, or as a manager or as an educator in construction safety and health.

To do this we will need to do more to encourage and find a way for all professional organisations, all commercial enterprises and all professional membership institutions or associations with a construction bias to join ISHCCO and be free to trade and be recognised anywhere in the world.

But before we do this we must be certain about “ISHCCO standards of expectation” that will allow membership to be granted.

**Can we manage our member’s expectations? Yes**, if we open up our doors to the tremendous opportunities for growth that prevail still within and outside of the EU28, and as we move forward, become more professional with our daily administrations, our public representations, and less reliant on our volunteer’s good will. We need an activities budget that will allow us to engage or appoint administrators, and representatives to carry out the strategies and policies approved by our General Assembly each year in tandem with your elected Officers to manage the day to day activities of a truly international organisation.

If we act now I believe we can lead and grow, as I consider that ISHCCO has a capability to become the world’s largest membership organisation and forum for professionals having a duty and/or a special interest towards the safety and health of everyone working within and/or affected by a construction activity.

I see no other world-wide organisation currently operating with this multi specialist opportunity. Ahead, could be a most exciting time for ISHCCO.

If you accept this then I must advise you that, in order to permit this change, we must radically amend our statutes to incorporate these new purposes and objectives.

But before then we must discuss, and hopefully agree current proposals for changes to our statutes for immediate introduction, and short term life, after our 2015 GA before we go one or two steps further by possibly introducing new statutes completely by way of special meeting, perhaps in October 2015 at the A+A Kongress in Düsseldorf, or at our GA in 2016.

I am asking you all if you still have your 2013 desire for changes to our statutes.

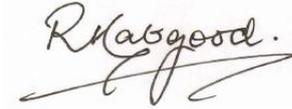
And if you do, how far do we go?

For me, all changes we consider, must, amongst all other matters:

- Maintain respect and authority of our current members
- Create a capability to create new income streams such as new grades of membership to cater for licences for individuals, commercial enterprises and the like
- Create and oversee the work of any ISHCCO accredited training provider imparting education and knowledge to individual members of our membership organisations.
- Creating an international recognised designation for our licence holders such as IRCSC/P (ISHCCO/Internationally Recognised Construction Safety Consultant/Professional)
- The ability to employ or appoint staff

Please refer to our proposal(s) for change to our Statutes sent out to you on the 19<sup>th</sup> November 2014. Understand the reasoning behind these proposals which are intended as an interim measure to retain the structure of our existing statutes but with a new purpose to speed up our governance processes.

Please also consider the following results from the questionnaire on Page 4 sent out to you on the 5<sup>th</sup> January 2015. The answers to these questions will shape all of our collective thinking about our future when we discuss them today..



**Richard Habgood – President and Chair of Governance**

1, Friary Gardens, Lichfield, WS13 6QU, United Kingdom

**Tel:** +44-1543-258758 **Mobile:** +44-7967-604252 **Skype:** richard.habgood1

**Email:** rh.president@ishcco.org

17<sup>th</sup> March 2015

## Members Survey Results (at 16<sup>th</sup> March 2015)

### Replies received from 69.23% of our members

#### Questionnaire

*“Creating a Future-Energising our Purpose-Managing Expectations”*

1. ISHCCO is a confederation of national safety and health co-ordinator associations that not only apply construction safety procedures at temporary or mobile construction sites as defined in the European Working Directive 92/57/EC, but also adopts other construction safety procedures that recognise, for example, the **General Principles of Prevention**, as defined within the European Working Directive 89/391/EC?  
Yes  89%      No  0%      Undecided  11%
2. ISHCCO will recognise every **person or association**, that not only applies, but also adopts safety procedures according to the European Working Directive 92/57/EC, for example, and recognise the **General Principles of Prevention**, as defined in the European Working Directive 89/391/EC, for example, at temporary or mobile construction sites, not only as a co-ordinator, but also as an advisor, or as a provider, or as a consultant, or as a manager or as an educator?  
Yes  78%      No  22%
3. ISHCCO will be a truly international construction safety and health organisation **not bound by member states of the European Union**?  
Yes  89%      No  11%
4. ISHCCO will continue co-operating **with international associations and/or institutions and/or trade organisations and/or commercial enterprises** interested in the construction safety and health theme?  
Yes  100%      No
5. ISHCCO will truly keep a current ISHCCO Register of European health and safety co-ordinators (**EURCOOR-CARD<sup>1</sup> / IRCSC/P (ISHCCO/Internationally Recognised Construction Safety Consultant/Professional)<sup>2</sup>** and oversee the procedures for award of that professional designation?  
Yes  89%      No  11%
6. ISHCCO will truly initialize the creation and maintenance of an INDEX of ISHCCO Quality Label (**EUCOOR<sup>3</sup> / IRCSTP (ISHCCO/Internationally Recognised Construction Safety Training Provider)<sup>4</sup>** for construction health and safety co-ordinators' programmes and education institutions in the countries of the National Members?  
Yes  100%      No
7. ISHCCO needs to become **more professional** as we move forward and **not reliant on volunteer's** good will?  
Yes  89%      No  11%

1= Name to be agreed if we operate strictly within the EU

2= Name to be agreed for operating within and outside of the EU

3= Name within our current Statute 6.2

4= Name to be agreed for operating within and outside of the EU



## DESPESAS DE DESLOCAÇÃO

Deslocações ao Estrangeiro

Nome Ricardo Jorge Garcez Marques da Cunha Reis

Nº: 27378

Morada: Rua Maria Ondina Braga, 20 - 8º.Esq. - Braga

Regiões e Secções Regionais:  Norte  Centro  Sul  Madeira  Açores

Na qualidade de: Representante da Especialização da Segurança no Trabalho na Construção

Representou a Ordem na: Reunião da Assembleia Geral e Direcção Executiva da ISHCCO em Viena nos dias 20/03/2015, 21/03/2015 e 22/03/2015.

Local	Porto - Lisboa - Viena.....	Dia 19/03/2015	5:55H
Deslocações entre:	Local Viena - Lisboa - Porto.....	Dia 22/03/2015	19:30H
Local	.....	Dia...../...../.....	.....H

### DESPESAS COM TRANSPORTES E ESTADAS

Comboio	<input type="checkbox"/> ... ..	
Avião	<input checked="" type="checkbox"/> ... ..	€ 308,85
Táxi / Metro	<input checked="" type="checkbox"/> ... ..	€ 56,60
Viatura própria	<input type="checkbox"/> Mat. ____ - ____ - ____ kms _____ x € 0,40	
Hotel /Residencial	<input checked="" type="checkbox"/> ... ..	€ 303,00
Refeições	<input checked="" type="checkbox"/> ... ..	(incluido no hotel)
Gasolina	<input type="checkbox"/> ... ..	
Outras	<input type="checkbox"/> ... ..	

### AJUDAS DE CUSTO

Dias inteiros	... .. x € 50,00€ .....	€ 0,00
Meios dias	... .. x € 25,00€ .....	€ 0,00

**TOTAL DAS DESPESAS** €668,45

Adiantamentos (€....., .....

Dedução do Subsídio de Refeição ... .. Nº dias \_\_\_\_\_ x € ....., .... (€....., .....

Visto **LÍQUIDO A REGULARIZAR** €668,45

....., ...../...../200.....

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Recebi da ORDEM DOS ENGENHEIROS a importância de:

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(Assinatura)

Braga, 04/05/2015

Elaborado por: VR  
Versão: DD - Anexo I  
Data: 18/09/2002

Tipo de fatura / Invoice Type	Nº de fatura / In..	Data / Date
Απόδειξη Πώλησης Εισιτηρίων (ΠΟΛ.1102/93) / Invoice	AEI-Γ-104469	16/03/2015

Detalhes do Cliente / Customer Details		Notas / Notes			
Nome / First Name:	Ordem dos Engenheiros NIF 500839166				
Profissão / Profession:					
Endereço Principal / Address:	Av.Antonio Augusto Aguiar 3D				
Cidade / City:	Lisboa				
País / Country:	PT				
Telefone / Telephone:					
IVA / VAT Identification Number:	500839166				
Escritório de administração fiscal / Tax Office:					
Tipo de pagamento / Payment type				Credit Card	
Código da reserva / Reservation code				22HRVP	
Nº de página / Page no.		1/1			

Número de bilhete / Ticket Number	Nome do passageiro / Passenger Name	Partida / Departure	Valor de tarifa / Fare Value	Imposto / Tax	Taxa de serviço / Service fee	Desconto / Discount	Preço total / Total Price
047-6533493859	REIS RICARDO MR TP - OPO-LIS-VIE-	19/03/2015 22/03/2015	129,00	184,55	6,06	10,76	308,85

Assinatura digital / Digital Signature Tax Printer

Preço total / Total price

€ **308,85**

C 50169053E84A3EEE1B468F06E5B03BA0DCCF0A7 1611 02280503 1503161349 EPX10020386

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Data: Hora: Numero:  
5a. 19/03/15 03:00 AD-3575

Origem:  
BRAGA  
Destino:  
AEROPORTO  
Tarifa:  
IDA

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Preco: **8.00 Eur**

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**Kunden-Beleg**

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19.03.2015 12:45  
Trm-Id: 21087539  
Trx. Seq-Cnt: 00016417  
Auth. Code: 395348  
Total-EFT EUR: 12.00

**KEIN TICKET**

**KEIN TICKET | NO TICKET | NO BIGLIETTO | PAS DE BILLET**

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Rechnungs.-Nr. 339898 /

Datum : 27.03.15

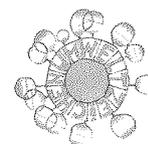
Gast: : Mr. Ricardo Cunha Reis

Zimmer Nr. : 521  
Anreise : 19.03.15  
Abreise : 22.03.15  
Seite : 1 von 2  
Benutzer ID : P416-MHANI

Datum	Beschreibung		Belastung	Entlastung
19.03.15	Arrangement		99.00	
20.03.15	Restaurant "Vom Feinsten"		6.00	
	Mittagessen			
20.03.15	Arrangement		99.00	
21.03.15	Arrangement		99.00	
22.03.15	CC Visa manual			303.00
Umsatzsteuer Detail			Total	303.00
		Netto EUR	MwSt EUR	Brutto EUR
MwSt 10%		264.16	26.42	290.58
			Saldo	0.00 EUR
Ortstaxe			6.42	
Durchlaufende Posten		6.00		6.00
Total		270.16	26.42	303.00
Saldo				303.00

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Abreise : 22.03.15  
Seite : 2 von 2  
Benutzer ID : P416-MHANI

Datum	Beschreibung	Belastung	Entlastung
Vertrags Nr.	: 600484273	Genehmigungscode :	Kreditkartennummer : XXXXXXXXXXXX0611
Transaktions Nr.	: 64807579	Genehmigter Betrag EUR : 303.00	Verfallsdatum : XX/XX
Transaktionsbetrag EUR	: 303.00		Einzugsmethode : Manual

TIP : \_\_\_\_\_

Gesamtbetrag EUR : \_\_\_\_\_

Unterschrift Karteninhaber \_\_\_\_\_ Ich autorisiere den aufgeführten Betrag.

