TERMS OF REFERENCE
OF
WHO Health in the World of Work Network

1. Mission
To support more effective national responses to health emergencies, by strengthening information exchange and collaboration between the WHO and World of Work stakeholders, particularly in the context of health emergency preparedness and response: thereby resulting in more people being better protected, prepared and resilient to health emergencies; more people enjoying better health and well-being; improved trust and social cohesion (GPW 13 Strategic Priorities 2.2.1 and 2.2.2).

2. Status
The WHO Health in the World of Work Network is a WHO informal forum for stakeholders to exchange views; share information; and disseminate relevant WHO guidance. The health in the world of work network is not a separate legal entity and derives its legal status from WHO. Thus, it shall be administered and housed in WHO. The operations of the health in the world of work network shall in all respects be administered in accordance with the WHO Constitution and General Programme of Work, WHO’s Financial and Staff Regulations and Rules, WHO’s manual provisions, and applicable WHO rules, policies, procedures and practices including the WHO Framework of Engagement with Non-State Actors (FENSA)\(^1\).

3. Vision and Goal
The health in the world of work network envisions that more people have timely access to the right information in order to be able to make decisions to protect their health, particularly during health emergencies. The goal of the health in the world of work network is to increase access to accurate and relevant information and build a community of collaborative sharing on topics related to health, safety and wellbeing within the world of work. To achieve these goals the health in the world of work network aims to:

- Disseminate WHO guidance related to occupational health and safety and infectious disease preparedness and response
- Raise awareness and build consensus around the “health before wealth” concept by placing public health objectives at the center of world of work discussions

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• Provide a forum for sharing good practice examples of (with a full non-endorsement disclaimer for WHO):
  o Creating workplaces safe from epidemic and pandemic disease threats (infectious disease preparedness and response)
  o How workplaces safeguard the health and wellbeing of workers
  o How workplaces contribute towards healthy communities
• Enable feedback from world of work representatives to the WHO on information needs; implementation of WHO guidance; and concerns
• Provide an opportunity for information sharing and dissemination with relevant stakeholders, as and when appropriate

4. Core Principles of the health in the world of work network
The health in the world of work network is governed by the following principles:
  • To be inclusive and diverse in membership and structure, ensuring adequate representation from relevant stakeholder groups, geographical regions and income settings;
  • To be transparent in all processes, including the operational strategy and world of work network activities;
  • To ensure all activities align with WHO’s norms and standards;
  • To facilitate coordination among interested parties to advance WHO’s priorities on occupational health and safety and infectious disease preparedness and response.

5. Objectives
5.1 Objective 1: Conduct advocacy activities that increase support to WHO public health objectives and raise awareness around the importance of prioritising health. To achieve this, the health in the world of work network will:
  • Promote and disseminate information and resources aligned with WHO recommendations on occupational safety and health, emergency preparedness and response, mental health and psychosocial wellbeing;
  • Promote and support, when and where relevant, WHO public health messages and as appropriate events on occupational safety and health and emergency preparedness and response at global and regional level.

5.2 Objective 2: Strengthen networking and knowledge sharing. To achieve this, the health in the world of work network will:
  • Facilitate communication between stakeholders through regular virtual meetings, briefings and email exchange;
  • Strengthen and increase communication amongst the health in the world of work participants, with other stakeholders.

6. Governance and Secretariat
The Secretariat of health in the world of work network is formed within WHO and may involve more than one department or office. The secretariat is responsible for governance of the health in the world of work network and will facilitate coordination of activities, to ensure activities align with the health in the world of work network overall mission and objectives, and to preclude influences of individual or organization-specific agendas. The health in the world of work network is not a decision-making body, nor does it have any bearing over the work and activities of its participants that occur outside the world of work network.

More specifically, key responsibilities of the Secretariat are as follows:
- Serves as the interface between the health in the world of work network and its participants;
- Selects and manages participation in the health in the world of work network in line with WHO rules and policies;
- Chairs the information sessions and any other meetings;
- Coordinate correspondence with health in the world of work network participants, as required, to facilitate participation and collaboration of all participants;

Subject to the availability of sufficient human and financial resources for this purpose, Secretariat support and coordination for the health in the world of work network will be provided by WHO. Secretariat support will be provided in accordance with WHO’s rules, regulations, policies and procedures.

The Secretariat reserves the right not to implement any health in the world of work network activity which it determines gives rise to undue financial, legal or reputational liability or is contrary to WHO policies, regulations and procedures.

7. Participation
The health in the world of work network may consist of representatives from:
- Member States
- Intergovernmental organizations;
- Non-governmental organizations;
- Academic institutions;
- Private sector including international business associations, labor unions, international organizations of employers and of workers;
- Philanthropic foundations.

The private sector including international associations will be represented by constituencies, such that there will be broad representation from different sectors including but not limited to travel,
tourism, food, agriculture, manufacturing, services and health. There will also be representation from small and medium enterprises, as well as large multinationals and the informal work sector.

All entities seeking to participate in the health in the world of work network must meet the following criteria:

- The aims and purposes of the entity should be consistent with the WHO Constitution and conform with WHO’s policies;
- The entity should contribute significantly to the advancement of public health and to the objectives, vision and goal of the health in the world of work network and demonstrate documented support for the WHO work on occupational safety and health or epidemic and pandemic preparedness and response;
- The entity should respect the intergovernmental nature of WHO and the decision-making authority of Member States as set out in the WHO Constitution;
- The entity should be actively and internationally working in the field of occupational safety and health or epidemic and pandemic preparedness and response with proven experience and expertise in the subject matter for at least 5-10 years;
- The entity should have an established structure, constitutive act, and accountability mechanism;
- The entity, if a membership organization, should have the authority to speak for its participants and have a representative structure;
- If a non-State actor is applying to participate, the entity is required to provide the following information and documents: name, objectives and mission of the entity, copy of the legal status (such as bylaws, constitution), governance structure, names and affiliations of the participants of main decision-making bodies (such as Board, Executive Board), the assets and funding sources (list of donors and sponsors), main relevant affiliations and website address. The entity will also sign the tobacco-arms disclosure statement without alteration.

Each participant of the health in the world of work network must:

- Adhere to the Terms of Reference of the health in the world of work network;
- Actively participate in and support the health in the world of work network, its purpose, goals, objectives, guiding principles, work and activities;
- Attend and actively participate at the health in the world of work network’s various meetings;
- Share knowledge and information with other participants (such as resources, data, case studies, experience etc.);
- Act in the best interest of public health in alignment with WHO policies; and

Participants shall not make public statements about the health in the world of work network activities or on behalf of the Secretariat without the prior written consent of the Secretariat.
7.1 Applications to participate
A standardized form and application process will be developed by the Secretariat. Participant approval will be based on an assessment, due diligence process, and review of submitted documents, in accordance with the eligibility criteria and in accordance with WHO’s rules and policies. All participation applications will be approved by the Secretariat.

8. Meetings
As the Secretariat of the health in the world of work network, WHO convenes participants meetings at its discretion.
Participants are accountable for informing their respective organizations on the health in the world of work network.

9. Termination and withdrawal
Each participant has the right to withdraw from participation in the health in the world of work network at any time and should inform the Secretariat promptly.

If a participant does not attend three successive meetings, without appropriate written explanation, the participant will be deemed to have withdrawn from the health in the world of work network.

The Secretariat also has the right to terminate participation at any time, upon providing written notice thereof to such participant. Without limiting the foregoing, the participation of any entity in the health in the world of work network shall terminate if and when such participant: (a) no longer subscribes or adheres to the goals, objectives and/or guiding principles of the health in the world of work network, as described in these Terms of Reference; (b) engages in activities that are not compatible with WHO Policies, and/or (c) ceases to meet the membership criteria for the health in the world of work network, as set forth in these Terms of Reference.

WHO has the right, exercisable in its sole discretion, to close the health in the world of work network, at any time upon providing written notice thereof to the participant(s) concerned.

10. The health in the world of work network evaluation
The health in the world of work network Secretariat, will evaluate the overall processes and outcomes of the health in the world of work network on a regular basis, with the aim of assessing whether WHO should continue the health in the world of work network.

11.2 Publications
The health in the world of work network shall not produce publications, unless exceptional approval is given by the Secretariat. Any publication by a participant, other than WHO, referring
to the health in the world of work network shall contain appropriate disclaimers as decided by WHO, including that the content does not reflect the views or stated policy of the participants.

The participants must ensure that the work of the health in the world of work network is not misrepresented, and appropriate disclaimers are included where necessary. The health in the world of work network activities shall not include the development of technical materials, normative documents or policy papers.

11. Finance
Participants will be responsible for their own expenses in relation to all aspects of health in the world of work network unless agreed otherwise by the Secretariat. If participants receive third party funding to support participation in health in the world of work network meetings and activities, this must be disclosed to the Secretariat.

The Secretariat may raise funds from other sources to support the work of the health in the world of work network, in accordance with WHO rules and procedures, as appropriate. All Secretariat funds shall be received, administered and acknowledged in accordance with WHO’s policies including its financial regulations, rules, and practices. The Secretariat reserves the right to require that the health in the world of work network name not be used in grant applications. Any contributions by participants including donations (in cash or in kind), will be acknowledged by the Secretariat in accordance with WHO’s applicable rules, policies and practices.

12. Confidentiality
Depending on the agenda item being discussed, each participant in the health in the world of work network may be required to abide by confidentiality obligation and sign a standard confidentiality undertaking using the form provided by WHO for this purpose.

13. Amendments
These Terms of Reference may be amended from time to time by WHO.