

# Circular on Seasonal Agricultural Workers



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## Circular on Seasonal Agricultural Workers

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The following actions stated in this circular letter shall be taken in collaboration with the relevant institutions in order to resolve the problems encountered by the citizens and their families who travel out of their hometowns to for seasonal agricultural work.

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## MAIN OBJECTIVE

- 1** In the areas receiving a big number of seasonal agricultural workers, city governorates shall provide safe, low-cost, esthetical and functional temporary residential areas with prefabricated, concrete or steel framed buildings with electricity, water and canalization infrastructure and with communal areas to be used for educational and social activity purposes. These residential areas shall be built in line with the climate conditions and shall provide the workers with their basic needs.

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## TREASURY PROPERTIES

- 2** The temporary residential areas shall be chosen from among the treasury estates that are large enough for the number of the workers and that have sufficient properties to meet the basic needs of the workers. The criteria for the selection of the areas shall also include protection from natural disasters like floods, easiness of provision with transportation and inf-

rastructural services, meeting basic conditions for human health and sufficient distance from dangerous areas and no-entry areas. The request for the chosen areas shall be submitted to the Ministry of Finance for confirmation and shall be appropriated for use as temporary residential area upon confirmation.

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## WATER AND ELECTRICITY SERVICES

- 3** The subscription and utility expenditures for water and electricity services shall be covered by the funds which shall be granted by the Ministry of Labor and Social Security to the budgets of departments of monitoring and coordination for investments and Special Provincial Administrations.

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## DRINKING, UTILITY WATER AND ENVIRONMENTAL HEALTH

- 4** The temporary residential areas shall be provided with pest control, waste disposal, potable and utility water services by the municipalities if the areas are within the municipality borders and urban areas or by special provincial administrations if the areas are not within the borders of a municipality.



## HEALTH SERVICES

**5** Provincial public health directorates shall carry out cancer scans, regular scans against contagious and epidemic diseases, vaccinations for the temporary agricultural workers and their families and also keep track of the pregnant individuals, babies and children in the seasonal agricultural worker society. The provincial health directorates shall also provide reproductive health and women's health services, environmental health services, health literacy activities and form mobile health service squads in order to facilitate these aforementioned services and the access to these services. In addition to these, the directorate shall employ a sufficient number of health service workers in the areas where a good amount of seasonal agricultural work takes place and arrange the working hours of the health care professionals according to the need for service.

The health care professionals shall record the citizen identification numbers of and the type of the health care service offered to the seasonal agricultural workers and their family members and shall upload this information to the Database for Seasonal Agricultural Workers (e-Metip) along with the name of the health care center/place where the health care service have been offered. The information uploaded shall not include personal data such as diagnosis and treatment. The ministry of health shall -without any delay- carry out all the necessary arrangement procedures including the formation of a technical infrastructure needed to upload of this information correctly and continually.

Ministry of Labor and Social Security shall report the citizen identity numbers of the seasonal agricultural workers and their family members who have been recorded in the e-METİP database to the Ministry of Health.



## SOCIAL SERVICES

**6** Provincial Directorates of Family and Social Policies shall provide the families with information as a part of the social services and the families will be able to get services that are provided for women, children, disabled and the elderly. The Provincial Directorates of Family and Social Policies shall assign child development specialists to temporary residential areas to provide education and child care services for children below school age.



## EDUCATION SERVICES

**7** The provincial directorates of national education shall make sure that the educational and recreational building in the temporary areas are used as active education centers for children. The directorates shall also make sure that the school age children of the seasonal agricultural workers continue their education as stated in the provisions of the Circular Letter numbered 2016/6 published by the Ministry of National Education. The directorates shall take all the incentive actions such as conditional cash transfer. The school uniforms and school supplies shall be provided by social assistance and solidarity foundations via the governorates. Counseling and research centers shall provide education services for the children who need special education.



The Ministry of National Education shall report the records related to the children of seasonal agricultural workers in the School Management Information System (e-Okul) to the e-Metip platform. The Ministry of National Education shall promptly take action to make the necessary arrangements including formation of the technical infrastructure in order to transfer this information correctly and continually.

Ministry of Labor and Social Security shall provide the Ministry of National Education and e-METİP with the citizen identity numbers of mother or father who is seasonal agricultural worker.

## RELIGION SERVICES



- 8** Mufti Offices shall take all necessary actions in order to provide the seasonal agricultural workers and their family members with facilities for religious service needs.

## TRANSPORTATION SERVICES

- 9** Directorate General of Security and General Commandership of Gendarmerie shall increase the traffic control between the migration receiving and giving areas during the migration period in order to enable the workers to travel safely. These institutions shall also carry out all road safety controls frequently and shall take every necessary precaution. It shall be forbidden for the road vehicles which only transport agricultural workers to travel between the hours 24:00 and 06:00.

## E-METİP

- 10** Law enforcement officers shall collect the seasonal agricultural workers' and their families' information. This information shall be transferred to e-METİP. Directorate General of Security and General Commandership of Gendarmerie shall promptly make all necessary arrangements including the formation of the technical infrastructure in order to make sure that this information is transferred to e-METİP correctly and continually.

## SECURITY SERVICES

- 11** Law Enforcement Officers shall patrol the temporary residential areas regularly in the morning and at night to ensure security.

## ADULT TRAINING

- 12** When the seasonal agricultural workers return to their permanent domiciles, the provincial directorates of labor and employment agencies, public education centers and vocational training centers shall determine the workers who need non-formal education and provide them with education services. These institutions shall also provide literacy courses and vocational courses and organize social and cultural activities.

## LABOR INTERMEDIATION



- 13** The provincial directorates of labor and employment agencies shall carry out promotional and incentive activities for employment of the seasonal agricultural workers via private employment agencies and agricultural intermediaries registered in İŞKUR.

## SOCIAL SECURITY AND TACKLING CHILD LABOR

- 14** The provincial directorates of labor and employment and provincial directorates of social security shall take the necessary action to improve the current situation of the workers in terms of employment and social security and shall fight against child labor more efficiently.

## SUPERVISION OF GOVERNORATE

- 15** The governorates shall declare the precautions that they have decided to take and all necessary action shall be taken under the observation and control of governors. The governorates shall also ensure that all necessary administrative and legal actions are taken against those who violate the course of action.

## INFORMING AND AWARENESS RAISING

- 16** The institutions responsible for the required actions will organize information dissemination and awareness raising activities among the workers and agricultural intermediaries in the immigrant giving provinces and employers and local public in immigrant receiving cities that measures are understood and implemented correctly.

## FINANCIAL RESOURCES INVESTMENT AND COORDINATION

- 17** In the case that the funds needed for this activities shall be transferred to the departments of monitoring and coordination for investments, Ministry of Labor and Social Security shall do this transfer in line with the "proce-

dures and principles for the actions that ministries and other central administrative institutions take via the departments of monitoring and coordination for investments". In the case that these funds shall be transferred to the special provincial administrations, The Ministry of Labor and Social Security shall do this transfer with a payment order accompanied with confirmation letter of the minister, request letter of the special provincial administration and order for expenditure. The financial resources needed may be appropriated from the budgets of departments of monitoring and coordination for investments, special provincial administrations, municipalities and social assistance and solidarity foundations.

## ALLOCATING FUNDS

- 18** Governorates shall prepare Action Plan for Seasonal Agricultural Workers every year the latest by the end of February and send this action plan to The Ministry of Labor and Social Security. The Action Plan for Seasonal Agricultural Workers (Action Plan) shall be used when appropriating grants for departments of monitoring and coordination for investments or special provincial administrations.

## ACTION PLAN

- 19** The governorates shall prioritize "building the temporary residential areas" in the action plan as explained in the first provision of this document.

## SITUATION ANALYSIS

- 20** The governorates shall also prepare an annex for the Action Plan which shall include quantitative data regarding the age and sex of the seasonal agricultural workers and explanations regarding the current situation of the temporary residential areas which have been built or are to be built (the property, size, superstructure and understructure and geographical coordinates).

## NEEDS ASSESSMENT

- 21** The relevant governorate shall prepare a needs analysis report for every action included in the Action Plan and determine the performance targets.
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## METİP OFFICE

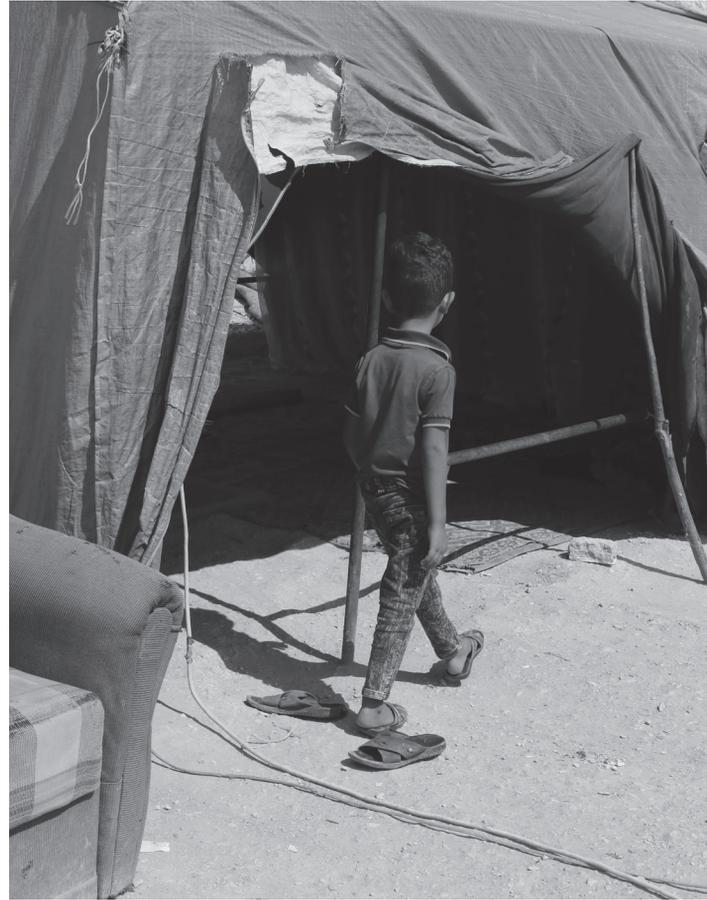
- 22** A seasonal agricultural workers bureau shall be founded within the relevant governorates under the chairmanship of deputy assigned by the governor. This bureau shall be responsible for the preparation, implementation and monitoring of the Action Plan. Provincial Directorates of Labor and Employment shall act as secretariat for the Seasonal Agricultural Workers Bureaus, personnel of which shall be comprised of representatives from provincial directorates of security, provincial command-ership of gendarmerie, provincial directorates of food, agriculture and livestock, provincial directorates of family and social policies, provincial directorates of Social Security Institution and metropolitan municipality. In the areas where these directorates are not available, the personnel of this bureau shall be comprised of municipality representatives who shall be assigned by the local authority.
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## COORDINATOR

- 23** Each governor shall assign one of the personnel of the bureau as coordinator and the names and contact information of the coordinators assigned by the governors shall be sent to the Ministry of Labor and Social Security.
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## TARGETS

- 24** The bureau shall prepare the action plan with an annex, needs analysis for each and every action and performance targets, which shall all be submitted for the confirmation of the governor and shall finally be uploaded to e-METİP by the bureau coordinator.



## MONITORING TEAM

- 25** When it deems necessary, Ministry of Labor and Social Security shall make field visits, with representatives of the relevant institutions in order to check compliance with Action Plan and to keep track of the actions. The bureau shall allow and facilitate such field visits by the ministry.
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## HUMAN RESOURCES

- 26** In the case of inefficiency of personnel for the bureau, the necessary work power shall be attained in line with the provisions of public procurement legislation. The governorates may also assign faculty members from the local universities to positions in these bureaus.



Photograph, ATOM Film

## FUND AND PROJECT SUPPORT

**27** The governorates may give financial support -from the budget allocated to the governorates by the Ministry of Labor and Social Security for the implication of the Action Plan- to the projects that non-governmental organizations (which have been active at least for three years) and universities prepare in order to improve the working and living conditions of the seasonal agricultural workers.

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**28** Governorates shall assign independent auditors via Public Oversight Accounting and Auditioning Standards Authority to monitor the usage of the funds in the projects for which grants have been appropriated.

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## EVALUATION OF PROJECTS

**29** The projects that are submitted shall be evaluated by the bureau. The bureau shall make sure that the actions of the projects to be considered for support are compatible with the actions in the Action Plan. In this evaluation process the governorates shall most importantly take into consideration the commitment of the project to the solution of the problems, the size of the intended population, the cost, the anticipated budget and the willingness of the project owner to accept the independent external auditing. The governorates shall not give financial support to the institutions which prepare projects that are not compatible with the Action Plan and which do not accept independent external auditing.

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## ANNOUNCEMENT

**30** The details of the projects that have been accepted by the governor shall immediately be uploaded to e-METİP.

## TEMPORARY SETTLEMENTS

**31** The governorates shall in no condition make any expenditure in the temporary residential areas for any temporary or permanent structures (tents, prefabricated or cement buildings) apart from those mentioned in the first provision. No infrastructure for transportation shall be built apart from that is needed between the temporary residential areas and current roads.

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## PROCUREMENT RULES

**32** No real estate, construction machines or vehicles (including mobile health care centers) shall be bought in any condition in scope of the Action Plan. The governorates may, however, rent cars with drivers for the bureau to use in line with the Annex "Basis and Procedures for Getting Vehicle Rental Services" of the Decree of the Council of Ministers numbered 2006/10193 and dated 17/03/2006.

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## SERVICE PROCUREMENT

**33** In the case of insufficiency of the equipment pools of their institutions, the governorates may purchase relevant services in order to build the infrastructure for temporary residential area and to provide all the services needed in this respect.

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## UTILIZATION OF FUNDS

**34** The governorates shall ensure that the budget allocated are used effectively, economically and productively. The governorates shall also take every necessary precaution in order to ensure that the budget are not used with purposes other than those of the action plan.



## SEASONAL AGRICULTURAL WORK MONITORING AND EVALUATION BOARD

**35** A “Board of Monitoring and Evaluation for Seasonal Agricultural Workers” (Board) has been formed under the chairmanship of Minister of Labor and Social Security with the undersecretaries of Ministry of Family and Social Policies, Ministry of Labor and Social Security, Ministry of Food, Agriculture and Livestock, Ministry of the Interior, Ministry of Development, Ministry of Finance, Ministry of National Education, Ministry of Health, Ministry of Transport, Maritime Affairs and Communications, in order to ensure coordination among the institutions in matters related to seasonal agricultural workers and in order to find solutions to the problems that might be encountered during the implementation of the action plan. The Ministry of Labor and Social Security shall act as secretariat for the Board.

## PRESENTING RESULTS

**36** The governors shall present the action plans and the performance indicators of the previous year and the results of the sponsored projects -if available- to the board in the board meetings that shall be held annually.

All relevant institutions, universities, professional societies and nonprofit organizations shall all collaborate to take all the actions mentioned in this circular in order to find solutions to the problems encountered by seasonal agricultural workers and their family members.

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The circular letter numbered 2010/06 which was published in the Official Gazette numbered 27531 and dated 24/03/2010 has been abolished.

Kindly submitted for your information and necessary action.

Binali YILDIRIM  
Prime Minister



