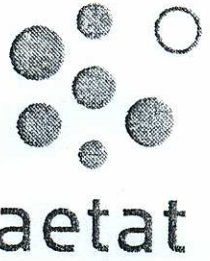


Philippine
Overseas
Employment
Administration

*Sp. Sigurdson
Spj. Ruge
Nanay/Fe
is include
in our file for
reference.
SWS*



Agreement between

**POEA
Philippine Overseas Employment Administration**

and

**Aetat
The Directorate of Labour
Norway**

on

**Transnational co-operation for recruiting professionals
from the health sector to positions in Norway**

General agreement

Within the framework of seeking international mobility of labour, the Philippine Overseas Employment Administration, hereafter called the POEA, and the Directorate of Labour in Norway have signed the following agreement:

The POEA and The Directorate of Labour develop a close co-operation in order to reduce the need for professionals in the health sector in Norway and equally promote employment opportunities for Filipino health personnel.

Target group

Due to the continuous lack of health personnel in Norway, there may be variations in the vacancies reported by Norwegian employers. Therefore, this agreement is formulated in a flexible manner to include recruitment of different types of relevant health personnel.

General requirements for the recruitment of health personnel

Professionals in the health sector shall:

- hold a diploma, certificate or other evidence of formal qualifications certifying successful completion of specific training in health practice and otherwise fulfil the necessary requirements
- present a certified true copy of a certificate of good standing issued by the competent authorities in the applicants home country/last country of residence, testifying to the applicants good repute as professionals in the health sector. The certificate must not be older than 3 months. (Not relevant upon recent completion of studies).
- specialists shall, in addition, have a specialist authorisation on the basis of specialised training.
- be entitled to necessary travel documents and be prepared to take up positions as health personnel in Norway.

Information and placement

The Directorate of Labour shall give continuous information on vacancies to the POEA both directly and via the internet. All vacancies shall be full-time, permanent jobs or of a limited duration, from 1-4 years. For the duration of this agreement, internet information shall guide interested Filipino applicants to submit their applications to the POEA for proper documentation.

The current needs in the health sector and the working possibilities in Norway shall be made available to potential candidates in the Philippines. The Directorate of Labour shall provide the POEA with relevant information to be distributed to interested candidates.

APPENDIX A describes and regulates the co-operation related to information and placement procedures.

Language training

The Directorate of Labour shall organise and administer intensive Norwegian language courses in the Philippines. The Directorate of Labour shall be responsible for the content of the courses providing relevant partners with a standard syllabus. Costs related to performing the courses shall be met by The Directorate of Labour in Norway.

APPENDIX B describes and regulates the co-operation related to intensive training in the Norwegian language.

Authorisation to practice as health personnel and entry regulation to Norway

The POEA, in co-operation with The Directorate of Labour, shall see to that candidates start processing the necessary documentation and apply both for authorisation/temporary licence to practice as health personnel in Norway as well as work/residence permit in Norway during the course of the language training.

APPENDIX C describes the regulations concerning authorisation to practice as health personnel and immigration regulations in Norway.

General

In order to keep a well driven and successful co-operation between the Philippines and Norway for the recruitment of health personnel, The Directorate of Labour and the POEA shall regard each other's organisation as a main collaborator in these two countries for the duration of this signed contract. Norwegian employers intending to hire health personnel through the Aetat shall course their need to the Directorate of Labour. Likewise, all Filipino health personnel interested to work in Norway shall course their interest through the POEA.

This agreement comes into action from the date of the signature and shall be active until the 31 December 2003. A renewal of the co-operation agreement may be done signature de novo at the latest three months before the termination of the current agreement.

Each party may, within reason, withdraw from this agreement with three months written notice.

This co-operation reinforces the overall objectives of the national Labour Market Policies of our two countries and is a concrete initiative to realise mobility of labour. The POEA can invoice the Directorate of Labour for the POEA processing fee and contribution to the Worker's Welfare Fund (based on the number of participants who will be recruited through the programme).

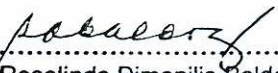
The Directorate of Labour will disburse the POEA on the basis of of the retrieved invoice within 4 weeks.

Likewise, selected applicants shall be provided with a standard employment contract mutually acceptable between the Employer and the selected applicants based on the standard set by POEA and Aetat and enforceable in the country of destination.

Appendix A, B and C are parts of the agreement, though the latter two serve as information only on the part of the POEA.

Date and place:..... Oslo 26.06.01


.....
Mr Lars Wilhelmsen
Director General
Aetat
The Directorate of Labour
Norway


.....
Mrs Rosalinda Dimapilis-Baldoz
Administrator
POEA
Philippine Overseas Employment Administration
Republic of the Philippines

Appendix A: regulation concerning co-operation on information and placement
Appendix B: regulation concerning co-operation on course in Norwegian
Appendix C: regulation concerning the authorisation to practice as health personnel and immigration regulation in Norway

Appendix A

Description and regulations concerning information and placement

Information about vacant positions

The Directorate of Labour shall have the overall responsibility for producing information about vacant positions reported from employers in Norway for professionals in the health sector from other countries.

Types of vacancies

All full time permanent vacancies, or vacancies with a limited duration, though of at least one year's duration.

The Public Employment Service home page on the Internet

All Norwegian vacancies are available on the Internet in Norwegian. Vacancies for professionals in the health sector should easily be found on the following site:

http://www.aetat.no/english/english_health_recruitment.html

The information posted may be used by the POEA, the Filipino medical associations and interested Filipino professionals in order to get an overview of the current offers in Norway. In the duration of this agreement internet information shall guide interested Filipino applicants to submit their applications to the POEA for proper documentation. As most positions ultimately require knowledge in the Norwegian language, an intensive training course will be offered to candidates of interest to the Norwegian health sector.

Individual information in connection with job offers and language training

As soon as Filipino professionals in the health sector have been approved by the programme and, preferably, entered into agreements and signed working contracts with Norwegian employers, the collaborating partners shall organise language courses „Intensive training in the Norwegian language for health personnel“ on the basis of the given information.

Initial information for Filipino professionals in the health sector

The Directorate of Labour will ensure that information about the demand for professionals in the health sector in Norway is available to the target groups via the Royal Norwegian Embassy in Manila. Professionals in the health sector who are available to take up appointments and meet the requirements for practising in Norway shall be notified in writing or in person at specially convened meetings arranged in close co-operation between the Directorate of Labour and the POEA.

Appendix A

Description and regulations concerning information and placement

Information about vacant positions

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The Directorate of Labour will bear the overall costs of promoting this initial information to the target group, as well as the advertising in Filipino medical journals. Details of the conditions for participation in this joint recruitment programme, including the intensive language course, should be covered by this information. The aim of this initial information will be to make candidates aware of work opportunities in Norway and inform them about how to obtain more detailed information.

Information about living and working conditions

The Directorate of Labour shall have the overall responsibility for producing and providing the necessary information about living and working conditions in Norway for interested professionals in the health sector from other countries.

The Directorate of Labour shall provide the POEA with relevant information to be distributed to interested candidates.

Abbreviated information about living and working conditions in Norway may also be found at the following Internet address:
<http://www.aetat.no/english/index.html>

Placement

The Directorate of Labour shall have the overall responsibility for liaising with Norwegian employers and building up good relations in order to match vacant positions with Filipino candidates possessing the required qualifications.

Organisation of the work in Norway

The Directorate of Labour shall have overall responsibility for work carried out under this joint programme.

A Health Recruitment Unit (HRU) has been established under the aegis of The Directorate of Labour. A team with the relevant expertise in the field is in operation in Oslo.

Tasks of the HRU

The HRU will be the main partner of the POEA in the practical work of receiving applications via the Royal Norwegian Embassy in Manila for language courses and applications for authorisation to practice in Norway. The HRU will also make the final decision about admission onto the language course. The HRU will be given chief executive responsibility for placement in Norway of professionals in the health sector from other countries.

Procedures

Information

Interested applicants will first receive information containing general information about vacant positions, geographical locations, housing, salaries, working hours and the conditions for participating in the programme, including information about the intensive language course. The candidates will also be given an application form in English. The candidates will be required to complete the form (in English) and return it with the following documentation enclosed:

- recent photo
- copy of passport/ID-card
- copy of diploma from the university or training institute where the applicant underwent training
- copy of authorisation to practice
- a self declaration that there will be no negative remarks on their certificate of good standing.

Interviews

Candidates who have submitted a preliminary application form and the necessary supporting documentation will be invited to attend information and interview meetings in the Philippines. They will receive information about the programme, language training, grants during the language course, as well as information about working conditions. The HRU will also be inviting Norwegian employers to attend these meetings and the candidates will thereby have the possibility to get in direct contact with the Norwegian employers.

During the course of the meeting, interviews will be conducted by representatives from the HRU and the POEA. On the basis of these interviews as well as interviews with relevant employers, the HRU and the POEA will select candidates to be accepted onto the programme and will handle the procedure for each applicant. Candidates who have been rejected by the HRU may still be admitted to the language course if they hold a signed working contract with a Norwegian employer.

Language courses

Candidates accepted for the programme will then be offered a place on a Norwegian language course. The course should not be held for less than 8 candidates, unless otherwise approved by the HRU, and not for more than 12 participants. If there are less than 12 candidates accepted for the language course, spouses and partners may in certain cases be invited to participate at own cost provided the partner/spouse already holds a contract with an employer in Norway.

Handling of authorisation applications

The HRU will send out application forms to applicants accepted on to the language course concerning authorisation to practice as professionals in the health sector in Norway. As soon as the candidates have returned these application forms with the requisite supporting documents, all the documents will be forwarded to the County Medical Officer in Oslo and/or other competent authorities. The requisite supporting documentation consists of certified¹ copies of the following:

- passport/ID-card
- diploma from educational institution
- authorisation to practice as professionals in the health sector
- authorisation to practice as a specialist (if applicable)
- certificate of good standing (if applicable).

As soon as the HRU receives the authorisation certificate from the County Medical Officer and/or the competent authority in Oslo this will be forwarded to the relevant candidates attending the Norwegian language course in the Philippines. The HRU shall simultaneously inform the POEA of the authorisation certificates received and forwarded to relevant candidates.

Time perspectives for placement of candidates

The HRU will commence the work of finding suitable positions for candidates immediately after receiving their candidatures. Before admission to the language-training period, the HRU will introduce candidates to employers with vacant posts matching the applicants' qualifications.

The HRU will furnish the POEA with the names of professionals in the health sector of potential interest to employers, together with the names of the employers.

When a candidate signs a contract with an employer, the HRU and POEA will notify each other.

Job interviews

The employers are responsible for arranging possible job interviews in Norway and for covering the costs related thereto.

National network

The HRU shall co-operate closely with the operative level of the Norwegian Public Employment Service.

¹ All copies must be certified, i.e. the copies must be stamped by notarius publicus, the Norwegian Embassy or the local police.

Likewise, the POEA shall co-operate closely with its regional offices and the Public Service Employment Offices in the sourcing of applicants as the need arises.

Conditions for placement in Norway

Professionals in the health sector must:

- hold a diploma, certificate or other proof of formal qualifications certifying successful completion and specific training in medical practice
- present a certified true copy of the certificate of good standing issued by the competent authorities in the applicant's home country/last country of residence, testifying to the applicant's good repute as a professional in the health sector. The certificate must not be older than 3 months. (Not relevant upon recent completion of studies).
- specialists shall in addition hold a specialist authorisation obtained through specialised training. Only specialist fields already existing in Norway can be considered and approved.
- be entitled to necessary travel documents and be prepared to take up positions as health personnel in Norway.

Appendix B (for the information of POEA)

Description and regulations related to a standard for an intensive training course in the Norwegian language and economic regulations related thereto

SYLLABUS

The intensive language course in Norwegian takes place in the Philippines. The training is divided into modules and will generally have a duration of three months. All courses are financed by the Norwegian State and shall have the following syllabus, developed by the University of Oslo:

Time-table

Tuition shall take place five days a week and will be based on the following time schedule:

08.30 - 11.00	class - room work
11.00 - 13.30	individual work and lunch
13.30 - 15.30	class - room work

2 - 3 hours of homework during the five class days

In addition, one day per week shall be used for individual studies so that the entire number of course days are six (6).

Study material

The language courses are generated by the University of Oslo and there is a special list of literature developed to each course that shall be used. The emphasis is particularly laid on medical texts, but there will also be used extracts from the Norwegian literature and articles from the press on issues of current interest.

The course will have:

- A main textbook
- Authentic texts on medical subjects
- Adjusted papers and work related to the texts, in grammar, wordlearning, understanding by listening, text understanding and written production.

There will also be video-programmes and informative texts on social conditions in Norway that shall be used.

During the language course there will be reading tests, days for in class revision and other tests.

At the end of the course the participants will undergo a test of equivalent standard as the "Bergenstesten". Participants must pass this test to be able to function well as professionals in the health sector in Norway. The University of Oslo, or representatives thereof, will mark this final exam.

Teaching resources

Two teachers shall be allocated to one and the same course. Both must be available for all modules. The teachers' qualifications must be of high standard with proved experience of intensive training of adults on higher educational levels.

The institute of Linguistics, represented by the Department for Norwegian as a second language and interpretation education at the University of Oslo (Norway) can give advice and provide contacts with teachers in relation to the courses.

In addition, the Norwegian lecturers at different universities abroad will from time to time have the possibility to act as teachers and/or external examiners.

Furthermore, any Filipino speaking personnel at Scandinavian Institutes with Norwegian as a special field may act as teachers.

In view of securing the quality, the teachers must have linguistic education in Norwegian on a higher level. The teachers should preferably be recruited from universities.

Size of a training group

Courses can generally be set up with no less than 8 and no more than 12 candidates in each course, unless otherwise agreed by the Directorate of Labour.

Ownership of the syllabus

The syllabus here presented is property of The Directorate of Labour and cannot be used outside this co-operation.

Responsibility for performing intensive language training in the Philippines

The Directorate of Labour shall have the responsibility for arranging these courses.

Obligatory presence

The course organiser must keep attendance lists of the participants to be personally signed by each participant each class day. All lists shall be sent to the HRU.

Candidates admitted to the course cannot be absent from lessons for more than three (3) days during a three month period. Exemption is made for absence due to interviews with Norwegian employers.

Procurement of course

Procurement shall, by preference, be based on negotiations related to submitted tender offers. Where the choice of vendor is given, the procurement may be made in the form of a direct purchase based on a fixed price agreed in advance. The reason for the use of direct purchase must be recorded.

The Directorate of Labour shall prepare a list of requirement specifications based on the standard template given below. The Directorate of Labour distributes the standard form for requirement specifications and a standard budget form with the tender invitation for the training programme to prospective vendors. Vendors wishing to contend for contract on the training course must submit their bids in accordance with the standard requirement specification and budget form.

The requirement specifications shall contain

- number of teachers
- name and qualifications of teachers (if applicable)
- details of training programme
- technical equipment (e.g. a computer with internet facilities as well as an overhead projector)
- tests, including final test
- coaching
- references.

The budget form shall contain (if applicable)

- the name of the course vendor
- company registration number
- name of the course: *Intensive training in the Norwegian language for health personnel.* (Developed by the University of Oslo.)
- the above described curriculum/syllabus
- number of hours/classes
- teacher salary
- costs for planning

- administrative costs
- social costs and payroll tax
- total salaries
- rent of premises
- equipment rental
- teaching material (such as paper, pens, etc.)
- office supplies, postage and photocopying
- costs related to the final test
- travel, board and lodging
- miscellaneous
- profit
- total cost of course.

The Directorate of Labour considers submitted tender offers and conducts negotiations with one of the bidders.

When the contract has been awarded a tender record and a draft tender agreement will be prepared for approval by the Directorate of Labour and the vendor.

ECONOMIC ASPECTS

Costs of study material

Will be carried by The Directorate of Labour and paid directly to the University of Oslo.

Cost for final test

Will be carried by The Directorate of Labour and paid directly to the University of Oslo.

Allowances to course participants

Allowances approved by The Directorate of Labour to participants in the courses will be based on Norwegian regulations and may include as follows:

- basic allowance for six days per week, counting 4.2 weeks a month making a total of NOK16708.- earned for a three month period. A reasonable compensation will be paid to candidates during their language training, though the major share of the allocated financial support will be paid to the candidates upon arrival in Norway.
- travelling allowance and/or allowance for health personnel living away from home

- first trip from home to the language course and last trip back after exam with public transportation.

Course participants receiving full or partial salary from his/her employer or receiving unemployment benefit, are not eligible for Norwegian basic allowance.

Maximum means per pupil for costs related to training

The maximum means for each candidate approved by The Directorate of Labour will be approximately NOK 25, 000.- in total, only partial payments taking place during language training in the Philippines. Total financial support to course participants will cover basic allowance plus an average of possible extra costs, defined and set through Norwegian regulations. The means shall cover all costs directly connected to the course as already mentioned.

Decision on granting allowances

The Directorate of Labour makes the decision on granting the allowances.

PROCEDURES FOR PAYMENT

The POEA can invoice The Directorate of Labour for all stipulated costs in the agreement (based on the number of participants who will be recruited through the programme). The invoice must state which participant the invoice is related to.

The Directorate of Labour will disburse the POEA on the basis of the received invoice within 4 weeks.

Payment to the course vendor

The Directorate of Labour shall settle all financial affairs with the vendors. In general, payment shall be made in arrears and according to invoice for work performed. Partial advance payment may be agreed if the course vendor incurs expenses payable connected to starting the course.

Final invoice to be paid for a completed course shall be sent by the vendor to the Directorate of Labour no later than four weeks after completion of a course. Payments will not be made for services not rendered.

Attendance lists must also be presented to the Directorate of Labour before the final account for a course is made.

Payment to course participants

The Directorate of Labour makes the payment of the allowances to the participants of the course according to the current Norwegian regulations.

Norwegian disbursement of allowances is made on the basis of course attendance verified by participant's signature each course day. Absence due to illness not exceeding three (3) days during the entire course shall not interfere with the allowances.

If participants retrace from the language course for no valid reason, they will have to pay back any allowances received during the intensive language training.

Control

The Directorate of Labour shall see to that the allowances here mentioned are allocated in the appropriate way as described in the agreement.

Final report for a course

The Directorate of Labour shall receive a final report including accounts for each course carried out no later than two (2) months after completion of a course, the address being:

Aetat
Attn: Health Recruitment Unit
The Directorate of Labour
Postbox 8127 Dep.
NO-0032 Oslo
NORWAY

Appendix C (for the information of POEA)

Description concerning the authorisation to practice as health personnel and immigration regulations in Norway

This appendix gives an overview of the requirements for official registration in Norway (permanent registration or temporary licence) for applicants who have received their training abroad. A brief description of entry regulations for the above-mentioned personnel follows.

How to get an authorisation to practice in Norway

Candidates eligible for authorisation as health personnel in Norway should:

- hold a diploma, certificate or other evidence of formal qualifications certifying successful completion and specific training in health practice
- certify a true copy of certificate of good standing issued by the competent authorities in the applicant's home country/last country of residence, testifying to the applicant's good repute as a professional in the health sector. The certificate must not be older than 3 months. (Not relevant upon recent completion of studies).
- be entitled to necessary travel documents and be prepared to take up positions for health personnel in Norway

Permanent registration (alternatively temporary licence) will be issued by the County Medical Officer (Fylkeslegen) in Oslo by application.

Specialised health personnel who hold additional authorisations to practice must in addition note that documents will also be forwarded to other relevant bodies who issue authorisation/permission to practice as specialists in Norway.

How to get a work and residence permit

All foreign nationals who intend to work in Norway must hold a work and residence permit. Such permits are normally granted for one year at a time and are renewable.

General requirements for health personnel:

- a concrete job offer in Norway
- authorisation/temporary licence to practice as health personnel in Norway
- fulfil requirements for sufficient economic support, i.e. adequate income – full-time employment
- have a place to live in Norway.

Application completed on standardised forms with all relevant and required enclosures should be submitted to the nearest Norwegian foreign service mission, i.e. Norwegian embassy/consulate.

