

MINUTES

| | |
|-----------------|---|
| Meeting: | MEETING OF THE BUREAU OF THE GOVERNING BOARD |
| Date: | Tuesday, 20 November 2018 |
| Venue: | EU-OSHA – Santiago de Compostela 12 – 5th floor – Bilbao Meeting room: Julia |

1. Draft Agenda

The Chair welcomed the attendees and gave the floor to the Director.

The Director, in turn, welcomed the attendees and introduced the new EU-OSHA colleagues who are new to the Bureau: the Head of the Resource and Service Centre; Andrea Baldan, the Quality Team trainee and the Brussels Liaison Office trainee.

The Chair introduced the draft Agenda. She asked all Bureau members whether they might have a potential conflict of interests with any of the items to be discussed, in compliance with the Agency's policy on management of conflict of interest. No Bureau member declared any. Under "Any other business", the Director will give an update on the preparatory work related to the Agency's 25th anniversary.

CONCLUSION: The revised draft agenda was adopted.

2. Adoption of Draft Minutes

The draft minutes of the June meeting had been circulating previously. No comments had been received.

CONCLUSION: The draft minutes were adopted.

3. Director Progress Report

The Chair gave the floor to the Commission, and they provided an update on the following issues:

Developments on the new EU-OSHA founding regulation:

The Commission informed that the negotiations on the Agency's founding regulation has been finalised as a political agreement has been reached. It is expected to be published in January 2019.

The Commission expressed satisfaction with the outcome as it represents a good basis for the Agency to keep on with the good work. The new regulation includes the horizontal provisions foreseen in the inter-institutional common approach on EU Agencies (incl. conflict of interest, anti-fraud measures etc.).

The main novelty is related to the composition of the Board – whereas the tripartite structure will remain unaltered as well as the three seats for the Commission, an independent expert appointed by the Employment Committee of the European Parliament shall join the Board as an observer. No substantial changes are expected in relation to the tasks of the Agency nor in the functioning of the Focal Points network.

The revised regulation foresees that gender balance is a principle to be taken into account in relation to the composition of the Agency's Board. The Commission however acknowledged that the responsibility of its implementation lays with those nominating members and is out of the direct control of the Agency. Another challenge under the revised framework relates to the majority needed for decision-making – the regulation explicitly refers to two-thirds of the members for certain decisions which underlines the importance of attending Board meetings and participating in the written procedures.

Updates on the Four-Agencies' Evaluation

The Commission is currently assessing the result of the evaluation of the agencies under DGEMPL's remit – EU-OSHA, Eurofound, Cedefop and ETF as part of the Staff Working Document, after which the evaluation will be completed.

Amendments to the carcinogens directives

In relation to the second wave of directives, an agreement has been reached to extend the number of substances for which occupational limit values had to be established, prior to a transitional period to allow for adaptation. The final adoption is foreseen by the end of the year.

For the third wave, the Commission had presented a proposal back in April 2018 addressing five more substances. At the moment, discussions are ongoing between the parliament and the Council – the file will be soon submitted to the Employment Committee in the Parliament and to COREPER.

Updates on the European Pillar of Social Rights

After one year since its proclamation, the Commission has submitted a number of initiatives to implement the European Pillar of Social Rights. These initiatives focussed on enhancing work-life balance and transparent and predictable working conditions (in particular for vulnerable workers), aiming at ensuring access to social protection. Trilogues expected to start relatively early in time, possibly before the end of the current Commission's mandate. Another important action taken included the European feasibility act, aimed at reducing social exclusion of people with disabilities.

The adoption of the Pillar had also an impact on wider processes at the EU level. Regarding the EU semester, a system of scoreboard has been set up to report on selected indicators to follow up on country-specific recommendations. In its proposal for the next Multi-annual Financial Framework, the Commission established a coherent design for social funds and allocated one billion euros for that purpose. The implementation of the social funds – which are part of the structural funds – remain within the responsibility of Member States. Whereas the funds are linked to country-specific recommendations, which are monitored regularly, it is up to each Member State to set up its own priorities.

Updates on the European Labour Authority

The establishment of a European Labour Authority is still in progress. The Parliament is expected to vote on its position whereas a general approach has been reached at the Council. The trilogue on this file will start soon.

Updates on Brexit

The Commission clarified that the United Kingdom will be a third country as from 30 March 2019, also in the case the proposal for the withdrawal agreement under discussion at the moment is agreed and signed by the two parties. The Commission' Secretariat General has advised all EU institutions and bodies to refrain from negotiating specific arrangements with the United Kingdom to envisage any kind of cooperation in the case of a “no deal” scenario. The official negotiator for the EU is the Commission – so it is important to wait for the outcome of the official negotiations and not to take any action independently.

Under this point, the Director clarified that staff members at the Agency who are UK nationals shall also be considered as members of a third country. However, as Director, she has the authority to run an in-house assessment on case by case basis and then take a decision in the interest of the Agency.

The Chair gave the floor to the Director, who thanked the Commission for their updates, and referred to the Director's Progress Report previously circulated to the Bureau Members.

In addition, she provided an update on the following issues:

Presidency Conference – Vienna (24-25 September)

The [Austrian Presidency of the Council of the EU](#) hosted a high-level conference, 'Fight against Occupational Cancer', in Vienna. A range of speakers and participants, including politicians, social partners and experts in the field explored ways of protecting Europe's workers from exposure to carcinogens at work.

EU-OSHA chaired a session that looks at good practice, policy and awareness raising initiatives such as the [EU Roadmap on Carcinogens](#) and presented the 2018-19 Healthy Workplaces Campaign in the plenary.

Advisory Group for the European Labour Authority (ELA) (Brussels 9-10 October)

EU-OSHA is part of the Advisory Group of ELA. At the meeting on 9-10 October, the Director presented the Agency and its way of working closely with Member States.

European Week for Safety and Health at Work – 22-26 October 2018

Each year, EU-OSHA and its partners mark the European Week for Safety and Health at Work with awareness-raising events across the EU and beyond. This year, the theme, in accordance with the campaign, has been "managing dangerous substances in the workplace".

National conference on dangerous substances – Belgrade (30-31 October)

In the framework of the Agency's activities with candidate countries, the Director opened the conference and presented the 2018-19 Healthy Workplaces Campaign in the plenary. She also met the Minister for Employment, the social partners and national network members. This was the first visit to a candidate country.

Situation regarding implementation of 2018 work programme

In the 2018 annual work programme, the Agency committed to deliver 140 outputs under the different activities by the end of the year.

Out of the 140 outputs, the majority have been finalised and one third is expected to be finalised by the end of the year. A few outputs had to be postponed to 2019. The delays were mainly due to unforeseen work required from the Agency on the deliverables received by contractors, unforeseen staff absences and finally the restructuring and consolidating of some outputs. The target for work programme implementation is 90%. At the moment – and assuming that there will be no additional outputs delayed to 2019, the Agency should be able to reach the target.

Article 38 Financial regulation – flexibility rule in relation to the Agency's establishment plan for 2018

In the second half of November, a written procedure with the Board was finalised with the approval of the modification of the EU-OSHA establishment plan 2018.

The Agency's Financial Regulation foresees in article 38 that the Board can modify the establishment plan of the Agency up to 10% under certain conditions and provided that the regulatory framework is respected.

After a careful analysis, the Agency decided to apply the flexibility rule as per Article 38 of the Financial Regulation for 2018 further to the reclassification exercise as this required the inclusion of a post in a higher grade.

Outsourcing of the accounting function

On the occasion of the upcoming retirement of the Agency's accountant, the Agency will propose to the Board to outsource the accounting function and treasuring to the Commission (DG BUDG) as from July 2019. The Board will be provided with the details of the proposal at their meeting in January and a decision will be required.

COMMENTS FROM THE BUREAU AND AGENCY'S CLARIFICATIONS

There were questions regarding a few activities. For activity 2.7 "Musculoskeletal disorders", in particular, the Agency confirmed that the activity addresses the demographic dimension – beside the specific categories of workers that are most exposed to suffering from MDSs pathologies. Regarding activity 2.1. "ESENER", asked on why a significant share of the funds allocated for the activity in 2018 has not been committed yet, the Agency clarified that because of the design of the survey fieldwork that will take place in 2019 Q1, the funds will not be committed until the end of the year – according to the plans. In general, the forecasts related to budget implementation are very encouraging so no problem is foreseen in this regard.

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

4. Update on Advisory Group and Focal Points

The Director informed the Bureau that the third Focal point meeting of 2018 would take place in the days immediately after the Bureau meeting – on 21 and 22 November.

The main content of meeting would be focussing on the operational actions to be carried out by the Focal points in 2019 (mandatory and portfolio tasks). There would also be updates from the two OSH networks - the Artic OSH network and the South East Europe Network on Workers Health. Both these networks are particularly active on different aspects of the impact of the thermal environment on workers. The meeting would also hear about SLIC and presidency activities.

The Agency also gave an update on the work of the Advisory Groups.

There had been no TARAG meeting since the last Bureau meeting – the next one is scheduled in February 2019. One of the main issues to be discussed will be the the monitoring and evaluation framework of the campaign cycle after the Board's feedback. The TARAG needs alternate members for the Workers' and Governments' groups.

The OKAG met in October. Among the main items presented and discussed at the meeting, the Agency provided an update on the next Foresight activity cycle (Foresight 3: Anticipating future challenges to OSH); the two new OSH Overviews: "Digitalisation and OSH" and "Supporting Compliance"; and finally on ESENER 3.

There was also a general discussion on the feasibility study of the workers' survey on exposure to carcinogens and the OSH overview Musculoskeletal disorders and the related campaign, and, finally on OSHwiki.

The Brussels Liaison Office was engaged in the preparation of the Vienna EU Presidency Conference and the follow-up work related to the Roadmap on Carcinogens.

CONCLUSIONS: The Bureau took note of the update.

5. Staff Implementing Rules

The Agency submitted for adoption by the Bureau the following Implementing Rules:

- EU-OSHA Decision on Temporary occupation of management posts (B/18/05a)
- EU-OSHA Decision on guidelines on whistleblowing (B/18/05b)

For both decisions, the Agency proposed to adopt the model decision agreed by the Commission.

COMMENTS FROM THE BUREAU AND AGENCY'S CLARIFICATIONS

Asked by the Bureau what is meant by 'temporary occupation' in the context of the Decision, the Agency clarified that this defines positions which have been vacant typically between 3 and 12 months. Exceptions to this rule may also apply, as indicated in the Decision. The Staff Committee representative confirmed that the Staff Committee had been duly consulted on the matter.

CONCLUSIONS: the Implementing rules were adopted.

6. Results from the Stakeholders Survey

The Agency presented some of the key results of EU-OSHA stakeholders' survey. The survey was carried out by an external contractor on behalf of the Agency in March-April 2018. A number of the indicators address quality issues and these are measured primarily by feedback from stakeholders (including users). To collect data that feed the indicators, the Agency launches a stakeholders' survey on a biennial basis.

Overall, the results are very encouraging and show a very high appreciation on the Agency's work in general and under the surveyed activities. The survey also evidenced some areas with a potential for improvement, in particular with regard to the promotion of some activities. The Agency will further discuss on how to address some of the learning points that have emerged from this exercise.

COMMENTS FROM THE BOARD AND AGENCY'S CLARIFICATIONS

The presentation was followed by a lively debate. The Agency clarified that internal discussions are ongoing on how to follow up on the survey and any suggestions by the Bureau on additional data breakdown would be welcome. The Bureau asked the Agency to present the results to the Board at their meeting in January.

CONCLUSIONS: The Bureau took note of the findings of the stakeholders' survey and asked the Agency to present them also to the Governing Board in the January 2019 meeting.

7. Revised Multi-annual Strategic Programme 2018-2023

The Chair gave the floor to the Director, who introduced the Revised Multi-annual Strategic Programme 2018-2023.

In 2013, the Governing Board adopted the Multi-annual Strategic Programme (MSP) 2014-2020 outlining the mission, vision and strategic objectives for six priority areas up to 2020. The Agency's planning is already going beyond that with the draft Programming Document covering the years 2018-2021.

In June 2017, the Board initiated discussions on the strategic direction after 2020. An input to the discussions was the outcome of the mid-term evaluation of the MSP 2014-2020, which was overall positive. As a result, the Board concluded that the current MSP should be extended up to 2023 and that the Agency should revise it in the light of developments since 2013.

The Agency presented a revised version of the MSP to the Bureau in November 2017 – where a general agreement on the text and the process was reached. The Board gave some additional comments in January 2018 as well as a mandate to the Bureau to adopt the final version.

In June 2018, the Board discussed about future topics that the Agency could focus on in the next years. Further to that, there was sufficient clarity to present a final proposal for adoption by the Bureau.

A number of framework conditions remain unknown, and as they become clearer there may be a need to revise the MSP. This is particularly the case with regards to:

- The new financial perspectives as per the new Multi-annual financial framework post 2020, including the consequences of Brexit
- New EU policy objectives for OSH for the years after 2020
- Follow-up from the four-agencies-evaluation.

The MSP will serve as the framework which defines which types of activities that the Agency will carry out in the next 5 year-timeframe. The actual OSH topics to be addressed and the means by which they will be addressed will be discussed with the Board as part of the multi-annual and annual planning.

COMMENTS FROM THE BUREAU

Overall, the Bureau agreed to the format, the length and the scope of the MSP – with the Employers advocating for a more OSH-specific focus for the introductory part. In particular, the Employers requested the Agency to reconsider a number of statements in the section related to the general context and to add a more extensive referencing. A written set of comments will follow.

CONCLUSIONS: The Agency invited any further comments to the revised MSP to be sent in writing. The Agency will amend the document accordingly and launch a written procedure by the end of the year.

8. Final Programming Document 2019-2021

According to the schedule agreed with the Board, the Agency presented a preliminary draft version of the PD 2019-2021 at the Bureau meeting in November 2017 for discussion on the multi-annual objectives and work programme. In January 2018, 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 2019, outputs and performance indicators as well as all the required annexes. The draft PD 2019-2021 was sent to the Parliament, the Council and the Commission.

The final draft of the 2019-2021 Programming Document includes the Agency's answer to the consultation feedback received, including the Commission feedback provided in October.

Under this item, the Bureau is also invited to consider the ex-ante evaluations for the two new activities agreed in June by the Board which would commence in 2019:

- Supporting compliance, and
- OSH and digitalisation.

Depending on the outcome of the decision on the workers' exposure survey to carcinogens (cf. next item), the implementation cycle for these activities will be set up in such a way so as to ensure good alignment with the resources available.

The Commission presented the main features of its opinion, which the Bureau had received as part of the meeting documentation.

In particular, they recalled the request to include a review related to guidance on bio-monitoring. This was not a completely new request as it had already been mentioned in the opinion to the previous programming document. For 2019, the scope of this task would be to carry out a review of the practices

related to bio-monitoring in the Member States with information relevant for the development a guidance document.

Regarding the establishment of Hazchem@work, the Board had already clarified at their meeting in January 2018 that Agency is ready to take a support role to facilitate collaboration among the different bodies that could be involved in this project.

The Director explained that the Board would be expected to adopt the final Programming Document by the first half of December by written procedure. There were a few additions and amendments that would have to be done to the version that will be submitted for adoption – mainly in the annexes (procurement plan and risk assessment). The Board discussion and agreement on the performance indicators at the June 2018 Board meeting are reflected in the document.

CONCLUSIONS: The Bureau analysed the PD 2019-2021 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 2019 – at the beginning of December.

9. Exchange of Experts programme

The Agency had worked on a proposal for an exchange programme and in June the Board mandated the Bureau to adopt it so as to enable the inclusion of this action into the 2019 work programme.

The proposed approach is modelled on resource efficient programmes used by other Agencies (e.g. ECDC) to facilitate expert exchange. Eligible experts are those with practical knowledge of OSH (e.g. worker safety representatives, those who carry out risk assessment) as well as specialists on a specific topic area (e.g. toxicologists) working in public, social partner, or non-Governmental organisations. So it is open both to Government representatives / Focal Points and social partners. The implementation of this programme will be on an annual basis, focused on a specific topic covered by the EU OSHA work programme. For 2019, funding will be limited to EUR 8 000. This is intended to meet the costs for travel and subsistence (per diem, hotel) of the visiting expert. It is anticipated that this will cover two visits.

This action will be incorporated under activity 5.3 –“Networking knowledge actions”.

CONCLUSIONS: the Bureau adopted the Agency’s proposal for an exchange of experts programme as of 2019.

10. Preliminary Draft Programming Document 2020-2022

The Director introduced the Draft Programming Document 2020-2022. 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. The follow-up to the four agencies evaluation and the implications of the new Multi-annual Financial Framework beyond 2020 may lead to changes in the document.

In January 2019, a complete document will be presented. This will include the preliminary draft provided now in addition to the annual work programme for 2020 and annexes on more specific areas. In January 2019, the Board will also be invited to decide on which new activities to initiate during the programming period.

Under this item, the Bureau was also invited to discuss a proposal for the monitoring and evaluation framework related to the Healthy Workplaces Campaign cycle further to the Board’s decision to move from a two year to a three year cycle as a pilot. The Board will be requested to discuss this proposal, amended as per the Bureau’s comments and including a detailed workplan, at their meeting in January.

The Agency’s proposal is based on the evaluation criteria as defined in the Commission’s “Better Regulation package” - relevance, coherence, effectiveness, efficiency and EU added value. The

campaign cycle shall be evaluated in the broader framework of the ex-post evaluation of the HWC on Musculoskeletal disorders but in the proposal the Agency emphasised the need to identify other indicators to be monitored by the Bureau all the way through.

Finally – at last Board meeting in June there was certain consensus over the next campaign theme (HWC 2023-2024/5) – being on OSH and digitalisation. At the January 2019 meeting, the Board will be requested to confirm the selection of this topic. .

COMMENTS FROM THE BUREAU

The Bureau welcomed the proposal for the HWC monitoring and evaluation framework. However, they recommended that more focus should be dedicated to assessing the impact that the change from a two year to a three year cycle would entail for the campaign – in particular regarding stakeholders' engagement with the campaign topic.

The Agency confirmed that this would be one of the main elements of the monitoring and evaluation framework and would clarify this better in the proposal to present to the Board in January. The Agency agreed that keeping the momentum on the campaign topic is essential for a successful campaign. To this end, the Agency will design tailored packages for Focal points where several topics for promotion will be identified.

CONCLUSIONS: The Bureau discussed the preliminary Draft Programming Document 2020-2022 and a preliminary proposal on the evaluation and monitoring framework for the revised campaign cycle. The Agency will prepare the full 2020-2022 PD for January and a revised proposal for the monitoring and evaluation framework for the HWC

11. Workers' Survey on Exposure to Carcinogens

The Chair asked the Head of the PRU to introduce the proposal. He explained that, in the framework of discussions around the PD 2019-2021, the Agency had presented a proposal to include as a new activity a workers' survey on exposure to carcinogens. Further to a comprehensive ex-ante evaluation, further evidence regarding the utility and reliability of the survey was gathered via an expert meeting and information on the survey as it was carried out in Australia. This information was provided to the Board at the June meeting, however there was not a majority in the Board in favour of including this activity for the 2019 work programme at that time.

The Government Group has since requested that the Board be given a further opportunity to discuss the activity proposal after an initial Bureau discussion. The Board will discuss the proposal with a view to its inclusion in the annual work programme 2020 in the Programming Document 2020-2022 at its meeting in January 2019.

An issue that was raised by the Board at the June meeting was about what the resource implications would be on the other activities if the Agency undertook this new activity. The Agency analysed carefully this concern and intended to provide the Bureau with additional information to avoid any possible misunderstanding about this.

In a first instance, the Agency clarified that in terms of financial resources, this activity would be comparable to a typical OSH overview; in terms of human resources, which is the Agency's most scarce resource and main concern, it would be significantly less demanding. In particular:

- In terms of operational budget over the duration of the survey, financial resources are estimated at approximately €3 million which also include promotion activities and evaluation in the subsequent years. For reference, this compares to a cost of approximately €2 million to carry out an OSH Overview over a similar period consisting of three years' research, a year's preparatory work and a year of promotion actions and evaluation.

- In terms of staff resources - 4.5 full time equivalents of research staff are estimated for the entire period of the activity. This compares with approximately 10 FTE for an OSH Overview, consisting of 1 FTE preparatory phase, 2.5 FTE for each of the three years' research and 1.5 FTE for the year of promotion actions and evaluation.

For the implementation, the Agency would recommend a phased approach that could lead to complete coverage of participating countries across more than one survey round. This approach would also allow the Board to take a decision on allocation of further resources based on the results of the first phase.

COMMENTS FROM THE BUREAU

The Employers confirmed their position from the June Board meeting, that is, they would not support the inclusion of this activity into the Agency's work programme. They argued that reliable data on workplace measurements of exposure at the EU level are available and urged the Commission to take action in this regard. It was however acknowledged that there is certain reluctance from Member States to share such data.

The Workers, on the contrary, confirmed their strong interest in the activity. Both the Governments and the Commission agreed to re-open the discussions at the January 2019 meeting. The Governments, in particular, requested that the Agency should inform the Board about which kind of follow-up actions could be undertaken (secondary analysis et alia) on the basis of the data collected via the survey.

CONCLUSIONS: The Bureau agreed to include the activity in the draft programming document 2020-2022 to be presented to the Board in January and in parallel requested the Agency to prepare a decision on the scope of the activity for the Board for the January meeting. In the decision, the Agency should provide more details regarding availability of workplace exposure measurement data, on the substances to be covered in the survey and proposals on the follow-up actions that could be carried out on the basis of the data collected via the survey.

12. OiRA Business Plan

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 for 2019 was presented to the Bureau for adoption.

The Agency presented the business plan with a focus on the promotion actions to be undertaken under the activity so as to encourage member states to develop nationally adapted tools rather than on producing new tools. At the moment, more than 150 tools have been developed under OiRA and the number of risk assessments carried out via the tool is also increasing steadily. The Commission acknowledged that OiRA is well on track in relation to the targets set by the Communication from the Commission on the Modernisation of OSH from January 2017.

CONCLUSIONS: The Bureau adopted the OiRA business plan for 2019.

13. Implementation of OSHwiki Strategic Objectives

The Agency provided a progress report on the extent to which the Agency is following up on the OSHwiki Strategic Objectives as they were re-defined and approved by the Board further an external commissioned feasibility study last year.

With regard to the main objective "to provide relevant, reliable and updated information for the OSH community through a sustainable stock of OSHwiki articles", a comprehensive content assessment was the key implementation measure in 2018. This provides an estimate of short, medium and long-term updating needs of all English OSH wiki articles for which EU-OSHA has the ownership with a view to establish an updating programme. A contract has been out in place and it is expected that all articles will be assessed until the end of the year.

CONCLUSIONS: The Bureau took note of the implementation progress report on the OSHwiki objectives.

14. Follow up Actions on Evaluations

As part of the evaluation policy, the Agency shall prepare ex-ante evaluations for all activities that are proposed to be included into the work programme – and the Bureau and the Board are requested to review and comment on them. In addition, the Agency shall prepare a multi-annual ex-post/mid-term evaluation plan on the basis of the expenditure thresholds for the activities and internal needs for the evaluation results. Ex-post and mid-term evaluations are carried out by external contractors on the basis of the requirements defined by the Agency and the Bureau and Governing Board is regularly made acquainted of the main results of the evaluations and recommendations. Follow-up actions to the recommendations from the evaluations are defined internally and regularly monitored by the Director and the Management Group.

She also added that four evaluations (three ex-post, one mid-term) were finalised between 2017 and 2018:

- HWC 2014-2015 on work-related stress and psychosocial risks;
- Older workers;
- ESENER-2;
- Multi-annual Strategic programme 2014-2020 (mid-term).

Furthermore, all actions defined for the recommendations for all activities have been finalised – with the exception of some for ESENER which are expected to be finalized by mid-2019.

CONCLUSIONS: The Bureau took note of the follow-up actions taken by the Agency in relation to mid-term and ex-post evaluation of the activities.

15. Working Methods for the Board and the Bureau

The Agency is proposing some additional measures within the current framework (existing rules of procedure) to ensure that there is an even better and shared understanding of the items presented for discussion and adoption at the Board meetings across the different groups and the Commission and that the Agency can receive an earlier feedback from the groups about the Agenda proposed.

To this end the Agency proposed, as a pilot for the January Board meeting, to set up a virtual Bureau meeting one week before the Board meeting. This would allow Bureau members and the Commission to raise issues that need clarification, highlight important elements for their groups etc. Having this meeting one week before would also allow the Agency more time to take the feedback into account.

Coordinators and the Commission would be informed at the stage of agreeing the draft agenda with the Chair. This would allow an early input from the groups if there are issues they consider should be taken into account.

In addition, the Agency proposed to follow up to the feedback received by Board members in the framework of the post-meeting surveys regarding agenda format for the future.

It was therefore suggested starting with a plenary meeting for introducing the agenda items, followed by the interest group meetings and finally by a plenary meeting to record the outcome of the discussions and Board's decisions. Agency staff would remain present in the group meetings for at least part the meetings in order to clarify doubts. In order to avoid much waiting time for Board members, the first Board plenary could start in the morning and the Bureau preparatory meeting could be held in the afternoon on the day before.

COMMENTS FROM THE BUREAU

The Bureau appreciated the Agency's proposal but suggested that the item should be brought up for discussion with the Board in January.

For the forthcoming Board meeting in January, the same format should apply – Bureau preparatory meeting in the morning; interest group meetings with agenda items introduced by Agency's staff; plenary on the following day. The Bureau also decided not to go for the virtual Bureau meeting before the next meeting in January. In the meantime, the Agency will check the technical requirements.

CONCLUSIONS: The Bureau decided not to adopt the Agency's proposal at the moment, but suggested to address this item at the Board meeting for discussion and decision.

16. Any Other Business

The Director presented the plans for the 25th anniversary of the Agency in June 2019. It will be a busy and exciting week in Bilbao that will bring together many stakeholders engaged with OSH across the EU. The schedule of the week is foreseen as follows:

- On 3 June (all day) and 4 June (am), the Advisory Committee on Health and Safety will meet.
On 4 June (pm) and 5 June (am), the Focal Point meeting will be held.
On June 5 (pm), the Anniversary event will take place.
- Finally, the Governing Board will be held on 6 and 7 June.

CONCLUSIONS: The Bureau took note of the information provided by the Agency regarding the forthcoming 25th anniversary.

The Chair thanked the participants and closed the meeting.

ANNEX: LIST OF PARTICIPANTS

| Name | Representing |
|----------------------|-------------------------|
| Christa SCHWENG | Employers |
| Jessie FERNANDES | Employers |
| Kris DE MEESTER | Employers |
| Chiara RIONDINO | European Commission |
| Jesús ALVAREZ | European Commission |
| Teresa MOITINHO | European Commission |
| Charlotte SKJOLDAGER | Government |
| Gertrud BREINDL | Government |
| Renārs LŪSIS | Government |
| Andreas STOIMENIDIS | Workers |
| Ben EGAN | Workers |
| Károly GYÖRGY | Workers |
| Viktor KEMPA | Workers |
| Christa SEDLATSCHKE | EU-OSHA |
| Jesper BEJER | EU-OSHA |
| Andrea BALDAN | EU-OSHA |
| William COCKBURN | EU-OSHA |
| Andrew SMITH | EU-OSHA |
| Alberto SOCCOL | EU-OSHA Trainee |
| Alessandro CALISSI | EU-OSHA Trainee |
| Annick STARREN | EU-OSHA Staff Committee |
| Brenda O'BRIEN | EU-OSHA |
| Elke SCHNEIDER | EU-OSHA |
| Ilaria PICCIOLI | EU-OSHA |
| Petya KIRTCHEVA | EU-OSHA |