

ACTION POINTS

Meeting:	MEETING OF THE EXECUTIVE BOARD OF THE MANAGEMENT BOARD
Date:	15 November 2022
Venue:	EU-OSHA premises

These notes intend to reflect the actions agreed in view of the Management Board meeting on 14 December 2022

1. ADOPTION OF THE DRAFT AGENDA

The Chairperson welcomed the participants and introduced the draft agenda. Before working through the agenda, he asked the participants to declare whether they may have any conflict of interest with any of the items of the Agenda. In particular, he recalled that the Commission would provide an update on the status of the recruitment procedure of the Executive Director under Any other business. At that point in time, he informed that he would call for a short break to allow those who would need to excuse themselves to leave.

At this meeting the main purpose was to oversee the preparation of important decisions that the Management Board would be called to take at its December meeting.

CONCLUSION: The Executive Board adopted the draft agenda.

2. ADOPTION OF DRAFT MINUTES

Given the increasing preparatory function of Executive Board meetings vis-à-vis Management Board meetings, the Chairperson sought agreement on whether action points could follow very shortly after the meeting rather than having fully fledged minutes. This would allow a swifter follow up and make the communication between the Agency and the Executive Board more agile. Action points would be shared with the Executive Board within 5 working days from the day of the meeting.

It was clarified that the action points can be shared with the groups.

In addition, he recalled that draft action points from the June meeting were circulated previously. No further comments were received.

CONCLUSION: The Executive Board agreed on the proposed approach on the action points and adopted the action points of the June 2022 meeting.

3. EXECUTIVE DIRECTOR'S PROGRESS REPORT

The Chairperson gave the floor to the Commission for their update. The Commission updated the Executive Board on the following points:

- Evaluation of the four Agencies under DGEMPL's remit
- Commission's comprehensive approach on mental health
- EU OSH Stocktaking Summit foreseen in 2023.
- The on-going interinstitutional dialogue about the asbestos Directive.

The Chairperson gave the floor to the interim Executive Director, who thanked the Executive Board for their active participation in the Healthy Workplaces Campaign Summit just finalised. He referred to the Progress Report circulated before the meeting and provided further information on a number of issues, including: the internal preparation in relation to the ongoing evaluation of the four agencies under DGEMPL's remit; the cooperation with other Agencies during 2022 and beyond; the upcoming opportunities for EU-OSHA to collaborate on major EU policy initiatives, including the Commission's disability employment package; the European Years of Skills initiative and the comprehensive approach on mental health. He also referred to internal strategic discussions, including the establishment of four working groups looking into long term budget outlook and planning, working relation and arrangements with the focal points; human resources planning; new ways of working, exploiting opportunities offered by digitalisation but also optimising work processes and allocation of resources on products that exert a real impact. The review of the focal points network will be discussed with the focal points at a face-to-face meeting in February 2023.

Finally, he reported on the good implementation score for budget and work programme expected for year-end – in both instances, above target - and recapped on main meetings and events where he had attended in his capacity since the summer and the visits hosted by the Agency.

The Executive Board took note and in particular invited the Agency to:

- Ensure alignment between cooperation with the Commission on major policy initiatives and other agencies such as ELA, with available resources to deliver on the Agency's core tasks. In this regard, the Executive Board took note of the framework cooperation agreement due to be signed by EU-OSHA and ELA to formalise the cooperation amongst the two agencies which will also be shared with the Management Board in December for their information. The Executive Board also stressed that it must be clear in relation to ELA that EU-OSHA's mandate is OSH. The interim Executive Director explained that in relation Commission requests, though these usually have resource implications, the impact was limited by the possibility to recycle already existing work.
- Continue the dialogue with the focal points and ensure that the adequate feedback and follow up are provided to their concerns. In this context the Executive Board took note that the Agency will provide a comprehensive feedback based on the reflections carried out by the internal working group (see above) at a face-to-face meeting with the focal points in February 2023 and the Executive and Management Board will be kept updated on the developments. In general, the Executive Board appreciated the importance and recognition given to focal points.
- As a measure to ensure that MB members are informed about national focal point activities, the Agency was asked to consider ways to ensure this. At the same time, it was recognised that the Agency can only suggest to the focal points to involve their national MB members. EU-OSHA will include the issue in the work on the focal point network mentioned above.

CONCLUSION: The Executive Board took note of the update.

4. UPDATE ON ADVISORY GROUPS AND FOCAL POINTS (VERBAL)

Under this item, the Agency provided an update on the discussions held at the TARAG and OKAG meetings held in October. At the TARAG, discussions focussed on the progress of the ex-post evaluation of the Healthy Workplaces Campaign on MSDs – which is also looking at the extended campaign cycle and will be an important input for the Management Board's decision on future cycles (expected in June 2023). At the OKAG, there was a general update on the ongoing research work. In particular, the ex-ante assessment on a possible new OSH overview on cardiovascular diseases was discussed. An update on the activities of the Brussels office was also provided. In particular, the Agency informed the Executive Board of a very successful visit to the Agency's premises of a delegation of member of the European Parliament's Employment Committee in September.

CONCLUSION: The Executive Board took note of the update.

5. PROPOSAL FOR THE HWC THEME 2026-2027/28

The Chairperson reminded the Executive Board that at last Management Board meeting in June 2022, the Agency had presented two proposals for the Healthy Workplaces Campaign theme starting in 2026 – one on Healthcare and Social Care and one on psychosocial risks at work. The MB had provided a number of comments and asked the Agency to prepare a proposal for the MB's adoption at the December meeting. After the June Management Board meeting, there had been further discussions between the spokespersons and the Agency to clarify the concept of the theme. As a result of such discussions, the Agency presented a revised proposal, the proposed theme – as agreed during the abovementioned discussions - being: “Mental health at work with a focus on new and overlooked areas and groups of workers”.

The interim Executive Director, in turn, recalled that the Healthy Workplaces Campaign ‘Safe and healthy work in the digital age’ will run over the years 2023-2025. The next campaign would start in 2026 and in order to prepare the campaign, a decision would be required on the campaign theme as the Agency will need to initiate preparations for that campaign in 2023 and reflect it in the Single Programming Document 2023-2025. The campaign would address the issue of how working conditions affect workers' mental health, with a focus on new and overlooked occupational groups, sectors and areas. Specific terminology and concepts that will be used in the campaign will be developed together with stakeholders during the preparation of the campaign. While still addressing traditional risk areas, the campaign would focus in particular on those neglected occupational groups, sectors and new areas which would further distinguish it from previous campaigns on psychosocial risks. The details of the focus, content and priorities for the campaign would be set out in the campaign strategy which would be decided together with the Management Board. Evaluations of the previous campaigns on Psychosocial risks related issues in 2002 (Working on stress) and 2014-15 (Healthy workplaces manage stress) showed them to be very successful in terms of the choice of topic and the impact achieved. This new campaign would begin 11 years after the previous one. Since that time, there have been many developments in work and workplaces that have implications for exposure to psychosocial risk factors. This proposal would allow to base the campaign on the ongoing OSH Overview on Psychosocial Risks and other pre-existing and ongoing work such as the one being produced in the framework of the OSH overview on the healthcare sector. This will have the advantages of ensuring a solid knowledge base for the campaign and of making good use of the Agency's resources. Linking the campaign to an OSH overview follows the examples set with the ageing workers' campaign, the MSDs campaign and the digitalisation campaign.

The decision on the length of the campaign cycle for campaigns after the digitalisation campaign will not be taken until June 2023. An evaluation has been commissioned as agreed to provide the basis for that decision. However, a decision on the campaign theme can be taken independently from the decision on the length of the campaign cycle.

The Executive Board was required to review the proposal, which will be for the Management Board to agree on at the meeting in December. The Executive Board remarked that the following elements should be better emphasised in the proposal for the Management Board:

- Gender dimension of the issue
- Mental health is to be contextualized in a work-related setting
- Focus on the healthcare sector.

CONCLUSION: The Executive Board discussed the revised proposal and agreed to submit it to the Management Board for further discussions and decision, taking into account the comments made at the meeting.

6. FINAL DRAFT SINGLE PROGRAMMING DOCUMENT 2023-2025

The Chairperson reminded the Executive Board that according to the schedule agreed with the Management Board, in January 2022, the Management Board had adopted a draft SPD, including multi-

annual objectives and plan and a detailed annual work programme for 2023, outputs and performance indicators as well as all the required annexes. The draft Single Programming Document 2023-2025 was sent to the Parliament, the Council and the Commission – as well as to the agencies EU-OSHA has agreed such exchange with. The draft submitted by the Agency for this meeting included the feedback from the Management Board from January 2022 and the consultation's feedback. The Executive Board was expected to review the document and give a recommendation to the Management Board regarding its adoption. The Management Board is expected to decide on its adoption at their meeting in December.

The Commission introduced the Commission's opinion on the draft Single Programming Document. The Commission acknowledged that the opinion had been addressed in the revised draft.

The interim Executive Director remarked that after the Management Board meeting in December, the Management Board's decision on the Healthy Workplaces Campaign starting in 2026 (cf previous item) would be reflected in the document. He also explained that due to an unplanned early retirement of a colleague during 2023, the Agency inquired with the Commission on the possibility to introduce a change in the establishment plan as from 2023 onwards and reclassify the post of the person due to retire from an AST post to an AD post to reinforce the research expertise in the Prevention and Research Unit to match the upcoming challenges. The resource planning of the Single Programming Document was adapted accordingly before its submission to the Executive Board. Meanwhile, the Commission informed the Agency that it would not be possible to include the change at this stage of the budgetary process and that this request should be submitted as an amendment to the budget and establishment plan as from January 2023. Therefore, the final Single Programming Document 2023-2025, including the resource annexes and the final budget and establishment plan 2023 will be presented for adoption at the Management Board meeting in December without this request – in order to make sure that what the Management Board is asked to approve is in line with the EU budget due to be adopted before the end of the year. The Agency's request will be introduced as an amendment to the budget 2023 prior to Management Board's approval in January 2023 and will follow a separate process. It should be noted that there will be no impact on the budget – only on the establishment plan and on the qualification of the post and the responsibilities and tasks attached to it.

The Executive Board asked the Agency to revise the description of expected cooperation with ELA and the Agency's contribution to the EU-OSH stocktaking summit in 2023.

CONCLUSIONS: With the comments made at the meeting, the Executive Board agreed to issue a positive recommendation to the Management Board over the adoption of the Single Programming Document 2023-2025.

7. PRELIMINARY DRAFT PROGRAMMING DOCUMENT 2024

The Chairperson remind the Executive Board that according to the schedule agreed with the Management Board, the Executive Board reviews a preliminary draft of the next Single Programming Document covering the years 2024-2026 – which includes the multi-annual objectives and plans in preparation for the full draft that will be prepared for the Management Board meeting in January 2023 for adoption.

Together with the preliminary draft, the Agency includes proposals for any new activity which should be included in the programming period. This year, an ex-ante assessment for a new OSH overview has been submitted – on the topic of cardiovascular diseases. This activity, if approved, is expected to be included in the 2024 plans.

The interim Executive Director explained that the preliminary draft Single Programming Document 2024-2026 had been formulated based on the knowledge of the situation as it is at the moment. However, there are important framework circumstances that will have to be taken into account in the planning period, including:

- EU OSH strategic framework stocktaking summit in 2023, where new priorities or areas can come up for consideration
- A new Executive Director will be most probably in post during 2023
- During 2023, the Management Board will be requested to decide on the length of future campaigns cycle – this decision will have an impact on the allocation of resources

A new OSH overview is planned to be initiated in 2024 – and the topic proposed is cardiovascular diseases. There was a clear reference to the relevance of this activity in the EU OSH Strategic Framework and the desk research and stakeholders' consultation that has been carried out to input the ex-ante assessment of this activity support this need. The objective was to gather initial reactions from the Executive Board before the ex-ante assessment is submitted for further discussion at the Management Board in December. Once the ex-ante assessment is discussed and the main lines of the Agency's intervention are agreed with the Management Board, the OSH overview on cardiovascular diseases would be included as a new activity into the 2024 work programme in the framework of the draft Single Programming Document 2024-2026.

The interim Executive Director further informed the Executive Board that in December the Agency will call the Management Board to reflect on possible topics for the next foresight starting in 2024 (after the work on foresight on circular economy has come to an end) as well as possible topics for future OSH overviews that will start after 2024. The idea is to have an initial discussion on the topics at the January 2023 meeting, where the Agency will also bring some initial proposals for topics. The OKAG in March will help prioritise and filter these topics. The objective is to ask the Management Board to decide on a final list of topics at the June 2023 meeting so that there will be one topic decided upon for the foresight starting in 2024 and at least one topic agreed with the Management Board for the future ex-ante assessment for a new OSH overview activity starting in 2025.

The Executive Board reviewed the preliminary draft, took note of the ex-ante assessment on a new OSH overview on cardiovascular diseases and took note of the process that will lead the Management Board to decide on the foresight's new topic and establish a list of topics for future OSH overviews during 2023.

CONCLUSIONS: The Executive Board took note of the Preliminary draft Single Programming Document 2024-2026 and agreed to submit the ex-ante assessment to the Management Board for review and comments to the Management Board in December.

8. AGENDAS FOR DECEMBER 2022 AND JANUARY 2023 MB MEETINGS

This Executive Board meeting also served the purpose of preparing the Management Board meetings in December 2022 and in January 2023. To this end, the Executive Board reviewed the agendas of the two meetings, put forward suggestions and asked for some clarifications in preparation of the meetings with the groups.

The Chairperson recalled that both the December 2022 and January 2023 meetings will be organised as online meetings. Meetings of the groups will be held days before the plenary Management Board session to allow discussions amongst the groups and clarifications to be provided by Agency's relevant members of staff in good time.

For the December 2022 meeting, the following timetable is foreseen:

- Governments' group meeting: 9-12 CET on 12 December 2022
- Employers' group meeting: 12.30 – 15.30 CET on 12 December 2022
- Workers' group meeting: 9-12 CET on 13 December 2022
- Executive Board wrap up meeting: 14-16 CET on 13 December 2022
- Management Board plenary session: 9-13 CET on 14 December 2022

The Chairperson asked the spokespersons and coordinators from the interest groups to remind members from their groups that participating in the Management Board plenary session on 14 December is important as it is the place where the Management Board is called to take decisions. If the quorum is not attained, no decision can be taken at the meeting¹. If any member cannot take part in the plenary session, he/she should be encouraged to consider delegating his/her vote to another member of his/her group.

¹ Based on the Agency's founding regulation, the Rules of Procedure foresee that the following quorum requirement applies for the meetings of the Management and Executive Board to be valid: more than 50% of members of each interest group with voting rights and the Commission. In Management Board meetings, for decisions related to work programme and budget, a 2/3 majority of all MB members and a majority of Governments group members with voting rights is also required.

The main items on the December 2022 Management Board agenda will be:

- HWC 2026-2027/28 theme – for agreement
- Final Single Programming Document 2023-2025 – for adoption
- Final budget 2023 – for adoption
- Ex-ante assessment of new OSH overview on cardiovascular diseases – for review and comments

Apart from the abovementioned items which had been thoroughly during the Executive Board meeting, there will be two additional items:

- Framework for cooperation with ELA – for information
- New Contribution agreement with the European Commission in relation to preparatory measures for the future participation of IPA III beneficiaries in the network of the European Agency for Safety and Health at Work – for decision

The two additional items will be introduced in detail at the meeting of the Management Board in December.

The main items on January 2023 Management Board agenda will be:

- Draft Single Programming Document 2024-2026 – for approval
- Draft budget 2024 - for approval
- Appointment to Executive Board, Advisory Groups etc incl. election of a new Chairperson – for decision
- Issues related to the ED recruitment (to be discussed under AOB) – for information and decision

The Executive board took note of the two agendas.

CONCLUSION: This item was for discussion

9. ANY OTHER BUSINESS

There were the following items under “Any other business”

Management Board and Executive Board meeting dates 2023

The Agency tabled a note with proposed meeting dates for 2023. The meeting dates will be presented at the Management Board meeting in December 2022 upon agreement by the Executive Board.

MANAGEMENT BOARD MEETINGS:

I Management Board meeting: 24-26 January (Online)

	24 January	25 January	26 January
Governments group (GIG)	9h00-13h00 (CET)		
Employers group (EIG)	12h30-16h30 (CET)		
Workers group (WIG)		9h00-15h00 (CET)	
Wrap-up Executive Board		15h30-17h00 (CET)	
Plenary Session			9h30-13h30 (CET)

II Management Board meeting: 31 May – 1 June (Hybrid-Bilbao)

	31 May	1 June
Interest Groups	9h00-16h00 (CET)	
Wrap-up Executive Board	16h30-18h00 (CET)	
Plenary Session		9h00-13h00

III Management Board meeting (SPD and Budget): 12-14 December (Online)

	12 December	13 December	14 December
Governments group (GIG)	9h00-12h00 (CET)		
Employers group (EIG)	12h30-15h30 (CET)		
Workers group (WIG)		9h00-12h00 (CET)	
Wrap-up Executive Board		14h30-16h00	
Plenary Session			9h30-13h30 (CET)

EXECUTIVE BOARD MEETINGS:

I Executive Board meeting: 18 January (Online: 9h00-14h00)

II Executive Board meeting: 25 May (Online: 9h00-14h00)

III Executive Board meeting: 14 November (Online: 9h00-16h00)

Shortly after the present Executive Board meeting, the Agency will circulate these dates with the Executive Board for their agreement.

Healthy Workplaces Campaign glossary

The Workers asked for the glossary of the Healthy Workplaces Campaign be presented for feedback and validation through the TARAG to ensure that the tripartite viewpoint on the terminology is fully taken into account. The Agency will re-assess the validation process of the glossary for future Healthy Workplaces Campaigns. Meanwhile, the Agency will revise the glossary for the current campaign in the light of the comments received so far.

Healthy Workplaces Campaign translated products

The Workers asked that all key HWC messages and executive summaries of longer publications should be systematically made available in all languages, which the Agency will try to ensure.

Update on the Executive Director's recruitment

The Chairperson called for a short break to allow those who would need to excuse themselves to leave and gave the floor to the Commission who gave their update.

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The Chairperson thanked the attendees and closed the meeting.