Guidance on Reporting under the Social Dialogue Agreement on Silica EU and National Association levels

I. Introduction about NEPSI and its Reporting

The European Social Dialogue "Agreement on Workers' Health Protection through the Good Handling and Use of Crystalline Silica and Products Containing It" (SDA Agreement) was signed in April 2006 by the representatives at European level of the Employees and Employers of 14 industry sectors: Aggregates, Cement, Ceramics, Foundries, Glass Industries – packaging, flat and special glass – Industrial Minerals and Metalliferous Minerals Industries, Mineral Wool, Natural Stone, Mortar and Precast Concrete Industries. Since 2006, in addition to the 14 industry sectors, the Expanded Clay, the Agglomerated Stones, the Ready Mixed Concrete and the Calcium Silicate Producers sectors joined the Social Dialogue Agreement, as well. As of 2019 the Agreement is represented by 19 signatories. More about NEPSI: www.nepsi.eu.

The signatories (18 Trade Associations and 1 Union Federation) agree that quantitative information on the application of the Agreement within each of the sectors they represent would be collected every two years. The first collection of information was reported in 2008.

The online reporting system allows to invite signatory companies and sites to provide information on Key Performance Indicators (KPIs) about NEPSI under seven different sections. From the data that is entered into the system a set of KPIs will be calculated automatically, for example to indicate the percentage of employees potentially exposed to Respirable Crystalline Silica (RCS) who are covered by the Agreement.
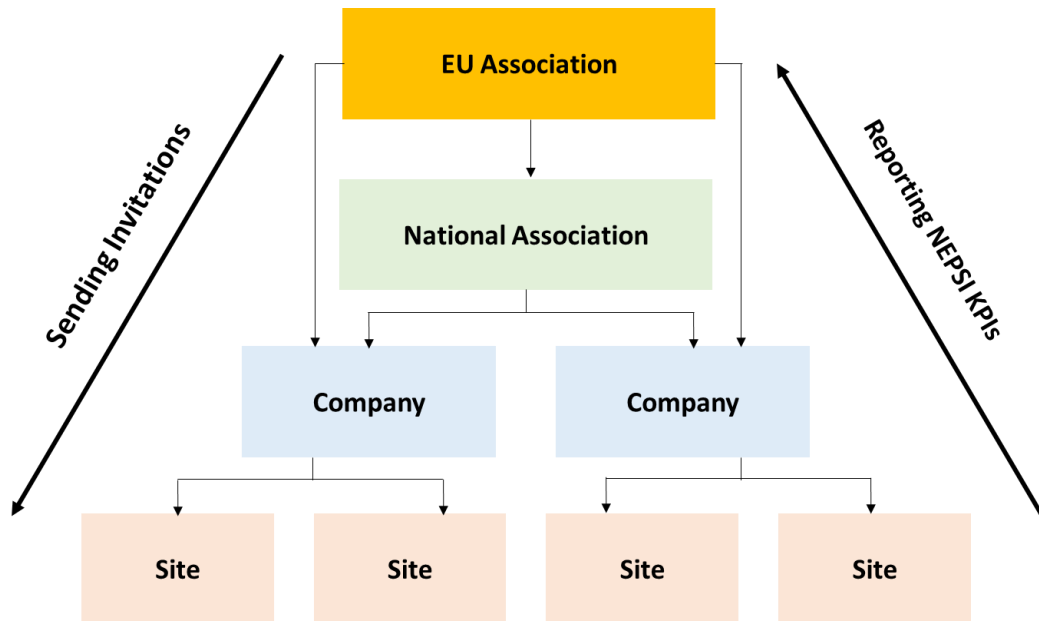
II. Structure of Reporting

The reporting online system allows the user to report under different levels. These are:

➢ EU Association level

➢ National Association level

➢ Company level

➢ Site level

> This document provides guidelines for EU and National Associations.

Associations (EU and/or National) are strongly encouraged to invite their member companies to participate in the NEPSI Reporting online.

The following figure illustrates the levels and the obligations of each player in each of the levels (sending invitations or reporting NEPSI KPIs).

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Rue des Deux Eglises 26 – B 1000 Brussels, Belgium
Tel: 32 2 210 44 10, E-mail: secretariat@ima-europe.eu

The two methods of reporting under EU and National Association level are described below:

A. Site level

The system originally set out in the SDA Agreement for the reporting of KPIs was under the site level. This remains the preferred method. Companies are enrolled by EU Sectors or National Associations and the companies then enrol their named sites.

B. Other levels

It is possible for any level to aggregate data from their members/companies offline and enter their data online in one report.

Voluntary reporting is possible for all levels for non-EU companies and sites, and for non NEPSI signatories.

All sites, whether or not Respirable Crystalline Silica dust is generated by a work process, are invited to report under the NEPSI Reporting System.

III. Access to the system

Access to entities ("nodes") is via a "Username" (e-mail address) and a Personal Identification Number (PIN). If you use the site for multiple nodes access is feasible via one Username and PIN.

The first time a user is enrolled a hyperlink and Personal Identification Number (PIN) via 2 separate e-mails will be sent automatically by the system.

Once you have logged in, you will enter an area where you can access any of the reporting points associated with your Username and have the following options:

| My Nodes | Change My Details | Change Languages |

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- **My Nodes**: Associations and members, for which you oversee the invitation, and/or for which you have been invited.

- **Change My Details**: change your name. Your enroller will be notified of this change.

- **Reject invitation**: reject an invitation when you have already been invited by someone else.

My Nodes

This shows a list of nodes for which you are the Contact. Once you have selected a member you have some options

Functions	Description
Fill in Report at this level	Not of relevance for Associations when sending invitations to members, as the reports should be completed by companies and sites.
Enroll/Manage Members	Add, update or delete member Associations and/or companies.
Transfer ownership (this enrolment)	Possibility of changing the name and e-mail of the contact person.
Amend Name (this enrolment)	Change name and details of the Association contacts.
Print Blank Report	View and print questionnaire.
View Consolidated Report	View all reported answers as one report
View Member Report	View single member reports. In addition, view answers to optional questions of members at each level.
Optional Questions	Additional questions to be completed on a voluntary basis at National Association level.
Certificate	A certificate for completing the NEPSI Reporting exercise is available when the reporting period is finalised.

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IV.   Enroll/Manage members

If your node has previously reported, this section will show existing members in the system and will give the opportunity to edit their contact details. You can also add new members and resend enrolment e-mails.

If you enroll a new member, the system will look to see if the associated user is already in the system. If the enrolled member is an existing user, the system will send an automatic e-mail notifying that an additional node has been added to their "my nodes". The language choice and name format of a user already in the system will take preference.

Please pay attention to select the correct enrolment level and country for new members.

V.   Optional questions

This section allows the user to provide more information on a voluntary basis. Please note that the online system only allows for plain text. It is recommended that EU Sectors and National Associations follow up their online report by communicating directly with their enroller to give details of the application of the SDA. The optional questions under Association level are:

1. Are there notable National obligations/legislations. Including OELs, RCS exposure monitoring, guidance, protocol and methodology used, equipment, standards

2. Can you give an estimate of the number of employees covered by the report compared to the total workforce in the sector?

3. How to do you engage with partners at National level?

4. Any other comments

5. Remarks on the reporting process

VI.   Completion of Reporting

You will also have the option to print a certificate, confirming the completion of the NEPSI reporting exercise, after the reporting period is ended. You will be notified via an automatic e-mail when the possibility of printing the certificate becomes available.

VII.   Recommendations to members

All questions have an explanatory note which is made available within the "Help" button.

Inform your members to check their spam/junk e-mail folder in case they have not received yet an invitation to report NEPSI KPIs.

VIII.   Questions and Technical problems

For any questions and technical problems, please contact your EU Association or the NEPSI Helpdesk, David Yelland at helpdesk@nepsidata.com.

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