

## MINUTES

<b>Meeting:</b>	48 <sup>th</sup> MEETING OF THE GOVERNING BOARD
<b>Date:</b>	12-13 June 2018
<b>Venue:</b>	Hotel Meliá Bilbao – Legorreta Meeting room

*The Governing Board meeting took place over two consecutive days in the form of one plenary session on 12 June in the morning; interest groups meetings on 12 June in the afternoon and on 13 June in the morning; and a second plenary session on 13 June in the afternoon. These notes include the proceedings of the discussions held during the two plenary sessions over the two days organised by agenda item.*

### 1. Adoption of the draft agenda (G/18/A2)

The Chair welcomed all participants to the 48<sup>th</sup> meeting of the Governing Board of EU-OSHA and read out the administrative arrangements. She also invited the two new members from the Government group – Finland and Ireland – to introduce themselves.

The Chair explained that the meeting would be held over two days. The first day would start with a plenary. During the plenary, the Agency would introduce the items on the Agenda that required in-depth discussion by the Board – both at the interest groups level and collectively<sup>1</sup>. After two sessions of interest groups meeting, the Board would re-convene in plenary on the following day.

The Director explained the details and the rationale behind the proposed agenda arrangements.

She recalled in particular that the Board discussions on the Multi-Annual Strategic Programme had already started with the Board last year. However, the MSP was not yet adopted considering that there were several issues that remained to be discussed and would be now decided at this meeting. The MSP would be submitted for adoption by the Bureau by written procedure after the Board meeting.

The Board had however agreed to maintain the current structure of the MSP based on the six strategic objectives and priority areas. The content that would feed the strategic programme would be discussed by the Board at this meeting. The Agency had been considering various options on how to best engage the Board in an in-depth discussion that would allow proper introduction of the items by the Agency and sufficient time to work through a busy agenda.

The meeting arrangements finally chosen would hopefully allow that. During the plenary on the first day, the Agency would present those items in the agenda for which a more in-depth discussion can be expected. After that, the Board would split into groups and work through the agenda with a special focus on those items. Agency staff would not join the interest group meetings but they would be available at any time upon request for clarifications.

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<sup>1</sup> More specifically, the following items were to be introduced:

- No 9: OSH topics for the revised Multi-annual Strategic Programme
- No 11: Strategic resource programming, including HWC cycle
- No 12: Workers' survey on exposure to carcinogens in the EU
- No 13: HazChem@Work and EU-OSHA – feasibility study

On the following day, the meetings of the interest group would continue. The Board would reconvene in plenary after lunch at 13.30 where the Board would work through all the agenda and would be invited to decide and agree on the items.

The Chair also informed the Board that further to discussions held in the Bureau, agenda item No.8: “Substantial amendments to the work programme” was withdrawn from the agenda and would not be addressed. This means that the Board’s decision from January 2017 on this issue remains in force. She finally asked whether there would be any items under “Any other business” and there was none. However, the Commission will give its regular update to the Board<sup>2</sup> and the Dutch Government representative will also inform about the progress made in the framework of the Roadmap on carcinogens.

In compliance with the Agency’s policy on the management of conflict of interests, the Chair asked members to declare whether they may have a potential conflict of interests with any of the items in the agenda. No Board member reported any.

CONCLUSION: The draft agenda was adopted.

## 2. Draft minutes (G/18/M1)

The draft minutes of the last meeting held in January were circulated in advance of the meeting.

### COMMENTS FROM THE BOARD:

The Employers had a comment on item no 9. “Election of Chair, Vice-Chairs and Bureau”. The minutes erroneously reported Mr Kris DE MEESTER instead of Ms Christa SCHWENG as being appointed Vice-Chair from the Employers’ group.

*The Agency acknowledged the oversight and committed to amend the minutes accordingly.*

CONCLUSION: The draft minutes from the January 2018 meeting were adopted with the request for amendment from the Employers.

## 3. Director’s progress report (G/18/09)

The Director’s progress report was circulated prior to the meeting. Before giving the floor to the Director for some highlights, the Chair took up the other issues mentioned in the draft agenda for this item and invited the relevant speakers to take the floor.

### Update on the implementation of the Roadmap on carcinogens

The Dutch Government representative informed that some of the actions included in the Roadmap had been addressed and invited the Board to refer to the Roadmap websites, where a section on information on good practices, including a list of national events on the subjects, had been set up. Both partners and shared good practices amounted to over 70 each. Whereas the factsheet has been only produced in English it would be worthwhile for the Focal Points to assess whether there would be any added value in translating it into all languages.

### Update from the Commission

The process towards the adoption of EU-OSHA’s revised founding regulation is ongoing. Since April, three trilogue meetings have already taken place. In general, there is good convergence on most of the points even if there are different positions about the role to be played by the European

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<sup>2</sup> The update by the Commission was originally included under item 1 – draft agenda on 12 June (first plenary). However, for ease of reference and consistency with usual agenda arrangements, in the minutes it has been recorded under item 3 – “Director’s progress report”.

Parliament at the Agencies' Boards, if any. The next meeting is expected to take place at the end of June and the timeline for adoption of the regulation will depend on the outcome of the discussions in June.

The evaluation of the four Agencies under DG EMPL's remit (EU-OSHA, CEFEDOP, ETF and EUROFOUND) kicked off in January 2017 and further to a comprehensive stakeholders consultation a final contractor's report was circulated. EU-OSHA scored quite high across all aspects under assessment – ranging from organisational aspects to stakeholder satisfaction and core business implementation. Whereas a possible merging with Eurofound had been considered, it was finally discarded, in particular in the light of the highly specialised mandate and role of EU-OSHA. Tripartism has been acknowledged as an asset which should not be jeopardised.

Regarding the establishment of the new European Labour Authority, the College adopted a proposal earlier in 2018 that is now being put forward for discussion to Parliament and Council. The focus will be mainly on cross-border cooperation among labour market authorities and as a result no overlap is expected with the mandate of EU-OSHA. An Advisory Group has been set up – of which EU-OSHA is member – to ensure that any synergy is explored and maximised.

As well known, negotiations on Brexit are on-going. With regard to the situation of UK staff employed by the Commission and other EU institutions and bodies, DG HR stressed that a case by case approach should be adopted to decide on contract continuation.

Finally, regarding the Commission's proposal on the next Multi-annual Financial Framework for the period between 2020 and 2027, a clearer overview on the resourcing and staffing for the Agency may be available as of mid-July.

#### Update from the Director

At the 32<sup>nd</sup> International Congress on Occupational Health (ICOH) 2018, which took place in Dublin from 29 April to 4 May, the Director gave a statement at a high-level session on preventing occupational cancer. EU-OSHA also ran the 'Roadmap on carcinogens: EU and National Initiatives' special session, together with the Netherlands' Ministry of Social Affairs and Employment.

The global OSH coalition was presented at ICOH. Its objectives are to take action that will:

- Promote the critical contribution that safe and healthy work makes to global health, decent work and sustainability by facilitating open access to and exchange of knowledge, information and practices;
- Generate strategies and practical solutions targeting common occupational safety and health challenges that would benefit from a global perspective, avoiding duplication of existing initiatives;
- Engage actors from the occupational safety and health community to establish and coordinate international partnerships based on synergies, maximizing and leveraging existing knowledge and resources.

EU-OSHA is – under the direction of the Commission – one of the members of the Steering Committee and specifically will coordinate the setting up of a Task Group on the future of work. EU-OSHA's participation is based on exploiting our ongoing or planned work, increasing its visibility and generating greater impact. The EU OSH Info System and Costs activities will contribute to the OSH data group; the MSE activity to the group on MSE; and Foresight activities and the planned digitalisation OSH Overview to the Future of Work.

The Healthy Workplaces Campaign Manage Dangerous Substances 2018-19 was successfully launched on 24 April 2018 at a press conference with Commissioner Marianne Thyssen, the Bulgarian EU Council Presidency and the EU-OSHA Director at the European Commission Berlaymont press room in Brussels. The Director also attend the launch of the campaign in Germany at Dortmund.

The Agency launched its biennial stakeholders' survey to obtain feedback about its activities and work. The fieldwork was finalised at the end of April and the data are very encouraging. Over 1700 responses were collected. The work of the Agency is highly regarded by a vast majority of the respondents and almost all of them have made active use of the Agency's work for at least one purpose. The results of the stakeholders' survey have fed the performance indicators on quality for the activity report. The Agency is further analysing the data and the Bureau will be provided with a comprehensive overview. A slide presentation is being prepared so as to display these results in a more visual fashion. The presentation will also be made available to the Board.

Last but not least, regarding internal issues at the Agency, the Director informed that the Agency had a new Staff Committee in place as from last February. The new Head of the Resource and Service Centre will take up his duty as from 16 October.

#### COMMENTS BY THE BOARD:

As a general remark, the German Workers' representative observed that at the present meeting the Board was required to take an ultimate decision that would have a significant impact on the work delivered by the Agency – in particular, in relation to the cycle duration of the Healthy Workplaces Campaign in the framework of the strategic resource programming. She objected that the Board should have been consulted more timely and in general should have been better engaged in the preparation of this decision.

*The Director explained that the Agency had always followed the established procedures and kept the Board informed and engaged at all stages. In the past few months, a broad consultation round with the Tools and Awareness Raising Advisory Group and the Focal Point network was carried out at the request of the Board, on whose outcome the Agency's proposal is based. The programming of the work follows a workflow with almost fixed deadlines and it comes to a point where any further delay could cause a serious disruption in the work organisation and outputs delivery. She acknowledged, however, that this specific decision does entail a considerable change and appreciated the concern. For any future issues of this kind, the Agency will keep on ensuring a smooth communication flow with the Board and preparing for well-informed decisions.*

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

#### **4. Analysis and Assessment of the Annual Activity Report 2017 (G/18/10)**

The Annual Activity Report is a key document for the discharge procedure. It is the report where the Director gives an account of the activities of the Agency, gives assurance that the resources have been spent for the intended purposes and that the transactions carried out were legal and regular and provides key information about the internal control systems. The report includes comprehensive information on the implementation of the annual work programme and use of budget and staff resources for 2017 as well as information on the performance indicators. It is a requirement under the Agency's Financial Regulation (article 47).

The Agency, on behalf of the Chair of the Board, will have to transmit it to the Institutions (Parliament, Council, Commission and Court of Auditors) by 1 July together with the Board's analysis and assessment.

#### COMMENTS BY THE BOARD

The Board inquired about the role played by the European Enterprise Network Ambassadors in the framework of activity 6.4 – "Strategic and operational networking", as their contribution is uneven across the network.

*The Agency explained that the EEN OSH Ambassador play an important role in disseminating the Agency's work and OSH messages down to the workplace level and thereby serve as an additional multiplier factor. It was however acknowledged that, in common with other information*

*multipliers with which the Agency engages, the situation differs from Member State to Member State.*

CONCLUSION: The Board adopted the analysis and assessment of the Annual Activity Report 2017.

## **5. Annual Report 2017 (G/18/11)**

The Annual General Report gives an account of the Agency's activities during 2017. It is a requirement under the Agency's Founding Regulation (article 10). The Board is required to adopt it and then forward it by 15 June to the European Parliament, the Commission, the European Economic and Social Committee, the Court of Auditors, the Member States and the Advisory Committee on Safety, Hygiene and Health Protection at Work.

CONCLUSION: The Board adopted the Annual Report 2017.

## **6. Opinion on the Final Accounts for the Financial Year 2017 (G/18/12)**

The European Court of Auditors delivered its observations based on the report from the external auditor stating that in their opinion, the Agency's accounts present fairly, in all material respects, its financial position as of 31 December 2017. On that basis, the Board should adopt an opinion. The accounts shall then be sent by 1 July, together with the Board's opinion, to the European Parliament, the Court of Auditors, the Council and the Commission.

CONCLUSION: The Board adopted the opinion on the final accounts.

## **7. Internal Audit Service Report 2017 on Healthy Workplaces Campaign and IT support (G/18/13)**

At the end of 2017, the Internal Audit Service audited the Agency on the processes related to the planning, implementation, monitoring and reporting of the Healthy Workplaces Campaign and the IT support provided thereto. It was a performance audit, with the objective of providing an assessment and assurance on adequate and effective implementation of the internal control and management systems related to the activities under the establishment and implementation of priority area, Healthy Workplace Campaigns of EU-OSHA, including the controls on IT vendor management. The audit focused on planning, stakeholder consultation, promotion activities, procurement and contract management, and evaluation of the campaigns – but not the content (topic) of the campaign.

The IAS concluded that the management and control system for the establishment and implementation of the Healthy Workplaces Campaigns of EU-OSHA is generally adequate and effective. In particular, the report highlighted that the Agency has made a considerable effort to improve and document the process by developing a comprehensive HWC handbook.

The Agency will develop an action plan to follow up on the recommendations issued by the IAS. The implementation of the action plan shall be monitored by the Bureau. The Board will also be regularly informed.

CONCLUSION: The Board took note of the IAS report on the 2017 audit on "Healthy Workplaces Campaign and IT support".

## **8. Substantial amendments to the annual work programme (G/18/14)**

Further to discussions within the Bureau, this agenda item has been withdrawn from the Board agenda. This means that the Board decision from January 2017 remains in force.

## 9. OSH topics for the revised Multi-annual Strategic Programme (G/18/15)

In 2017, the Board agreed to keep the MSP as the programming framework for the coming years and confirmed that the strategic objectives/priority areas identified remained relevant. A discussion and agreement is now required when it comes to the actual topics to be addressed under the upcoming programming period.

Under Priority Area 2: Facts and Figures, three OSH Overviews will finalise in 2018. In addition to the new activity 'EU OSH Information System' that the Board agreed be included in the 2019-2021 Programming Document under this priority area, the Agency was asked to propose new OSH Overviews. When considering potential topics, the Agency considered the feasibility of the OSH Overview providing support to the Healthy Workplaces Campaign that will follow the next one on MSD to ensure efficiency and synergies between its different areas of work.

In proposing the OSH Overviews below, the Agency has taken into consideration:

- The findings of its Foresight on ICT, the OSH Overview on micro and small enterprises and the results and secondary analysis of ESENER-2.
- Important policy documents such as the EU Strategic Framework on OSH and the Commission's Communication on modernisation of the OSH acquis.
- Agency Multiannual Strategic Programme, evaluations of completed activities, and findings from the evaluation of agencies under the tutelage of DG EMPL.
- Initial reactions of the OKAG at the meeting of 13 March 2018.

At this stage of the planning, only one OSH Overview would require resources in 2019 and therefore a decision by the Board was required. To this purpose, the Agency proposed "OSH and digitalisation", to run from 2020 to 2022, with preparatory work in 2019. However, two additional topics were presented in order to provide a longer-term view and better context for the Board's deliberations. "Supporting compliance in MSEs" – to run from 2021 to 2023, with preparatory work in 2020; and "Psychosocial risks" (potentially supporting an HWC on violence and harassment) – to run from 2022 to 2024, with preparatory work in 2021.

Under this agenda item and following the practice established with the HWC 2016-2017 of supporting the campaign topic with a prior OSH Overview activity, the Board was also invited to consider one of the following themes as the topic for the Healthy Workplaces Campaign that will start in 2023<sup>3</sup>:

- OSH and digitalisation (planned OSH Overview)
- OSH and micro and small enterprises (OSH Overview completed 2018, with promotion actions continuing in 2019)
- Violence and harassment at work (planned OSH Overview brought forward one year)

For further details, cf. [ppt presentation](#).

### COMMENTS BY THE BOARD:

The Board agreed on "OSH and digitalisation" to be the next OSH overview to be included in the 2019-2021 Programming Document. In particular, the Commission observed that the topic fits well with the current political priorities of the Commission. The Employers remarked that the opportunities of digitalisation should be emphasised and not only the risks. The focus on platform economy should be scaled down and more emphasis should be placed on the human-machine interface. The Workers also expressed great interest for a follow up work on psychosocial risks including violence and harassment. There was also consensus for OSH and digitalisation to be the

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<sup>3</sup> Further to the Board's decision to pilot a three year cycle for the Healthy Workplaces Campaign on Musculoskeletal disorders (cf. agenda item11), the next campaign will start in 2023.

theme for the next HWC. The Board will however take a final decision on the campaign theme at their next meeting in January.

*The Agency will include “OSH and digitalisation” in the final Programming Document 2019-2021, which the Bureau will discuss at its meeting in November before it is submitted to the Board for adoption. An ex-ante evaluation for this activity will also be prepared for November for the Bureau to have a more in-depth understanding of the proposed scope of the activity. The Agency will also work on an ex-ante evaluation on “Supporting compliance in MSEs” to prepare for the Board’s discussions in January on the draft Programming Document 2020-2022.*

CONCLUSIONS: The Board agreed on OSH and digitalisation to be included in the 2019 work programme as new OSH overview; a final decision on the theme of the next HWC will be taken in January.

## 10. Exchange of experts programme (G/18/16)

On more than one occasion, the Board had stressed the importance to foster exchange expertise on OSH and considered that the Agency could play a role in facilitating networking opportunities. The Agency has been looking into establishing processes and channels to this end and developed a proposal for an exchange programme for OSH experts.

According to the outline proposal, eligible experts are those with practical knowledge of OSH prevention as well as specialists in a specific topic area working in public, social partner, or non-Governmental organisations. The programme would be implemented on an annual basis, focused on a specific topic covered by the EU OSHA work programme. In 2019, the proposed topic is “dangerous substances” in support of the ongoing HWC.

The programme is expected to be coordinated via the national Focal Points’ network, who act as national “gatekeepers”. Funding would be from the main Agency budget with costs limited to reimbursing travel and subsistence (per diem, hotel) for the visiting expert according to existing rules. For 2019, as a pilot scheme, funding would be limited to €8,000, which it is estimated would correspond to approximately four or five exchanges.

At this stage, the Agency requested the Board to give a preliminary feedback on the basis of the description of the programme provided and to mandate the Bureau to oversee the final proposal at the next Bureau meeting in November.

The Board will adopt the programme as part of the adoption of the 2019-2021 Programming Document.

CONCLUSIONS: The Board took note of the Agency’s proposal and mandated the Bureau to oversee the final proposal in the view of the Board’s adoption as part of the 2019-2021 Programming Document.

## 11. Strategic resources programming, including HWC cycle (G/18/17)

In the framework of the discussions on the Agency’s draft Programming Document (PD) 2019-2021, the Board considered a proposal to modify the Healthy Workplaces Campaign Cycle (from the current model of an 18-month campaign running every two years to a 24-month campaign running every three years).

Faced with the potential prospect of static or declining resources over the coming years and after having implemented important efficiency measures to accommodate the cuts since 2014, the Agency has concluded that the change is necessary to meet the goals set for it in the EU Strategic Framework, Commission Communication and MSP at the same time as implementing the recommendations from recent evaluations (ESENER, Older Workers, HWC) and audits (HWC,

OiRA). The evaluations of activities other than the campaign, in particular, have highlighted that although content is of high quality and relevance, the potential impact is not being fully realised because the findings are not reaching the target audience, especially at Member State level.

With the new proposal, the Healthy Workplaces Campaign on musculoskeletal disorders would be launched in October 2020 during the European Week for Safety and Health at Work and end in November 2022 with the closing summit. There would be no impact on the Agency's overall budget nor on the financial resources allocated at national level through the FAST scheme.

As this would represent a substantial change to the campaigning model that has been in place since 2007, the Board had requested that the Agency discuss the rationale for the change with the national Focal Points and the Tools and Awareness Raising Advisory Group (TARAG) and to report back to the Governing Board at its next meeting.

Whereas consultations have shown encouraging support to the extension of the cycle, the Agency requested the Board to take a final decision on the basis of the new evidence and further explanations and information provided.

For further details, cf. [ppt presentation](#).

#### COMMENTS BY THE BOARD:

The three interest groups reported lengthy and animated discussions on this item within their groups in order to find a certain consensus.

The Governments and the Workers agreed to pilot the three-year cycle with the next campaign on Musculo-skeletal disorders. A decision on the future campaigns should be taken on the basis of the result of an evaluation. The Bureau would be mandated to discuss possible evaluation criteria which would be agreed by the Board in January 2019. The Commission also agreed on this approach.

The Employers commented that the Agency should have explored other ways to reduce the financial impact of the campaign on the budget affecting the other activities – including reducing the number of printed publications produced. Considering the difficulties that companies may face in focussing attention on the same topic for an extended period of time, the Employers considered that the two year cycle should be maintained.

CONCLUSIONS: The Board decided to pilot a three year cycle for the 2020-2023 HWC on Musculo-skeletal disorders. The pilot should be subject to evaluation. In November, the Bureau will discuss which effects of the change in the length of cycle the evaluation should be assess and on this basis the Board will define evaluation criteria in January 2019.

## **12. Workers' survey on exposure to carcinogens in the EU (G/18/18)**

In the draft Programming Document 2019-2021 discussed in January 2018, the Agency presented a proposal to include as a new activity a workers' survey on exposure to carcinogens. The scope of the activity was described in an ex-ante evaluation (G-18-04b) drawing on the findings of the feasibility study published shortly beforehand. The proposal was presented to the Board for their feedback and decision on its inclusion in the Programming Document. The Board requested that the Agency provide more detailed information regarding the utility and reliability of the survey and that it present the Board with more than one option for implementation in June.

To this purpose, the Agency invited an expert involved in the development of the survey in Australia – where the survey has been conceived – to present this experience. Dr Lin Fritshi from Curtin University gave a presentation on the Australian survey, cf. [ppt presentation](#).

Furthermore, the Agency presented the preparatory work done until then, and, in particular, the outcome of the discussions of a technical workshop held on 8 March. The following organisations were represented at the workshop: Curtin University Australia, DG EMPL, employers', workers' and governments' interest groups, Roadmap on carcinogens, IARC, ICOH, Imperial College London, INAPP Italy and Kantar Public Germany.

Finally, the Agency outlined the three options for the implementation of the proposed activity, which took into account resources required and anticipated impact:

1. Survey with complete coverage (all countries) at a limited depth (small sample sizes)
2. Survey with incomplete coverage (a representative selection of countries) at full depth (comprehensive sample sizes)
3. Survey with complete coverage (all countries) at full depth (comprehensive sample sizes)

For further details, cf. [ppt presentation](#).

#### COMMENTS BY THE BOARD:

The Commission reiterated the utility of this activity, which would bridge an important information gap by providing complementary data. The Workers supported the inclusion of this activity into the Agency's work programme for 2019, and, expressed their preference for the option which foresaw a survey with a complete coverage and at a full depth.

The Employers were not in favour of the proposal. Concerns were raised in particular with regard to the methodology and the use/relevance of such a survey. Surveillance systems that are legally established in Member States should be providing this type of data – and they would rather consider with greater interest the Agency's involvement in the HazChem@Work project. The Governments also expressed reservations, based in particular on concerns regarding financial resources required to carry out this activity and the possible negative impact on that this would have on other activities.

A consensus could not be found within the Board on inclusion of this activity in the upcoming work programme.

*The Agency took note of the outcome of the Board's decision and reiterated the scientific soundness of the methodology, also referring to the qualified opinion of the experts who took part in the expert seminar. However, it regretted that a possible lack of clarity from the Agency's side to illustrate the details of the resourcing of this activity might have led to a misperception of the financial scope and impact of the survey. In terms of operational budget and staff time, the survey would have not been more demanding than any other OSH overview. This was probably not well reflected in the meeting documentation and not enough clearly explained at the meeting and will be a lesson learnt for the future.*

CONCLUSION: The Board decided not to include this activity in the Programming Document 2019-2021 at this time.

### **13. HazChem@Work and EU-OSHA – feasibility study (G/18/19)**

In 2016 DG EMPL completed a pilot study, HazChem@Work, which consists of a database and a model to estimate the occupational exposure for a list of hazardous substances. The project compiled a pilot database comprising selected and limited data from measurements of dangerous substances at workplaces collected by Member State organisations and stored in databases of Member State institutions. The aim of HazChem@Work was to explore whether the collection of a large amount of measurement data from national sources could improve the evidence-base for political priority setting and decision making at EU-level.

At the end of 2017, DG EMPL asked the Agency to host the pilot database developed in HazChem@Work and to consider its development into a fully functional database as part of a long-term activity. Considering the challenges identified in the HazChem@Work final report and the estimated resources for such a full implementation, the Agency commissioned a feasibility study to assist it in the formulation of a proposal to the Board.

The Agency prepared a proposal consisting of five different options for the Board to choose amongst. As mentioned, the proposal was based on the outcome of the feasibility study but also on the results of work package seven of the HazChem@Work project “WP7: Practical implementation of the database - conclusions and recommendations”. The options outlined were as follows:

1. No action:
  - Provisional hosting of pilot database ended
2. Limited hosting of the pilot database
  - No further technical development. 'Proof of concept'-option
  - Reacting on feedback from users, e.g. policy makers and researchers
3. Hosting of the pilot database with an option of voluntary data delivery
  - Significant development regarding IT framework and in case of a submission
  - Voluntary submissions considered highly unlikely
  - Database with limited data is not considered very useful
4. Full development
  - Comprehensive implementation plan based on a detailed and extended feasibility assessment
  - Long term reallocation of resources
5. Development by another organisation
  - Possible collaboration with an existing EU-database, e.g. JRC's IP CHEM database (Information Platform for Chemical Monitoring)
  - Significant development already completed
  - Legal obligation on certain data-holders to collaborate

For further details, cf. [ppt presentation](#).

#### COMMENTS BY THE BOARD:

While acknowledging the importance and relevance of this project, the Board unanimously agreed that it would have a very significant impact on the Agency's current work if any direct involvement in the development had to be foreseen. As a result, there was consensus on option 5 – authorising the Agency to collaborate at the technical, know-how sharing level with any other organisation who would take the lead.

CONCLUSION: The Board agreed that the Agency should not take a prominent role in the development of the HazChem@Work database; nevertheless, they agreed that the Agency should collaborate at the technical level with the organisation that will be assigned the task to lead the project.

#### **14. Healthy Workplaces Campaign Strategy 2020-2021 (G/18/20)**

In January 2018, the Board discussed the draft campaign strategy for the 2020-21 Healthy Workplaces Campaign which will have the theme of 'Prevention of work-related musculoskeletal disorders (MSD)'. This campaign will be able to draw on the results of the EU-OSHA MSD OSH overview activity being implemented between 2018 and 2020, thereby providing opportunities for synergies and achieving greater impact from its outputs through increased dissemination and promotion.

In January, the Board agreed that the Agency would revise the document in the light of their discussion and consult with the Focal Points and the TARAG before presenting it once again for adoption by the Governing Board at its June meeting.

This consultation was initiated at a special session during the HWC 2018-19 kick-off meeting in February 2018, in which both Focal Points and TARAG members participated. Based on their feedback the Agency prepared a revised text that was discussed at a special Focal Point seminar on 15 May 2018 and the TARAG meeting on 16 May 2018. Both groups welcomed the changes/proposals made, in particular relating to the campaign objectives, messages and slogan as well the links made to the ongoing OSH Overview Activity on MSDs. At the Focal Point meeting, there was general agreement on the slogan "Healthy Workplaces Lighten the Load".

The campaign strategy has been revised on the basis of these extensive consultations with the campaign's strategic objectives, target groups, main messages and planned products and activities being adapted accordingly.

For further details, cf. [ppt presentation](#).

#### COMMENTS BY THE BOARD:

The Board welcomed the revised strategy. There were a few additional comments which the Agency was required to reflect in a final version. In particular, the strategy should reflect the Board's decision regarding the extension of the campaign cycle. More and clearer clear references should be made to support the message that "MSDs can be influenced by psychosocial risks" (and not only by physical load or biomechanical factors). Among other comments, the Employers requested that more emphasis on non-work related MSDs factors should be included so as to ensure a better understanding of the multifactorial nature of MSDs as well as a more complete referencing of sources.

*Responding to the concerns of some Governments' members about the use of the word "load" for the campaign slogan, the Agency clarified that the term will be used in its broadest sense so as to cover at best the different dimensions of MSDs. All core campaign products shall reflect that. Furthermore, a good transposition of the slogan at the national level shall be ensured via appropriate adaptations in the relevant language.*

CONCLUSION: The Board adopted the strategy for the HWC 2020-2021 on MSDs with the recommended amendments.

### **15. EU-OSHA performance monitoring framework (G/18/21)**

The Board requested an overview on the Agency's performance monitoring and evaluation framework. The framework is based on the intervention logic that is at the basis of the Multi-annual strategic programme and addresses several but complementary dimensions.

One dimension is to ensure that use of resources complies with the principles of good governance, the Agency's mandate and the indications by the Governing Board. To meet this, the Agency has established internal processes to monitor the implementation of the work programme and budget on a monthly basis as well as adequate control systems. The aggregated outcome of this regular monitoring exercise is reported to the Board/Bureau three times a year via the Director's progress report and whenever necessary. When substantial amendments to the work programme and the budget are required, the Board is involved and the Board is informed of the outcome of the internal and external audits. The activity report provides a comprehensive overview for a given year - and it is sent to the Institutions together with an analysis and assessment by the Board and is a key document for the discharge process for that year.

Success criteria relating to the Agency's work are defined in the intervention logic that underpins the Multi-annual strategic programme. As a result, another important dimension is to assess to what extent the Agency's work has achieved the intended outcomes and to assess the need for future improvements/changes. To do that, the Agency carries out regular overall evaluations as well as specific

evaluations of its activities, in line with needs and regulatory requirements. Evaluations are carried out on the basis of a multi-annual plan and according to the evaluation policy and procedure which set out the criteria against which activities shall be assessed. The Board is made acquainted of all the main evaluation results and recommendations and is kept updated about the Agency's follow-up. The executive summaries of the main reports are presented at Board meetings and are available on an on-going basis at the Extranet.

Overarching performance indicators addressing mission, vision and strategic objectives are defined as well as indicators at the level of the individual activities, also on the basis of the intervention logic. Ambitious targets, means and frequency of means have also been specified and adopted by the Board. The main purpose of indicators is to monitor whether the Agency is progressing towards the set objectives. At the moment, indicators are mainly used at the Agency for accountability purposes. The set of performance indicators currently in force was adopted by the Board at the end of 2015 and applies as from the implementation of 2016 work programme.

For further details, cf. [ppt presentation](#).

At the meeting, the Agency also proposed a new set of performance indicators that are more adapted to measure the progress on the achievement of the objectives and take into better account the main target groups of the activities. At this stage, the proposal included a preliminary list of the indicators that refer to the mission and vision of the Agency and the strategic objectives of the MSP.

The Bureau will have the opportunity to discuss the final proposal, which will also include targets and indicators defined for the activities, at their next meeting in November. Finally, the Board will be invited to adopt the new performance indicators as part of the adoption of the Programming Document 2019-2021.

CONCLUSION: The Board took note of the Agency's performance monitoring framework and of the Agency's work on a new proposal for performance indicators to be discussed by the Bureau in November.

## **16. Any other business**

Under "Any other business", the Workers informed that Ben Egan would attend Board and Bureau meetings as an observer from ETUC whenever Esther Lynch would not be able to attend. This was to ensure there is always an avenue of communication between EU-OSHA decision-making and the secretariat of the ETUC in the coming period, which is very important for both organisations.

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The Chair thanked the Board members, the Agency's Director and staff, the interpreters and closed the meeting.

**LIST OF ATTENDEES:**

	<b>NAME</b>	<b>INTEREST GROUP</b>	<b>REPRESENTING</b>
1	Christa SCHWENG	Employers	AUSTRIA
2	Gertrud BREINDL	Governments	AUSTRIA
3	Julia NEDJELIK-LISCHKA	Workers	AUSTRIA
4	Kris DE MEESTER	Employers	BELGIUM
5	Véronique CRUTZEN	Governments	BELGIUM
6	Herman FONCK	Workers	BELGIUM
7	Darina KONOVA	Governments	BULGARIA
8	Aleksandar ZAGOROV	Workers	BULGARIA
9	Gordana PALAJSA	Workers	CROATIA
10	Jaroslav HLAVÍN	Governments	CZECH REPUBLIC
11	Lena SØBY	Employers	DENMARK
12	Charlotte SKJOLDAGER	Governments	DENMARK
13	Nina Hedegaard NIELSEN	Workers	DENMARK
14	Argo SOON	Workers	ESTONIA
15	Ben EGAN	Workers	ETUC
16	Viktor KEMPA	Workers	ETUC
17	Erika MEZGER	Eurofound	EUROFOUND
18	Jesús ÁLVAREZ	European Commission	EUROPEAN COMMISSION
19	Charlotte GREVFORS ERNOULT	European Commission	EUROPEAN COMMISSION
20	Raimo ANTILA	Governments	FINLAND
21	Erkki AUVINEN	Workers	FINLAND
22	Patrick LÉVY	Employers	FRANCE
23	Abderrafik ZAIGOUICHE	Workers	FRANCE
24	Eckhard METZE	Employers	GERMANY
25	Ellen ZWINK	Governments	GERMANY
26	Sonja KÖNIG	Workers	GERMANY
27	Christos KAVALOPOULOS	Employers	GREECE
28	Ioannis KONSTANTAKOPOULOS	Governments	GREECE
29	Andreas STOIMENIDIS	Workers	GREECE
30	Katalin BALOGH	Governments	HUNGARY
31	Jón R. PÁLSSON	Employers	ICELAND
32	Eyjólfur SÆMUNDSSON	Governments	ICELAND

	NAME	INTEREST GROUP	REPRESENTING
33	Björn Ágúst SIGURJÓNSSON	Workers	ICELAND
34	Marie DALTON	Governments	IRELAND
35	Fabiola LEUZZI	Employers	ITALY
36	Romolo DE CAMILLIS	Governments	ITALY
37	Renārs LŪSIS	Governments	LATVIA
38	Vaidotas LEVICKIS	Employers	LITHUANIA
39	Aldona SABAITIENĖ	Governments	LITHUANIA
40	Francois ENGELS	Employers	LUXEMBOURG
41	John SCHNEIDER	Governments	LUXEMBOURG
42	Anthony CASARU	Workers	MALTA
43	Mario VAN MIERLO	Employers	NETHERLANDS
44	Rob TRIEMSTRA	Governments	NETHERLANDS
45	Rik VAN STEENBERGEN	Workers	NETHERLANDS
46	Yogindra SAMANT	Governments	NORWAY
47	Danuta KORADECKA	Governments	POLAND
48	Marcelino PENA COSTA	Employers	PORTUGAL
49	Carlos PEREIRA	Governments	PORTUGAL
50	Fernando José MACHADO GOMES	Workers	PORTUGAL
51	Ovidiu NICOLESCU	Employers	ROMANIA
52	Corneliu CONSTANTINOAIA	Workers	ROMANIA
53	Silvia SUROVÁ	Employers	SLOVAKIA
54	Lucia SABOVA DANKOVA	Governments	SLOVAKIA
55	Peter RAMPÁŠEK	Workers	SLOVAKIA
56	Nikolaj PETRIŠIČ	Governments	SLOVENIA
57	Lučka BÖHM	Workers	SLOVENIA
58	Mercedes TEJEDOR AIBAR	Governments	SPAIN
59	Ana GARCIA DE LA TORRE	Workers	SPAIN
60	Bodil MELLBLOM	Employers	SWEDEN
61	Boel CALLERMO	Governments	SWEDEN
62	Karin FRISTEDT	Workers	SWEDEN
63	Terry WOOLMER	Employers	UNITED KINGDOM
64	Clive FLEMING	Governments	UNITED KINGDOM
65	Hugh ROBERTSON	Workers	UNITED KINGDOM

	<b>NAME</b>	<b>INTEREST GROUP</b>	<b>REPRESENTING</b>
66	Lin FRITSCHI	Speaker - Curtin University	AUSTRALIA
67	Christa SEDLATSCHKE	EU-OSHA	
68	Jesper BEJER	EU-OSHA	
69	William COCKBURN	EU-OSHA	
70	Ilaria PICCIOLI	EU-OSHA	
71	Andrew SMITH	EU-OSHA	
72	Birgit MÜLLER	EU-OSHA Staff Representative	
73	Maurizio CURTARELLI	EU-OSHA Staff Representative	
74	Benda O'BRIEN	EU-OSHA	