

MINUTES

Meeting:	MEETING OF THE BUREAU OF THE GOVERNING BOARD
Date:	Wednesday, 22 November 2017
Time:	14:00-18.40
Venue:	Hotel Meliá Leizaola Lehendakariaren Kalea, 29, Bilbao

1. Draft Agenda (B/17/A3)

The Chair welcomed the attendees and recalled the Bureau members that the Director would be off duty until mid-January 2018. An email to all Bureau members was sent on her behalf to explain the allocation of responsibilities between Heads of Unit during her absence.

The Head of the Communication and Promotion Unit, would serve as acting Director and with the following capacity:

- Administrative management and representation of EU-OSHA, management of emergencies outside of working hours.
- Authorising officer of title 2 and title 3 shared with the Head of the Research and Prevention Unit and the Network Manager
- Daily management of the Network Secretariat
- Daily management of Finance/Accounts and General Service in the Resource and Service Centre

The Head of the Research and Prevention Unit was allocated the following tasks:

- Daily management of HR and Documentation in the Resource and Service Centre
- Authorising officer for title 1

For the purpose of the Bureau meeting, the Head of the Communication and Promotion Unit would participate in his capacity both as acting Director and Head of Unit.

The Chair also informed that several staff members of the Agency would join the Bureau meeting to introduce or provide support for specific agenda items.

When the Chair asked if there were Any Other Business the Commission mentioned they would give an update on the following issues:

- Revision of EU-OSHA's founding regulation
- Evaluation of the four Agencies under DG EMPL's remit
- European Labour Authority
- European Pillar of Social Rights
- Carcinogens, state of play of amendments to Directive 2004/37/EC.

Finally, the Chair asked all Bureau members whether they had a potential conflict of interest with any of the items to be discussed, in compliance with the Agency's policy on management of conflict of interests. No Bureau member declared any.

CONCLUSION: The draft Agenda was adopted.

2. Draft minutes (B/17/M2)

The minutes of the Bureau meeting held on 1 June 2017 were circulated before the meeting. There were no additional comments.

CONCLUSION: The minutes were adopted.

3. Director's Progress Report (B/17/03)

The Chair gave the word to the Commission as requested at the beginning of the meeting.

The Commission reported back on the following issues:

- Revision of EU-OSHA's founding regulation: the calendar for the trilogue discussions (Parliament, Council and Commission) are being defined at the moment. In relation to the EU-OSHA regulation, the EC mentioned that no substantial amendments are expected.
- Evaluation of the four Agencies under DG EMPL's remit – progress update. The Commission received and discussed the preliminary findings of the evaluation. In relation to EU-OSHA, the findings suggest that the Agency's work is complementary to the other OSH related activities at national and EU level. The Final Report will be disseminated before the validation seminar which will take place on 8 December 2017 to which representatives from different stakeholder groups have been invited, including the Directors of the concerned Agencies. The submission of the final report will be at the beginning of 2018 and will be carefully considered by the EC when it comes to defining the follow up actions.
- European Labour Authority: the role, scope and structure of the authority is currently being defined and a public consultation will be launched to gather input from stakeholders. It is expected that there will be a more clear-cut proposal in the second half of 2018.
- European Pillar of Social Rights, state of play: it was proclaimed at a high level summit in Gothenburg and it is an important milestone for assuring that social issues will remain high on the political agenda.
- Carcinogens, state of play of amendments to Directive 2004/37/EC: The first wave of the revised Directives was adopted by Parliament and Council; The second wave was adopted by the Council which largely followed the Commission's proposal and the Parliament's vote is expected in January 2018; and finally for the third wave, the process is still in consultation phase with social partners.

In addition, the Commission reported on the peer review exercise that took place on October in Dublin on web based tools such as OiRA for OSH management. The outcome was very positive as it pointed to these being of great help to ensure compliance of SMEs in a cost effective way. The need was highlighted, however, for Member States to take action and promote the use of these tools, to review and include them into the legislation and into the national strategies; lastly the Commission remarked the challenge online tools bring on updating and maintenance. The next peer review exercise will be held in Denmark. The date and topic have not been decided yet. EU-OSHA offered its contribution and help.

The Chair passed the floor to the acting Director, who referred to the Director's Progress Report that was circulated before the meeting and gave an update on the following issues:

Commissioner Thyssen's visit to the Agency and address to the Board

Commissioner Thyssen is expected to visit the Agency in January 2018. Taking opportunity of this visit and her intention to address the Board, the Board Seminar will focus on the outcome of the work of the activity on Micro and Small Enterprises (MSEs).

Parliament Employment Committee visit to the Agency

The Agency had the pleasure to host a delegation from the Parliament's Employment Committee who came to Bilbao for a two-day study visit on July 17-18 2017. MEPs Anne Sander (France), Czeslaw Hoc (Poland) and Paloma Lopez Bermejo (Spain) were part of the delegation. The Agency had the opportunity to present in-depth some flagship activities, including ESENER, the Online Interactive Risk Assessment (OiRA), the Healthy Workplaces Campaign and the OSH overview on micro and small enterprises.

XXI World Congress on Safety and Health at Work 2017

At the XXI World Congress on Safety and Health at Work 2017 in Singapore - that took place in September - the Agency presented the results of a joint project with ILO and Finnish and Singaporean OSH agencies on developing updated estimates of the costs to society of work-related accidents and illnesses. The International Social Security Association (ISSA) launched the Vision Zero Global Campaign, which the Agency has joined to help spread the message that every accident, disease and harm at work is preventable if the right measures are put in place in good time.

Situation regarding implementation of 2017 work programme and performance indicators

By the end of October, more than a half of all the outputs due in 2017 have been delivered. As data from the performance indicators show, the Agency is on track for work programme delivery, budget implementation, reach of users through networking and uptake of publications (data compared to the first half of the previous year). Both at the KPIs and priority areas level, there seems to be an issue with the "reach" indicators - not only in terms of hitting the target but also in terms of actual definition of the indicator. The Agency has started a reflection – also in the light of the revised Multi-annual Strategic Programme – to look into alternatives on how to better measure performance in this particular aspect, given that increase percentage of page-views does not seem to be the most appropriate way to assess the Agency's outreach capacity.

Instrument for Pre-Accession Assistance (IPA)

The acting Director recalled that the current IPA programme is coming to an end in November. The proposal for the next programme has already been submitted by the Agency to the Commission and the result is expected before the end of the year.

HR matters

Regarding the internal HR matters at the Agency, the acting Director informed that the Head of the Resource and Service Centre is to retire at the end of November and that the recruitment procedure was underway. The post is expected to be filled by mid-2018. Furthermore, a new Finance and Internal control officer also is expected to take up duties in January.

Upcoming written procedures related to implementing rules of Staff Regulations

The Agency informed about the upcoming written procedures related to the Staff Regulations implementing rules that the Bureau will be requested to vote upon. The Agency and the Commission agreed to find a solution to address formality requirements required by the Commission in such a way as to minimise disruption of the voting process.

COMMENTS FROM THE BUREAU:

Asked by the Bureau whether any issue could be envisaged for the budget implementation for the operational activities, the acting Director replied that forecasts at year-end show that the targets should be reached.

CONCLUSION: The Bureau took note of the Director's progress report.

4. OiRA Business Plan (B/17/04)

In January 2016, the Board adopted a mandate in which the Bureau was given the task to approve the OiRA Business Plan and to oversee its implementation. An updated OiRA business plan was presented to the Bureau for adoption.

The Agency presented the business plan with a reference to the key performance indicators specifically developed for OiRA which will allow the monitoring of the Business plan implementation. The focus of the proposed business plan is more on promoting OiRA and encouraging member states to develop nationally adapted tools rather than on producing new tools.

In addition, the Agency informed that Italy is planning to reference OiRA in the legislation and in France OiRA is being evaluated with a view to covering more sectors.

COMMENTS FROM THE BUREAU:

There were concerns about OiRA's capacity to reach a significant proportion of Europe's SMEs and about why certain Member States have not made any use of OiRA.

The Agency explained that micro and small enterprises are highly heterogeneous, also within the same Member State and OiRA is not intended to reach all sectors and Member States alike. With this business plan, the Agency is suggesting an enhanced focus on promotion precisely to boost the tool uptake according to the specific needs in Member States. It should also be taken into account that some Member States have their own tools and as a consequence OiRA is less of a resource for those and rather an opportunity to exchange know-how.

The Bureau suggested that social partners within the national focal point networks in the Member States could be used as a channel for OiRA's promotion. The Agency will follow up.

CONCLUSIONS: The Business Plan was adopted by the Bureau with no further comments.

5. OSHWIKI Revised Strategy (B/17/05)

The Board had asked the Agency to re-define OSHwiki's long-term objectives and the Commission had included a remark in its comments on the programming document that the OSHwiki should focus on maintaining quality rather than increasing volume. As for OiRA, the Board mandated the Bureau to adopt the strategy and monitor its implementation. Furthermore, the Internal Audit Service issued a recommendation about the need in this regard.

To meet both purposes, the Agency revised the OSHwiki strategy on the basis of the outcome of a feasibility study, whose outcome was presented to the Bureau. The OSHwiki initial objectives had to be reformulated so as to reflect a lower than expected engagement from contributors to the maintenance of the OSHwiki. The proposed strategy drew on the findings of the feasibility study to set new objectives and actions for a sustainable OSHwiki model.

COMMENTS FROM THE BUREAU:

The Bureau questioned the need of having an editorial contract in place and whether an integration with Wikipedia could still be an option.

The Agency explained that editorial control is important as it ensures certain quality standards and that this is not possible in the Wikipedia environment. The purpose of this project is to have a quality sustainable online source of OSH information and this new strategy is expected to allow the Agency to manage it and keep it updated with relatively low resources.

Having received the clarifications from the Agency, the Bureau agreed on the proposed strategy. The Agency agreed to bring it up on the agenda of the next OKAG meeting, to discuss in-depth on how to best implement the new approach and to inform the Bureau on the estimated resources required to maintain the current stock of articles.

CONCLUSION: The Bureau adopted the strategy on OSHwiki.

6. Recommendation to the Board on the final Programming Document 2018-2020

According to the schedule agreed with the Board, the Agency presented a preliminary draft version of the PD 2018-2020 at the Bureau meeting in November 2016 for discussion on the multi-annual objectives and work programme. In January, the Board adopted a complete draft, which included the comments made by the Bureau on the multi-annual part, a detailed annual work programme for 2018, outputs and performance indicators as well as all the required annexes. The draft PD 2018-2020 was sent to the Parliament, the Council and the Commission.

During the summer, the Agency received feedback from the Commission, which has been taken into account in the final draft and was provided to the Bureau for information.

The Board is expected to adopt the final Programming Document in December 2017 by written procedure.

CONCLUSION: The Bureau analysed the PD 2018-2020 and agreed to issue a positive recommendation to the Board on its adoption. As a result, the Agency will launch a written procedure with the Board – together with the final budget 2018.

7. Preliminary Draft Programming Document 2019-2021

In accordance with the schedule agreed with the Board, the Agency presented to the Bureau for discussion the preliminary draft Programming Document 2019-21 and the ex-ante evaluations for two new OSH overviews starting in 2019: OSH info system and a workers' survey on exposure to carcinogens.

The preliminary draft describes the general context in which the Agency is expected to operate during the timeframe concerned, the multi-annual objectives – together with the indicators and the relevant targets to measure achievements, and the multi-annual programming for the activities. Further to the finalisation of a number of activities between 2018 and 2019, the Agency is proposing to include two new activities (cf. ex-ante evaluations). Following the on-going external evaluation of the Agency, there may be a need to review the document again. In January 2018, a complete document will be presented. This will include the preliminary draft provided now in addition to the annual work programme for 2019 and annexes on more specific areas. In January 2018, the Board will also be invited to decide on which new activities to initiate during the programming period.

Regarding the ex-ante evaluation on the EU OSH info system, EU-OSHA explained that in addition to the development of the visualisation, which it has carried out for the Commission's pilot project, the new activity foresees a greater role in the long term. The agency will work together with the Commission and its national contact points, the ACSH and its working party, to develop new indicators, adding them to the Info System.

The ex-ante evaluation on the workers' survey on exposure to carcinogens was discussed at length. The main objective of this activity is to gather reliable, comparable data that fills an urgent information gap using an innovative telephone survey methodology. A similar survey has been successfully implemented in Australia and it is based on that experience that the Agency is putting forward this proposal. In particular, the Agency remarked the complementarity of this survey to the existing data on exposure, to which the Commission agreed. The Agency had commissioned a

feasibility study, which was only recently finalised and presented to the OKAG. The OKAG highlighted the need to make a substantial presentation of the findings to the Board so that it may take an informed decision on the proposed new activity.

COMMENTS FROM THE BUREAU:

The Employers expressed concerns about the nature of the data that was expected to be collected and to what extent these would be useful to formulate effective preventive measures. It was also questioned whether collecting data via a workers' survey was the right method to use as there are other data sources – such as measurements of risks and exposure carried out at company level – which could well serve the purpose. Most workers, it was argued, are not qualified to assess their own exposure.

The Agency explained how the survey would provide data that are not currently available and that the comparability of the data across countries is a further benefit. Rather than asking workers to estimate their own exposure, the survey identifies the tasks workers are engaged with and it is on the basis of an expert assessment that the exposure would be estimated.

The Bureau concluded that the Board would take a final decision at their June meeting. Meanwhile, the Agency will provide the Board with further information on the new survey, including details on the methodology and the policy impact of the Australian Worker Exposure Survey.

CONCLUSION: The Bureau took note of the preliminary draft Programming Document 2019-2021 and the two ex-ante evaluations. Regarding the survey on workers' exposure, the Agency will provide the Board with comprehensive information, including the results of the feasibility study, in June.

8. Campaign Cycle and Campaign Strategy 2020-2022

In January 2017, the Board agreed that the campaign theme would be on prevention of musculo-skeletal disorders, following a comprehensive OSH overview. The Agency prepared a strategy on that basis which is now being submitted to the Bureau for discussion.

The campaign strategy defines the campaign's strategic objectives, target groups, main messages and planned products and activities.

An important change that the Agency suggested that should be applied as from this campaign is an extension of the campaign cycle from two to three years. Whereas the campaign would still run for two years, the cycle (including preparation, actual implementation and follow-up) would be spread out on a three-year span. It is believed that it would allow to maintain high quality standards of the deliverables and allow for better and more meaningful impact evaluations while reducing pressure, in particular, on the Agency's and focal points' human resources. This is expected to enhance a broader dissemination at national level. Last but not least, more resources within the Agency and through the Focal Point Assistance Tool (FAST) could be made available for promotion of other activities, cf. OiRA and OSH overviews.

Finally, the Agency presented the details of the campaign strategy, including a recap of the main objectives and the expected target audiences. It also included a structured presentation of the main campaign messages and the tools and resources which underlie its implementation. The good alignment between content production and campaign design has made that the planning of this campaign is running quite smoothly.

COMMENTS FROM THE BUREAU:

The Bureau expressed some concerns in relation to the extension of the campaign cycle, and, in particular, remarked that the risk might be that the topic addressed by the campaign could lose momentum and the communication efforts be diluted. It was suggested that this should be further

discussed with the focal points so as to get a feedback on what the consequences could be at the national level. Regarding the need for freeing up resources at the Agency for other activities, an alternative to be looking into is to consider whether any of the current activities could be dropped. The Commission remarked that the resources issue is something to be taken into account, also in the light of the Brexit. Keeping the two year-campaign spread over a three-year cycle sounded like a sensible approach.

Regarding the content of the strategy, the Workers recommended that previous campaigns on musculoskeletal disorders carried out by the Agency should be taken into account when outlining MSD prevalence across Europe. The Employers highlighted that correlation and causation between various factors and MSDs must be kept separate.

Finally, the Bureau suggested to decouple the decision on the campaign strategy from the decision on the length of the cycle. Whereas on the former issue the Board should take a decision at their meeting in January, for the latter an in-depth discussion should take place in June in the context of the Board Seminar and once a comprehensive feedback from the focal points has been gathered.

CONCLUSION: The Board will decide on the MSD campaign strategy at their meeting in January; further discussions on the campaign cycle will take place at the Board seminar in June. Meanwhile, the Agency will test out with the focal points the implications of an extended cycle.

9. Follow up to Multi-annual Strategic Programme 2014-2020 Mid-term Evaluation Recommendations

During 2016-2017 the Agency's Multi-annual Strategic Programme 2014-2020 underwent a mid-term evaluation. The evaluation report was provided to the Board in June.

The report highlighted some recommendations and in order to meet those the Agency prepared an action plan. It is foreseen that the Bureau has a role in following up on evaluations of a general nature through the Director's Progress Report (such as the evaluation of the Multi-annual Strategic Programme) – so the action plan was presented to the Bureau for adoption.

Without further comments the Bureau agreed to adopt it.

CONCLUSION: The Bureau adopted the action plan related to the recommendations of the Multi-annual Strategic Programme 2014-2020 mid-term evaluation.

10. Updated Multi-annual Strategic Programme 2018-2023

At the June meeting, further to a proposal by the Agency, the Board concluded that the current MSP should be updated and extended up to 2023. To that purpose, the Agency is expected to submit to the Board a revised version of the MSP for adoption in January 2018. The revised MSP was presented to the Bureau for discussion. In the proposal – which takes into account the outcome of the mid-term evaluation (cf. item 9) and the comments by the Board from the June meeting, the Agency suggested to continue with the current mission, vision, values, and six strategic objectives and associated priority areas. The MSP is supposed to define the type of activities that the Agency should embark on. With regard to content and specific topics to be addressed, the Agency will facilitate a Board discussion (e.g., in the form of a Board Seminar) in June 2018.

The current challenges as identified in the OSH context remain relevant and other issues were reflected, such as – in the macro-economic and employment context – the deep changes in the world of work with the advent of more and more sophisticated technology and - in the OSH context - the need to manage dangerous substances at both policy and workplace levels. The role of the Agency to contribute to key OSH challenges as defined in recent policy documents and initiatives and the new activity structure as agreed by the Board in June 2017 have also been reflected.

As agreed with the Board, there may be a need to re-open the discussions on the strategy at a later stage considering that a number of developments can be foreseen which may have a significant impact on the Agency's work. These include:

- New Multi-annual Financial Framework for the years after 2020, including the consequences of Brexit
- New EU policy objectives for OSH for the years after 2020
- New EU-OSHA founding Regulation
- Findings and recommendations from the ongoing evaluation of the four Agencies under DG EMPL's remit.

Based on the Bureau's feedback, the Agency will finalise the document for discussion and adoption by the Board in January.

COMMENTS FROM THE BUREAU:

The Bureau suggested that – in preparation to the June seminar – a discussion within the Board on possible topics should be started at the January meeting, ideally within the groups.

CONCLUSION: The Bureau took note of the revised MSP. Discussions on possible topics to be tackled under the MSP will be initiated at the January meeting within the groups. Discussions will be finalised in the context of the Board Seminar in June.

11. Update on Advisory Groups and Focal Points

The Agency gave an update on Focal Points, Advisory Groups and the activities of the Brussels Liaison Office.

The Focal Points met in February and May this year and that they were also meeting at the same time as the current Bureau meeting. The exchange of best practices in terms of partner engagement is always very present in meetings' agendas.

In 2017, the TARAG met in February and June. The focus of the last meeting was particularly on the Healthy Workplaces Campaign and OiRA promotion.

The OKAG met in March and October. The main focus of the last meeting was on ESENER and the feasibility study related to the workers' survey exposure to carcinogens. There has been also a comprehensive update on the other OSH overviews and on the implementation of the roadmap on carcinogens.

Last but not least, the Brussels Liaison Office was particularly engaged with the preparation of the closing summit for the Healthy Workplaces for all ages campaign. Other important activities included the preparation of a study-visit to the Agency of a high-level delegation from China in the framework of the EU-China dialogue and of Commissioner Thyssen's visit to Bilbao next January, to mention a few.

CONCLUSION: The Bureau took note of all the updates.

12. Board and Bureau meeting dates 2018

The Agency informed the Bureau that the dates for the Governing Board and Bureau meetings for 2018 have been selected in order to comply with the requirements for planning and reporting.

The Agency used to organise one Board meeting in Luxembourg the day after the Advisory Group meeting so as to optimise resources. Given that the June Advisory Group meeting usually coincides with the ILO Labour conference and further to consultation with the Bureau, it has been decided to

disconnect the Board meeting from the Advisory Committee meeting and to hold the meeting in Bilbao after the ILO's Labour Conference. Therefore the dates proposed for 2018 are as follow:

- I Governing Board meeting (with Seminar): 24-25 January – Bilbao
- II Governing Board meeting (with Seminar): 12-13 June – Bilbao
- I Bureau meeting (with Governing Board): 24-25 January – Bilbao
- II Bureau meeting (with Governing Board): 13 June – Bilbao
- III Bureau meeting: 20 November – Bilbao

CONCLUSION: The Bureau agreed and took note of the dates presented for 2018 without comments or further questions.

13. Any other business

As there was no other issues for "Any other business", the Chair thanked the Agency staff and the attendees and closed the meeting.

List of participants

	Name	Representing
1	Gertrud BREINDL	Government
2	Renars LUSIS	Government
3	Charlotte SKJOLDAGER	Government
4	Christa SCHWENG	Employers
5	Kris DE MEESTER	Employers
6	Rebekah SMITH	Employers
7	Jesús ALVAREZ	European Commission
8	Stefan OLSSON	European Commission
9	Károly GYÖRGY	Workers
10	Viktor KEMPA	Workers
11	Andreas STOIMENIDIS	Workers
12	Jesper BEJER	EU-OSHA
13	William COCKBURN	EU-OSHA
14	Brenda O'BRIEN	EU-OSHA
15	Ilaria PICCIOLI	EU-OSHA
16	Andrew SMITH	EU-OSHA
14	Elke SCHNEIDER	EU-OSHA
15	Lorenzo MUNAR	EU-OSHA
16	Heike KLEMPA	EU-OSHA
17	Marine CALVET	EU-OSHA
18	Petya KIRTCHEVA	EU-OSHA
19	Philippe BAILLET	EU-OSHA
20	Marina GOMEZ	EU-OSHA
21	Alejandra SAINZ	EU-OSHA