

OPEN PROCEDURE No HR/R3/PO/2015/047
SICKNESS ABSENCE MONITORING SERVICES (IN-HOUSE AND OFF-SITE)
ANNEX I/2 TO THE TENDER SPECIFICATIONS
TECHNICAL SPECIFICATIONS
LOT 4 – OFF-SITE SICKNESS ABSENCE MONITORING SERVICES - BRUSSELS (BE)

1. DESCRIPTION OF THE SERVICES – MINIMUM REQUIREMENTS

Individual service providers, groupings of individual service providers, clinics, medical practices or ad hoc consortia of medical specialists in the field of off-site sickness absence monitoring will carry out the services specified in the contract in close cooperation with the Directorate *Health and Wellbeing – Working Conditions*.

The lot in question is **Lot 4** - Off-site sickness absence monitoring services - Brussels (BE).

The tender must comply with the minimum requirements in terms of services, as indicated in this document, and with the applicable obligations in the fields of environmental, social and labour law established by Union law, national law, collective agreements or international conventions applicable in the social and environmental field listed in Annex X to Directive 2014/24/EU¹.

1.1. TYPES OF SERVICES

The types of services to be provided are as follows:

- At the request of the Directorate *Health and Wellbeing – Working Conditions*, the service provider must carry out medical checks on patients at home and, if the patient is not at home, a consultation in his or her surgery.
- The service, which includes an interview and a medical examination, is intended to ascertain whether the staff member's incapacity for work is commensurate with their illness.
- Contacting the GP if necessary.
- Issuing a medical opinion stating whether the person concerned is fit for full-time work, part-time work or is unfit to work, and for what length of time. The patient should receive a copy of this opinion.

¹ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (Text with EEA relevance) (OJ L 94, 28.3.2014, pp. 65-242).

- Drawing up a report (model report attached) to the medical officer responsible for sickness absence monitoring, including the above medical opinion and the following information:
 - whether an extension of the staff member's incapacity for work is necessary; and
 - the precise cause of the staff member's incapacity for work, specifying whether it is due to illness, accident or pregnancy, and whether the person is fit to travel or not.
- Giving an opinion on how the Commission might help the staff member concerned return to work (for example, starting them off with part-time work, providing ergonomic or psychosocial assistance etc.) or whether a visit by the Commission medical officer is advisable.

1.2. PRACTICAL ARRANGEMENTS FOR CARRYING OUT THE SERVICES

Request for a check

The Directorate *Health and Wellbeing – Working Conditions* will contact the service provider to request a check.

The secretariat of the 'Sickness absence control' section will provide him or her with all the information required for the check:

- full name and address of the patient;
- name of the GP who issued the medical certificate;
- date of the medical certificate; and
- start date and expected end date of the period of incapacity.

Performance of the check

If the check is requested before 12.00, it must be carried out the same day (except in the event of force majeure, within the meaning of Article II.1 of the framework contract).

If the check is requested after 12.00, it must be carried out by 12.00 the next day.

The service provider must show the patient the Commission's letter requesting the check.

If the patient is out when the service provider responsible for carrying out the off-site check arrives, he or she must leave the patient a note asking them to come to an appointment at his or her surgery on the date and time indicated in the note.

Submission of results

The completed report in either French or English (whichever the service provider prefers) must be sent to the Directorate *Health and Wellbeing – Working Conditions*

at the latest by 12.00 on the next working day following the sickness absence monitoring check. The report may be submitted by fax or e-mail. The content of the report is indicated in point 1.1 (Types of services) and a model report is attached.

The service will be confidential in accordance with Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data².

2. PLACE OF PERFORMANCE OF THE SERVICES

Off-site checks on staff who are absent due to illness will be carried out at the home of the patient or in the examining doctor's surgery. These services are restricted to Belgian territory,

3. SERVICE TIMETABLE

The checks will be carried out between 08.00 hours and 20.00 hours, from Monday to Friday, except for statutory public holidays in Belgium and Commission holidays.

4. ANNUAL VOLUME OF SERVICES

Based on statistics compiled over the past three years, the estimated annual volume of services is 1 000 medical checks/year.

However, this information is given as a guideline only and is not in any way binding on the Commission as regards the volume of work.

5. ANNEXES

Annex: Model report

² Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (OJ L 8, 12.1.2001, pp. 1-22).