

TENDER SPECIFICATIONS FOR SUBCONTRACTING

EXTERNAL EXPERTISE: 1 ICT specialist

ECMIN 2.0 Workers information and portal website on applicable working conditions

Tender Specifications

Background of the project

Temporary migration and in particular posting of workers is of vital importance in the construction sector, since it has (1) a highly mobile workforce, (2) a high demand for skilled and unskilled workers, and (3) has a strong competition between companies. In fact the lack of accessibility and transparency of the applicable working conditions is an important reason why even today many workers hesitate to work in another EU Member State or find themselves in jobs, where they face sub-standard, or even below legal minimum working conditions.

In recent EU policy, the discussion on the temporary mobility of workers played a prominent role amongst the social partners of the construction industry and also amongst the trade unions. The recently adopted Directive 2014/67/EC points out the importance of improved access to and transparency on the terms and conditions of employment within the different EU Member States in order to ensure the right application of the Directive 96/71/EC and thereby protect the rights of posted workers.

In the past, posted workers were struggling to get precise and concise information about the specific working conditions in the construction sector. The existing websites are often too technical or not sector-specific enough. Other projects provide the workers with the necessary information, but focus just on specific countries.

- Eures and Your Europe for example provide information on the cross-sectoral living and working conditions and jobs in other Member states, but by its nature cannot be too sector specific.
- **www.posting-workers.eu**, which was jointly created by FIEC and the EFBWW, provides in depth sector-specific information, but is very technical and more a reference tool for companies, employer's federations, trade union organisations and national authorities.
- The project **Faire Mobilität** that was implemented in 2011 supports and informs posted workers from a wide range of sectors on the enforcement of their rights through a website and especially six counselling centres, but is focussing its actions solely on Germany.

Another obstacle, which was often identified, was, that there was just little information available in the native languages of the (potential) posted workers. While highly skilled and qualified workers often speak two or three of the main European languages, the average construction worker often does not understand complicated information in foreign languages. Thus information which is not available in their native language is often disregarded.

In consequence, many workers are on the one hand hesitant to look for employment abroad while others turn to labour agents, intermediaries, gang masters and posting companies in their home countries, which often do not provide the correct information on the applicable working conditions. It should be noted that dishonest labour agencies and gang masters have developed their business model by relying on the lack of information of the workers.

As a result, many workers found and find themselves even today in jobs, where they face sub-standard working conditions, or even standards below the legal minimum in the sector. In such cases, the generally acknowledged rule of „same wage for the same work at the same work-place“ is virtually on each building site violated on the back of the posted workers. It goes without saying that workers are not the only victims, but also the law-abiding companies who are unable to compete with cheating companies. Regrettably it often takes months, until workers get aware of this and it leads to major disappointments about their experiment to go abroad for work. Additionally, when they turn to the trade unions, labour inspectors, courts ... they will often find that they should have claimed their wages earlier, etc. This factor stresses the necessity to focus on better information as a preventive tool.

To resolve this problem, the EFBWW launched the “European Construction Mobility Information Net” (ECMIN) in 2009¹, with the financial support of DG Employment, Social Affairs and Opportunities. The ECMIN is specifically designed for workers, who intend working abroad or who are already abroad and to inform workers amongst themselves. The database and website provides them with transparent, concise, easily accessible, free of charge information about the most important sector-specific working conditions such as construction wages, working hours, overtime payments, etc. in the main countries of destination in their native language. Furthermore, it gives them the contact data of persons, who speak their native language and are well informed about the specific construction working conditions in the countries of destination. The information is well structured and the website is easy to handle. The creation of ECMIN was an important step to combat the exploitation of posted workers, improve the mobility of workers and towards a fair and more transparent EU labour market.

Despite the numerous advantages of the ECMIN, we identified some weaknesses and challenges :

1. Updating: One important feature of the ECMIN is the updating of the provided information. As the ECMIN is a long-term information network, the national trade unions are supposed to update the

1 <http://ecmin.efbww.org/default.asp?Language=EN>

information on a regular basis. Currently that is only possible, if they give the information to the EFBWW-secretariat which changes the data for every language of the website. This procedure is not only inefficient and time consuming, but also leads to delays and hinders the updating process.

2. **Reachability:** Another important point is the reachability of the website. Even though the information on the website is relatively easy to access, well-structured and easy to handle, it proves difficult to get to the website quickly. When a (potential) posted worker is looking for information on the terms and conditions of employment in another EU Member State, he is going to search in his native language through a search engine (again in his native language). Over the years, we discovered that the ECMIN is not always easy to find in that way. It is reachable but only when someone is specifically searching for it.
3. **Linking and contact:** When a (potential) posted worker needs additional information or wishes to contact (by email, telephone or in person) a competent person, organisation or body, because the query exceeds the available information that ECMIN provides, ECMIN provides the contact details of persons who speak the native languages of the potential migrant or posted worker and are well informed about the sector-specific conditions of employment in the construction industry. It should be noted that over the years a wide range of websites and tools have been created, which have a wide range and can provide further information on the legislation, terms and conditions of employment in the EU Member states. ECMIN is not linked to these websites. Furthermore, the sole provision of contact details from trade union members in the countries of destination is not enough. Firstly, the contact possibility is not prominent enough on the ECMIN website. Workers are not advised sufficiently to contact the trade unions. Secondly, there are many questions of a transnational dimension which linked to the legislation of both the sending country and the country of destination. The ECMIN contact persons can often not answer these transnational in-depth questions.
4. **Standardisation:** Although the information of the ECMIN Network is well-structured, it is not always harmonized. In some cases the classification of information such as the wage brackets are different, which might lead to confusion.
5. **Innovation:** Since the introduction of smart phones and tablets, websites need to be available in a mobile format and new applications need to developed (apps). The increase of the use of apps as an on or offline tool is extremely powerful, because it allows to create a system of very easily, accessible and transparent information. Nowadays, virtually all (building) workers are in possession of a tablet and or smartphone.

General objective of the project

The ECMIN 2.0 proposed project overall aims:

- to overcome the weaknesses and challenges of the existing ECMIN website, and
- to go one step further and reach even more workers, not just by providing them “information” but also “help and assistance”

At the same time the initial objective and acquired tools of the current ECMIN remains intact: “providing information of the applicable working conditions in the construction industry and relevant provisions to (potential) posted workers free of charge, precise, concise and easily accessible”.

The objectives of the ECMIN 2.0 project are to make the existing trade union networks more efficient, reachable, linked and prominent for workers in all EU member states.

Aims of the project:

The Purpose of ECMIN 2.0 is (1) to improve the transparency and accessibility of the sector- specific terms and conditions of the construction industry for workers of all EU Member states by updating and promoting the existing European Construction Mobility Information Net (ECMIN) and thereby (2) raise awareness of (potential) construction workers about their claims and rights towards posting companies.

The Project focuses on:

- Improving the updating system and reachability of the website
- Make the ECMIN usable for even more workers by augmenting languages and countries of destination, as well as creating an App for the mobile use of the website.
- Promote a transnational exchange of the trade unions and improve the direct consulting of potential posted workers through the amendment of the existing ECMIN network and the training of the network cooperation partners from each EU Member State

Subject matter of the contract

The subject matter of the contract between EFBWW and the ICT expert will be to

- 1) act as ICT expert in the Grant agreement VS/2015/0017
- 2) ensure direct contact with the coordinating expert and the project manager
- 3) Specific ICT tasks:
 - a. Design and development of an animation teaser
 - b. Registration and hosting (.eu)
 - c. Project ICT management
 - d. Technical analysis;
 - e. Graphic design and implementation;

- f. Website and App testing;
 - g. Development website and App in 24 languages;
 - h. Content management;
 - i. Design and development App (iOS, Android, Microsoft)
- 4) Within the website and app a simple and efficient update mechanism (software) should be incorporated, which generates an automatic update of all the language versions.

Guidance regarding performance of the tasks and regarding the methodology

Performance of the tasks will have to be carried out within the contract period specified in the contract European Commission-EFBWW and with due regard to the order indicated in the description of the above-mentioned tasks and the schedule of the project activities enclosed.

Methods of work

The general supervision and evaluation of the project will be carried out by the steering group, co-ordinated by the project manager. The Coordination group will be composed of representatives from the EFBWW. The ICT expert will also assist the meetings from the steering group.

During the project the steering group will meet 4 times. Additional meetings could be foreseen.

Time schedule and reporting

The schedule of activities is laid down in the project description, which could be modified by the steering group.

The expert shall finalize the project within a maximum period in line with Commission instructions.

Contract

The Contract between EFBWW and the ICT expert will be based on a standard contract taking into consideration the financial regulations of the European Commission and obliging the consultant to respect the obligations laid down in the contract European Commission-EFBWW.

The successful consultant will submit to the EFBWW a draft contract EFBWW-ICT expert which includes “back to back” obligations from the contract European Commission-EFBWW also in the relationships consultant-subcontractors.

Payment

Payment shall be made on the basis of invoices, once the tasks have been performed and the results of the work have been accepted by the steering group.

Selection criteria

The consultant will be selected on the basis of the following criteria (as mentioned in the public procurement directive 2004/18, Articles 45, 47 and 48):

- a) personal situation of the tenderer
- b) economic and financial standing
- c) technical and/or professional ability

Tenders failing to satisfy all the criteria will be excluded from the further procedure.

Award criteria

The contract will be awarded to the bidder whose bid represents the economically most advantageous tender taking into account the following criteria:

- 1. Expertise on the ICT matters (50%)
- 2. Project management and organizational capabilities (20%)
- 3. previous working experiences with stakeholders/partners (15%)
- 4. language and communication skills (15%)

Content of the tenders

Interested parties are invited to present their:

- a) comments and solutions on the proposed structure of the project;
- b) comments and solutions on the proposed conceptual and methodological framework for the collection of data;
- c) a detailed offer/prices for the ICT expertise

The content of the tender presented by the consultant must correspond to the specifications indicated in the previous points

Evaluation procedure

The economically most advantageous tender will be identified by the evaluation of each award criterion on a scale between 0 and 10. These results will be counted using the relative ponderation indicated in % behind the award criteria.

Submission of tenders

The tender must be sent or delivered in duplicate, under a sealed cover. The envelope should be marked "*appel d'offres – à ne pas ouvrir par le service du courrier*". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

Interested parties should send their bid :

a) either by registered mail posted no later than **13 March 2015** (date as postmark), to the following address :

EFBWW
Sam Hägglund/Werner Buelen
Rue de hôpital 31, boîte 1 (12ième étage),
1000 Bruxelles
Belgium

b) or delivered by hand, i.e. by delivery in person or by an authorised representative (including private courier services) not later than 2 p.m. on 13 March 2015 to the same address.

Late delivery will lead to the exclusion of the tender from the award procedure for this contract.

For tenders submitted by private courier services and hand delivered requests, the EFBWW secretariat will sign a receipt stamped on the date of reception, which will serve as proof of delivery.

Copy:

Project description and timetable.

Please take note that the EFBWW will request the European Commission to extend the duration of the project by 3 months



ECMIN 2.0

Workers' information and portal website on applicable working conditions

Detailed working programme

Posting of workers: enhancing administrative cooperation and access to information

Budget heading 04.03.02.01

Call for proposals 2014

VP/2014/007/0047

Project description

Project Title: ECMIN 2.0 Workers' information and portal website on applicable working conditions

- I. Background
- II. Relevance of the Project
- III. Objectives of the Project
- IV. Purpose of the Project and link to objectives of the Budget Heading 04.03.02.01
- V. Project tools and instruments
- VI. Pilot phase
- VII. Training
- VIII. Partners of the project
- IX. External parties of the project
- X. Guidance and supervision of the project
- XI. Targeted Groups
- XII. Transnational dimension
- XIII. Innovative action of the project
- XIV. Dissemination of the project outcome
- XV. Working programme
- XVI. Timeline of the project

I. Background

Temporary migration and in particular posting of workers is of vital importance in the construction sector, since it has (1) a highly mobile workforce, (2) a high demand for skilled and unskilled workers, and (3) has a strong competition between companies. In fact the lack of accessibility and transparency of the applicable working conditions is an important reason why even today many workers hesitate to work in another EU Member State or find themselves in jobs, where they face sub-standard, or even below legal minimum working conditions.

In recent EU policy, the discussion on the temporary mobility of workers played a prominent role amongst the social partners of the construction industry and also amongst the trade unions. The recently adopted Directive 2014/67/EC points out the importance of improved access to and transparency on the terms and conditions of employment within the different EU Member States in order to ensure the right application of the Directive 96/71/EC and thereby protect the rights of posted workers.

In the past, posted workers were struggling to get precise and concise information about the specific working conditions in the construction sector. The existing websites are often too technical or not sector-specific enough. Other projects provide the workers with the necessary information, but focus just on specific countries.

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Another obstacle, which was often identified, was, that there was just little information available in the native languages of the (potential) posted workers. While highly skilled and qualified workers often speak two or three of the main European languages, the average construction worker often does not understand complicated information in foreign languages. Thus information which is not available in their native language is often disregarded.

In consequence, many workers are on the one hand hesitant to look for employment abroad while others turn to labour agents, intermediaries, gang masters and posting companies in their home countries, which often do not provide the correct information on the applicable working conditions. It should be noted that dishonest labour agencies and gang masters have developed their business model by relying on the lack of information of the workers.

As a result, many workers found and find themselves even today in jobs, where they face sub-standard working conditions, or even standards below the legal minimum in the sector. In such cases, the generally acknowledged rule of „same wage for the same work at the same work-place“ is virtually on each building site violated on the back of the posted workers. It goes without saying that workers are not the only victims, but also the law-abiding companies who are unable to compete with cheating companies. Regrettably it often takes months, until workers get aware of this and it leads to major disappointments about their experiment to go abroad for work. Additionally, when they turn to the trade unions, labour inspectors, courts ... they will often find that they should have claimed their wages earlier, etc. This factor stresses the necessity to focus on better information as a preventive tool.

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proves difficult to get to the website quickly. When a (potential) posted worker is looking for information on the terms and conditions of employment in another EU Member State, he is going to search in his native language through a search engine (again in his native language). Over the years, we discovered that the ECMIN is not always easy to find in that way. It is reachable but only when someone is specifically searching for it.

3. Linking and contact: When a (potential) posted worker needs additional information or wishes to contact (by email, telephone or in person) a competent person, organisation or body, because the query exceeds the available information that ECMIN provides, ECMIN provides the contact details of persons who speak the native languages of the potential migrant or posted worker and are well informed about the sector-specific conditions of employment in the construction industry. It should be noted that over the years a wide range of websites and tools have been created, which have a wide range and can provide further information on the legislation, terms and conditions of employment in the EU Member states. ECMIN is not linked to these websites. Furthermore, the sole provision of contact details from trade union members in the countries of destination is not enough. Firstly, the contact possibility is not prominent enough on the ECMIN website. Workers are not advised sufficiently to contact the trade unions. Secondly, there are many questions of a transnational dimension which linked to the legislation of both the sending country and the country of destination. The ECMIN contact persons can often not answer these transnational in-depth questions.
4. Standardisation: Although the information of the ECMIN Network is well-structured, it is not always harmonized. In some cases the classification of information such as the wage brackets are different, which might lead to confusion.
5. Innovation: Since the introduction of smart phones and tablets, websites need to be available in a mobile format and new applications need to be developed (apps). The increase of the use of apps as an on or offline tool is extremely powerful, because it allows to create a system of very easily, accessible and transparent information. Nowadays, virtually all (building) workers are in possession of a tablet and or smartphone.

II. Relevance of the project

The ECMIN 2.0 project is an important instrument to inform (potential) posted workers about sector-specific, precise, concise, free of charge and easily accessible information on the terms and conditions of employment in other EU Member States. It is an optimal addition to the existing websites of the national competent bodies and the EU such as Eures and Your Europe, which by nature provide less sector-specific information. Furthermore, it complements the existing posting-workers website, which is designed to be a reference tool for companies and trade unions.

ECMIN 2.0 generates more transparency on the existing terms and conditions of employment in the construction sector and thus a better functioning EU labour market. It integrates the national trade unions in the communication of existing legislations and circumstances and therefore in the Enforcement of Directive 96/71/EC and enables (potential) posted workers to make better use of their right of free movement within the EU.

The ECMIN 2.0 goes further than simply providing information and will serve as gateway (portal function) between workers who are looking for information and the existing national trade unions who are able to provide additional information (brochures, leaflets, ...), answer specific questions (over the phone, by email and even in person) or direct the worker to the relevant authorities.

ECMIN 2.0 will highly increase these positive effects by making the network more attractive, efficient, reachable and prominent for all workers in the construction industry in the EU.

Consideration (15) of the recently adopted Directive 2014/71/EC highlights that the social partners in the EU Member states should communicate and inform about the specific terms and conditions of the employment in their sectors. The EFBWW and its affiliates are more than willing to give information and assistance on those conditions, not only to public authorities and other competent bodies, but also to the potential migrant and posted workers directly. We are convinced, that the ECMIN 2.0 will be an optimal tool to achieve this goal.

III. Objectives of the Project

The ECMIN 2.0 proposed project overall aims:

- to overcome the weaknesses and challenges of the existing ECMIN website, and
- to go one step further and reach even more workers, not just by providing them “information” but also “help and assistance”

At the same time the initial objective and acquired tools of the current ECMIN remains intact: “providing information of the applicable working conditions in the construction industry and relevant provisions to (potential) posted workers free of charge, precise, concise and easily accessible”.

The objectives of the ECMIN 2.0 project are to make the existing trade union networks more efficient, reachable, linked and prominent for workers in all EU member states.

IV. Purpose and link to the objectives of Budget Heading 04.03.02.01

The Purpose of ECMIN 2.0 is (1) to improve the transparency and accessibility of the sector- specific terms and conditions of the construction industry for workers of all EU Member states by updating and promoting the existing European Construction Mobility Information Net (ECMIN) and thereby (2) raise awareness of (potential) construction workers about their claims and rights towards posting companies.

The Project focuses on:

- Improving the updating system and reachability of the website
- Make the ECMIN usable for even more workers by augmenting languages and countries of destination, as well as creating an App for the mobile use of the website.
- Promote a transnational exchange of the trade unions and improve the direct consulting of potential posted workers through the amendment of the existing ECMIN network and the training of the network cooperation partners from each EU Member State

The project fits clearly within the objectives of budget heading 04.03.02.01, especially to create transparency on the existing terms and conditions of employment, promotion on the exchange of information and the training of relevant social partners. Furthermore, it will help to enforce the applicable terms and conditions of employment, because an informed worker is in a much more convenient situation towards his employer, who wants to send him abroad.

The project therefore fulfils all the following specific objectives of the call for proposals:

- Obj. 1: Promotion of transnational cooperation among stakeholders (trade unions);
- Obj. 2: Increase the accessibility and transparency of the information concerning the terms and conditions of employment to be respected, including the use of websites, bodies and authorities to which posted workers and undertakings can turn to for information as well as the use of relevant initiatives by competent authorities and/or social partners aimed at improving the provision of the relevant information;

- Obj. 3: Increase of the knowledge about and the transparency of the existing practises in the Member States to monitor and enforce the terms and conditions of employment to be respected, such as the use of appropriate measures taken to ensure compliance with these terms and conditions in subcontracting chains;
- Obj. 4: Promotion of exchange and training of relevant officials and social partners;
- Obj. 5: Promotion of exchange of information and best practices, such as developing or updating websites containing general or sector-specific information concerning terms and conditions of employment to be respected, including the development of a single official national website as envisaged in the enforcement directive, among the stakeholders.

V. Project tools and instruments

The main instruments to achieve these goals include a directly accessible system for updates and a harmonization of the website's content, search engine optimisation, provision of links for further websites, as well the development and dissemination of an ECMIN App and the training of the relevant representatives from the national trade unions in the use and promoting of the ECMIN 2.0. Additionally the project foresees to expand the available languages of the network to all 24 EU official languages and augment the countries of destination, about which information is available.

The update system will make it possible for the person responsible within the national trade union to log in directly on the website and update the information by just actualizing the concerned numbers. The update system will then automatically change the figures for all the different languages. This process will alleviate part of the burden to update the website and will improve the long term characteristic of the ECMIN. The harmonization of the content of the website goes hand in hand with the new updating system. We plan to make the provided information more standardized, to make it more comparable, accessible and precise. This will make it only necessary to actualize the figures, but not text anymore.

The search engine optimisation measures will highly increase the reachability of the website. The (potential) posted worker will be able to search in his native language for key words concerning the terms and conditions of employment in another country and will not only find the ECMIN on a prominent place, but will be connected directly to the Website in his native language.

When a worker has questions outside the scope of information that the ECMIN is providing, ECMIN 2.0 will also offer links to all essential websites that give information on the legislation, terms and conditions of employment such as Eures, Your Europe and the national websites of the Member States which they are supposed to provide according to Article 5 of the Directive 2014/67/EC. Beyond that it will give the possibility to contact trade union experts in his/her home country or in the country of destination. These contact persons will advise him/her in an understandable and competent way. If the question is of a transnational dimension, the contact person can contact the ECMIN network partners in another EU Member State to gather quickly an accurate answer and if needed "help and assistance".

The ECMIN 2.0 will also create a possibility for the workers either to obtain additional information or to get in direct contact with a local trade union official, who will provide "help and assistance" to the workers concerned. Here it should be noted that many trade unions have plenty of information available in different languages and often employ trade union officials with a migrant background. The website will serve as a portal between the workers (looking for information) and the existing structures (having the information and knowledge).

In the modern information society, the prevalence of new electronic devices such as smartphones and tablets is constantly increasing. Especially young people use these devices frequently and even as a substitute for a computer. With ECMIN 2.0 we want to reach this group not only through the website, but also through an App, specifically designed for these electronic devices. We want to take all the positive features of ECMIN such as the easy handling, the service in all official languages and of course the precise, concise and easily accessible information and put it into an App, so that the users of smartphones and tablets have a fast and easy access to ECMIN. This App will be free of charge as well and available in IOS, android and windows.

To use the wide expertise of the trade union movement, ECMIN 2.0 will extend, strengthen and train the existing ECMIN cooperation partner network. Priority of this instrument is to create an exchange between the different national trade unions and enable the responsible officials to answer (in depth) questions of potential posted workers in a more accurate, fast and comprehensible way. To achieve this goal, a guideline and tools will be developed for the consultation of potential posted workers during the intermediary meeting of the project and especially in the final training of the network partners. Further themes of the intermediary meeting and the final training will be a guideline and training in the update system of ECMIN 2.0 and the development of a dissemination strategy to promote ECMIN on a wide scale.

VI. Pilot phases

In order to test the elaborated website and app, the instruments need to be tested in various countries. The aim of the pilot phases is to check whether the website and the app are smoothly integrated and properly functioning. In addition the tools will be tested in order to identify bugs or errors, which will be corrected.

The testing phases are a crucial phase during the project and will be performed in 10 countries with a duration of 1 and 3 months. The first pilot phase will mainly concentrate on the technical aspect of the website and the app, while the second will have its focus on the consulting part of ECMIN.

VII. Training

The project foresees a two day training meeting, which will take place in Brussels. At the meeting 72 participants, from 28 Member states will be invited. The participants are the nominated persons, who will be in charge of the periodical update of the ECMIN 2.0. At the meeting an interpretation in English, French, German and one additional language is foreseen.

At the training session the participants:

- will get information on the website
- will learn how to update the website
- will discuss a first dissemination plan, which will be submitted to the internal bodies of the EFBWW (for adoption)
- will discuss how to react to specific questions, either by providing additional information, directing them to the right persons, bodies or authorities or assisting them by working with “help and assistance”

VIII. Partners of the project

The European Federation of Building and Woodworkers (EFBWW)- a European representative social partner for the construction industry- will manage the project. The affiliated trade unions of the EFBWW (72 trade unions in 33 countries) will provide necessary help, support, information and advice during all the stages of the project.

IX. External Parties of the project

The tasks involved in the gathering, streamlining and editing of the most important sector-specific conditions in a form for each country, in which just the figures have to be changed, as well as the update system, the search engine optimisation, the development of the App and the changes in the design are going to be subcontracted in accordance with EU regulations.

The following external subcontracting are foreseen in the project:

- A. Translation: 28 (one home page) countries X 23 languages + final dissemination guidelines 3 page X 23 languages + documents for all meetings
- B. Interpretation: 7 languages during the training session
- C. Project coordinator who will:
 - Be responsible for the elaboration of the 28 homepages;
 - Liaise with the EFBWW affiliated members
 - Prepare the steering group meeting and ensure its follow-up
 - Liaise with the ICT specialists
 - Prepare the update guidelines
 - Prepare the training session;
 - ...
- D. ICT specialists:
 - Design and development animation teaser
 - Registration and hosting (.eu)
 - Project ICT management
 - Technical analysis
 - Graphic design and implementation
 - Testing
 - Development website in 24 languages
 - Content management
 - Design and development App (iOS, Android, Microsoft)

X. Guidance and Supervision of the project

The Project will be guided and supervised by a steering committee, composed of 7 participants: The EFBWW project manager, 2 external experts, as well as 4 trade union representatives. At least two members among the trade union representatives will come from the countries, where the pilot phases will be held. The steering committee will have the tasks to:

- supervise the overall implementation of the project
- prepare the coordination and evaluation of the pilot phases
- prepare the meetings, as well as the final training
- support the dissemination of the project

The working language of the steering committee will be English.

The steering group will meet 4 times

XI. Target groups

The ECMIN targets potential posted workers. It aims to provide them with the most important information on the terms and conditions of employment in the 28 EU Member states so as to avoid situations, where these workers find themselves in precarious work conditions because of a prior lack of knowledge. The special feature about ECMIN is that it provides this information in a precise, easily accessible and of course free of charge way to its target group. But even beyond the important target group of potential posted workers, all workers will profit from the information that ECMIN 2.0 provides. Even when they do not plan to go in another EU member state, workers can inform themselves about the applicable standards in their countries and if these standards are not respected by their employer, they can challenge them to do so by for example reporting to the responsible national trade unions.

XII. Transnational Dimension

The scope of the project covers all EU Member states. The affiliates of the EFBWW will help to implement and promote ECMIN 2.0 in their home countries. Furthermore, the new updating system will involve responsible actors from the national trade unions of each country to contribute on a regular long term basis to the Enforcement of the Directive 96/71/EC by making the conditions and terms of employment in their country transparent and easily accessible.

The augmentation of the available languages and the countries of destination available at ECMIN, will make the ECMIN usable for all workers of the construction industry in the EU. During the project there will be 4 representatives of the national trade unions involved in the supervision and guidance of the project. In the expert meetings as well as in the final training, the experts from each host country will attend the meeting.

XIII. Innovative action of the project/ added value

The lack of knowledge about the terms and conditions of employment in other EU Member States has long been an essential obstacle for the workers in the construction sector to make use of their right of free movement or put them in a situation, where they faced sub-standard working conditions or even standards below the legal minimum. The implementation of the ECMIN in 2009 was an important step to solve this issue.

The innovative action of the ECMIN was to provide the potential posted workers directly with precise, concise, easily accessible, free of charge information about the terms and conditions of employment in other EU Member states, before their departure to another country. It is an optimal addition to the existing websites, which are more technical, national or general.

It complements EURES, Your Europe, the EFBWW-FIEC website and database posting-workers.eu with more sector-specific information on the terms and conditions of employment directly from the trade unions that negotiate these standards. While Postingworkers.eu is a reference tool for trade unions and employer organisations containing technical information, ECMIN is focussing directly on the potential posted workers with easily accessible, precise, concise information. Compared to successful projects like *faire Mobilität* that are implemented on a national level, ECMIN is designed for a European level and includes all EU Member states. Since the implementation of ECMIN, workers in the construction industry have an information source specifically designed for them, where they can turn to, to get a clear picture on their rights.

ECMIN 2.0 is building upon this important step by not only taking into account the weaknesses and challenges of the first ECMIN, but also the technical requirements of the modern information society. The added value of ECMIN 2.0 lies in making the ECMIN more efficient, reachable, linked and prominent.

The ECMIN 2.0 introduces the method for the workers to get directly in touch with the affiliated EFBWW trade unions. Depending on a question additional information or further orientations could be given. If needed "help and assistance" could also be given.

The ECMIN 2.0 will link up with existing websites, such as posting-workers.eu, faire-mobilitaet.de, EURES, national websites, ...

It will make ECMIN 2.0 a universal instrument for all workers in the construction industry in Europe to inform themselves on their rights and what conditions and terms of employment they can expect in other EU Member States.

XIV. Dissemination of the project outcome

A communication strategy will be discussed at the training session with all the national experts. Afterwards the strategy will be submitted to the EFBWW decision making bodies in order to ensure a strong dissemination plan of ECMIN 2.0.

Elements of this strategy will be:

- Promoting and linking the ECMIN with the national websites of our affiliates
- Publicising articles in newsletters and flyers of the national trade unions
- Integration of ECMIN 2.0 in national campaigns to raise the awareness of workers on their rights

Through its 72 affiliated member organisations, within all the EU countries the EFBWW will push for maximum dissemination of the project tools.

In order to promote access to the website a "teaser" will be developed. This will be a non-speaking short animation movie highlighting the importance of getting the right information. The teaser will be put on the websites of the EFBWW affiliated organisations, uploaded on you tube and actively promoted in the new social media.

Signature of the legal representative

Sam Hägglund
EFBWW General Secretary

XV. Working Programme

Full Timetable

	Time	Task	Responsibility
Phase 1	01/12/2014	First Steering Committee meeting	Project Management
	12/14 - 2/2015	Establishment of a network	Network Coordination Expert
	2/2015 - 7/2015	Creation of long term, country specific forms	Network Coordination Expert
	7/2015 - 10/2015	Technical Analysis and Creation of the test website	ICT Specialists
	01/10/2015	Second Steering Committee meeting	Project Management
Phase 2	11/2015 - 12/2015	First Pilot Phase	Network Coordination Expert
	15/12/2015	Third Steering Committee meeting	Project Management
	01/03/2016	Intermediary Meeting with national trade unions (at internal meeting)	Project Management
	04/2015 - 6/2016	Second Pilot Phase	Network Coordination Expert
	10/06/2016	Evaluation Meeting	Project Management
Phase 3	01/07/2016	Fourth Steering Committee Meeting	Project Management
	1/9/2016 - 2/9/2016	Final Training	Project Management
	01/10/2016	Publishing of the website EU wide	Network Coordination Expert
	10/2016 - 12/2016	Dissemination Campaign	Network Coordination Expert

XVI. Timeline of the project

Phase 1: Preparation

The preparatory phase of the ECMIN 2.0 Project will include the Establishment of a network with cooperation partners from all EU Member states, Coordination and Compilation of the country specific forms, as well as the development of the first test website and the planning of the first pilot phase.

Timetable

Time	Task	Responsibility
01/12/2014	First Steering Committee	Project Management
12/14 - 2/15	Establishment of a network	Network Coordination Expert
2/15 - 7/15	Creation of long term, country specific forms	Network Coordination Expert
7/15 - 10/15	Technical analysis and creation of the test website and App	ICT Specialists
1/10/15	Second Steering Committee	Project Management

Content:

1. First Steering Committee

- First Meeting of the Steering Committee will take place on 1st December 2014 in Brussels. Tasks will be:
 - Evaluate the replies to call for tenders and select an external expert for the coordination and compilation of the country specific forms
 - Discuss a strategy to establish a network with cooperation partners in the construction sector in all EU Member states. The network requires:
 1. Officials responsible to build up a long term, country specific form of the terms and conditions of employment, where they just have to change the figures
 2. Officials responsible for the continuous provision and updating of the country specific information
 3. Persons within the trade unions who speak several languages and are willing to provide information to potential posted workers in their native language and are staying in constant contact with the network cooperation partners from other countries
 - Guidance of the external expert

2. Establishment of a network

3. Creation of long term, country specific forms for each EU Member State

- Joint Development and harmonization of the country specific forms by the Network Coordination experts, the national network partners and the Web and Development Experts
- This step will also include the formulation of the general information of the website

4. Technical analysis and creation of the test website and App

- The technical analysis will be done in 4 meetings with the Project Manager and the Coordination network expert
 - The creation of the test website and App will take 6 weeks

5. Second Steering Committee

- One day - Warsaw
- The second Steering Committee meeting will take place on 1st October 2015. Tasks will be:
 - Presentation and Evaluation of the long term, country specific forms and the test website
 - Planning of the first pilot phase

Phase 2: Pilot Phases

The pilot phase of the project will include the testing, evaluation, updating and expansion of the first test website and website. Additionally it will focus on the creation of guidelines for an effective, accurate and efficient consulting of potential posted workers.

Time	Task	Responsibility
11/2015 - 12/2015	First Pilot Phase	Network Coordination Expert
15/12/2015	Third Steering Committee meeting	Project Management
01/02/2016- 2/02/2016	Intermediary Meeting with Network partners	Project Management
03/2015 - 6/2016	Second pilot Phase	Network Coordination Expert
15/4/2016	Evaluation Meeting	Project Management

Content

6. First Pilot Phase

- The first pilot phase will be held in the countries that are represented in the steering committee. It will take 2 months. Tasks in this phase will be:
 - Prior promotion of ECMIN in the concerned countries

7. Third Steering Committee

- The third steering committee (One day - Paris) will take place on 15th December 2015. Tasks will be:
 - Evaluation of the first pilot phase
 - Discussion on improvements of the website
 - Planning of the intermediary meeting

8. Intermediary Meeting with national trade unions at the EFBWW Standing Committee building

- The intermediary meeting will take place in Brussels, March 2016. Tasks will be:
 - Presentation of the test website
 - Advertising and broadening the project concept and aims among the unions
 - Discussion on further improvements, amendments

- Development of guidelines and tools for an effective cooperation between the network cooperation partners and the consulting of potential posted workers
- Discussion of a dissemination campaign
- Planning of the second pilot phase

9. Second Pilot Phase

- The second pilot phase will take place in 10 EU Member states including the countries that are present in the Steering Committee. It will take 3 months. Tasks in this phase will be:
 - Prior promotion of ECMIN in the concerned countries
 - Get experience in the consulting of potential posted workers and the use of the ECMIN network

10. Evaluation Meeting

- The Evaluation Meeting will take place on 15th April 2016 in Brussels.
- One day, 20 participants, 6 languages.
- It will be composed of the members of the steering committee and the network partners from the countries, where the second pilot phase was held. Tasks will be:
 - Evaluation of the second pilot phase
 - Discussion on improvements, amendments of the website and App
 - Discussion on effective tools for a good cooperation of the network partners in the consulting of potential posted workers

Phase 3: Implementation

The implementation phase of the project will include the formulation and execution of a dissemination campaign, training of the network partners and the final implementation of the website and App.

Time	Task	Responsibility
01/06/2016	Fourth Steering Committee Meeting	Project Management
1/9/2016 - 2/9/2016	Final Training	Project Management
01/10/2016	Publishing of the website and the App EU wide	Network Coordination Expert
10/2016 - 11/2016	Dissemination Campaign	Network Coordination Expert

11. Fourth Steering Committee Meeting

- The fourth steering committee will take place on 1st June 2016 in Brussels. Tasks will be:
 - Discussion of the dissemination campaign
 - Presentation of the final website
 - Planning of the final training of the network partners

12. Final Training

- The final training of the network cooperation partners will take place on 1st and 2nd September 2016 in Brussels. Topics will be:
 - Training of the network partners in the content management of the website
 - Presentation and implementation of the guideline and tools for an effective cooperation among the network partners to consult potential posted workers
 - Discussion on how to react to received questions and requests
 - Planning of the publishing and final dissemination campaign
- It will have 72 participants and interpretation from and into 7 languages

13. Publishing of the Website, the App and the dissemination of the teaser EU-wide

14. Dissemination Campaign

- The publication of the Website and App will be accompanied by the concluded dissemination campaign

Responsibilities

Project Management: The Project Management will be carried out by the steering committee and specifically one project manager from the EFBWW. Their responsibility is the supervision, organisation and guidance of the different meetings and conferences, as well as the overall project.

Network Coordination Expert: The Network Coordination expert will be responsible to build up a network with cooperation partners from each EU Member state. He will advise the countries with the creation of a long term, country specific form of the terms and conditions of employment. Furthermore he will inform the different networks throughout the whole project about the state of the project through several ECMIN 2.0 Newsletters.

ICT Specialists: The Web design and App Development Experts are responsible for giving technical guidance and for the planning, development and presenting of the website and the App. They will attend the four steering committee meetings, as well as the intermediary conference and the final training.