

European Agency for Safety and Health at Work

European Agency for Safety and Health at Work

Annual Activity Report 2016

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Governing Board's analysis and assessment

The Governing Board,

Having regard to Council Regulation (EC) No 2062/94 of 18 July 1994 and subsequent amendments,

Having regard to the Financial Regulation of the European Agency for Safety and Health at Work of 15 January 2014 and in particular article 47 therein,

Having regard to the 2016 Annual Management Plan of the Agency adopted by the Governing Board on 15 December 2015,

Having regard to the Annual Activity Report of the Authorising Officer of the European Agency for Safety and Health at Work for the year 2016,

Has analysed and assessed said report. The Board acknowledges the results achieved by EU-OSHA and notes the following analysis and assessment:

1. Considers that the Annual Activity Report 2016 represents a comprehensive and transparent account of the Agency's activities and results of the year; takes note that the Director had no reservation to report;
2. Welcomes the Agency's progress in achieving the strategic objectives as defined in the Agency's Multi-annual Strategic Programme 2014-2020 which are aligned to the Commission's Communication on an EU OSH strategic framework and, in particular, its efforts in: developing, gathering and providing reliable and relevant information via ESENER; raising awareness on OSH challenges for ageing workers through the Healthy Workplaces Campaign 2016-2017; sharing good practices on OSH management in micro and small enterprises and providing tools for quality risk assessments such as OIRA;
3. Takes account of the support provided by EU-OSHA to the Commission on a variety of tasks and of the collaboration with other EU Agencies and notes the evidence of EU-OSHA's added value and impact which makes of the Agency a recognised leader promoting healthy and safe workplaces across Europe and beyond;
4. Notes the overall implementation of the annual management plan and welcomes the high implementation rate of the budget (96.3%);
5. Notes that the variations in the use of resources from plans are duly justified;
6. Notes with satisfaction that, overall, the targets set for the performance indicators were met and that deviations were duly justified;
7. Stresses the importance of tri-partism at the EU and national level to ensure the effective functioning of the Agency and its Focal Points and encourages EU-OSHA to keep up its efforts to disseminate its activities and engage with the relevant stakeholders;
8. Considers that the main risks that threaten the achievements of the strategic and operational objectives have been properly identified and that the necessary measures have been adopted to mitigate their impact or likelihood;
9. Considers that the internal control systems put in place by the Agency are adequate as confirmed by various audits;
10. Acknowledges that the European Parliament granted the discharge in respect of the implementation of the budget for the financial year 2014;
11. Observes that the Director's declaration of assurance is based on a robust control system;

12. Considers that the information provided in the Annual Activity Report gives the Governing Board reasonable assurance that the resources available to EU-OSHA in 2016 were used for their intended purpose and in accordance with the principles of sound financial management. Furthermore, the control procedures in place give the necessary guarantees concerning the legality and regularity of the underlying transactions;
13. Finally congratulates Dr Christa Sedlatschek on the renewal of her mandate as EU-OSHA's Director for a further 5 year-term and thanks all the Agency's staff for the achievements reached and their commitment.

In the light of the above, the Governing Board requests the Annual Activity Report 2016 be forwarded, together with this analysis and assessment, to the European Parliament, the European Council, the European Commission and the Court of Auditors.

Luxembourg, 1 June 2017.

(signed)

Károly György
Chairperson of the Governing Board

Executive Summary

The Agency in brief

The European Agency for Safety and Health at Work (EU-OSHA) is an Agency of the European Union. It is established by and functions based on a Council Regulation¹ which defines its mandate and governance arrangements.

Its main aim is to contribute to the improvement of working life in the EU by developing, analysing and disseminating information on occupational safety and health (OSH). In its role as a reference point for OSH information, EU-OSHA commissions, collects, analyses, and publishes research and statistics on OSH risks. As a tripartite organisation, the Agency works closely with governments', employers' and workers' representatives in order to share good practices and reach workers and workplaces across Europe.

The Agency's long-term goals are established in the Multi-annual Strategic Programme (MSP) 2014-2020 adopted by the Governing Board in 2013. These goals are operationalised through annual work programmes, which – as from 2017 – are incorporated into multi-annual programming documents (the Programming Document).

EU-OSHA's work contributes to meeting the main challenges in OSH in the EU as identified in the MSP, which, in turn is aligned to the EU Strategic Framework, adopted in 2015 and consistent with the Europe 2020 agenda. These include, among others, the ageing of the EU working population and the need to ensure an active and healthy ageing for all workers; the need to coordinate national strategies with a focus on implementation and enforcement; the importance of relying on comparable statistical data across Member States; the challenge to facilitate compliance of OSH regulations by medium, small and micro enterprises; the importance to manage dangerous substances at the workplace and ensure adequate levels of prevention against work-related diseases; as well as to anticipate other unknown and underestimated and emerging risks.

The Agency is based on a tri-partite structure, like Eurofound and Cedefop. Key actors in OSH in Europe are represented in the Agency's Governing Board: representatives of governments, employers and workers of the EU-28 and the European Commission. EEA/EFTA and Eurofound have an observer status in the Board. Whereas the Governing Board takes the key strategic decisions, the Bureau serves as an executive board and ensures effective preparation and follow-up of Board decisions. The tri-partite dialogue is an essential element for the implementation of the mandate of EU-OSHA, both at European level and at Member State level via the national, tri-partite focal point networks. The focal points are the Agency's main operational network and play a key role at the Member State level. Focal points are not directly involved in the governance of the Agency but they and their national networks are important for implementation purposes and to provide input to planning.

The Agency regularly consults the Advisory Group on Communication and Promotion (AGCP) and the Advisory Group on Prevention and Research (PRAG)² and has regular coordination meetings with Directorate B, Unit 3 of the Directorate General for Employment and Social Affairs, which serves as the Agency's primary partner at the Commission.

Internally, the Agency is organised across four Units, three of which are operational (Prevention and Research Unit, Communication and Promotion Unit and Network Secretariat) and one administrative

¹ <http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:01994R2062-20050804>

² At their meeting in January 2017, the two EU-OSHA Advisory Groups "Prevention and Research Advisory Group" (PRAG) and "Communication and Promotion Advisory Group" (AGCP) were renamed respectively "Tools and Awareness Raising Advisory Group" (TARAG) and "OSH Knowledge Advisory Group" (OKAG) to better reflect the Agency's activity structure.

(Resource and Service Centre). The Director also serves as the Head of Unit of one of the operational Units (Network Secretariat). All Heads of Unit as well as one temporary Agent/Administrator staff member at the Network Secretariat have delegated authorising officer rights.

The Director is assisted in her management responsibilities by the Heads of Unit. There are regular meetings at the senior management level to monitor the Agency's performance, the implementation of the annual work programme and the budget, audit recommendations, the internal control standards and risk register action plans, human resources matters as well as any other issue that is relevant for the smooth running of the Agency.

The ICT Steering Committee serves as a governance forum for developments and proposals related to information and communication technology of strategic importance for the Agency.

The Agency's activities are implemented under direct decentralised management.

The year in brief

In 2016, EU-OSHA has been consolidating the initiatives undertaken in previous years aimed at improving strategic decision making and efficiency.

The Activity Based Management mode has reached a maturity phase. Thanks to ABM, EU-OSHA has been able to better translate priorities into specific objectives, allocate human and financial resources to such objectives and finally integrate the budgeting, planning, reporting and human resources processes. The financial and human resources spent for the implementation of the 2016 work programme broken down per activity are available in Annex V.

The performance management framework has been further fine-tuned, with a new set of performance indicators adopted at the end of 2015 and applicable as from 2016 onwards. The new indicators are meant to capture information that is most meaningful to assess the Agency's performance while ensuring high standards of data quality. Furthermore, they allow to communicate more clearly about the results achieved. The indicators cover the mission and vision of the Agency, strategic objectives (priority areas) as well as operational objectives (specific activities). A qualitative analysis of the results from the indicators achieved in 2016 is available in Part 1 ("Key results of the year") whereas a comprehensive overview of the data is available in Annex I. The stakeholders' survey carried out in 2016 served as an input to some of the data for the performance indicators and the qualitative analysis.

From the operational viewpoint, in 2016, the Agency has addressed the main OSH challenges as identified in its MSP 2014-2020 by providing researchers, policy makers and intermediaries with reliable and comprehensive overviews on the state-of-the-art research (cf. activities: "Large-scale foresight"; "ESENER"; "Micro and small enterprises"; "Work-related diseases", to mention a few). In 2016-2017, the Healthy Workplaces Campaign – one of the Agency's flagship activities – addresses the need to ensure active and healthy aging of workers through the whole lifecycle and is based largely on the research produced in the context of the pilot project "Health and safety at work of older workers" commissioned to EU-OSHA by the European Commission on behalf of the European Parliament. With a view to ensure sustained support to medium, small and micro enterprises, the Agency has continued to develop practical tools and guidelines to enable them to comply with OSH legislation in their countries and carry out good quality risk assessment through OiRA (Online interactive risk assessment) while identifying good practices and promoting exchange. With ESENER-2, EU-OSHA has been contributing to the challenge of gathering comparable and reliable OSH data across Member States and has produced valuable secondary studies on that basis. In addition, the Agency has supported the European Commission on a variety of tasks, including the evaluation of the EU *aquis* on OSH, the process aimed at the establishment of an OSH info system also via the mapping of national strategies. In the framework of the covenant on carcinogens promoted by the Dutch Presidency in 2016, EU-OSHA is involved in the implementation of its roadmap by facilitating the exchange of good practices on the issue.

Key conclusions

The information reported in the Annual Activity Report in relation to the effectiveness and efficiency of the Agency's internal control systems and management of resources is based on a systematic analysis of the evidence available.

EU-OSHA can rely on a variety of sources to carry out such assessment and of processes and procedures to ensure completeness and reliability of the information.

Overall, the Director has reasonable assurance that the Agency's internal control systems are adequate and provide reasonable assurance and that the compliance and the implementation of the Internal Control Standards are satisfactory; risks are being appropriately monitored and mitigated; and necessary improvements and reinforcements are being implemented.

The Director issues her judgment on the basis of the control processes in place and the outcomes of such controls; the resources spent to raise awareness with respect to ethics and integrity and fraud prevention; the annual risk assessment and ICSs self-assessment exercises; the quantitative and qualitative nature of the non-conformities included in the register for 2016; the assurance received by the internal control coordinator; and, last but not least, on the overall favourable opinions expressed in the final reports by internal and external auditors and their recommendations in the past few years.

In her declaration of assurance, the Director has not deemed it necessary to include any reservation.

Introduction

This Annual Activity Report has been prepared in accordance with article 47 of EU-OSHA's Financial Regulation, which foresees that:

1. *The authorising officer shall report to the Governing Board on the performance of his duties in a form of a consolidated annual activity report containing:*

a. *information on:*

- *the implementation of EU-OSHA's annual work programme, budget and staff resources referred to in Article 38;*
- *management and internal control systems including the summary of number and type of internal audits carried out by the internal auditor, the internal audit capabilities, the recommendations made and the action taken on these recommendations and on the recommendations of previous years, as referred to in Articles 82 and 83;*
- *any observations of the European Court of Auditors and the actions taken on these observations;*
- *the accounts and the report on budgetary and financial management without prejudice to Articles 92, 96 and 97.*

b. *a declaration of the authorising officer stating whether he has a reasonable assurance that unless otherwise specified in any reservations related to defined areas of revenue and expenditure:*

- *the information contained in the report presents a true and fair view;*
- *the resources assigned to the activities described in the report have been used for their intended purpose and in accordance with the principle of sound financial management;*
- *the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.*

The consolidated annual activity report shall indicate the results of the operations by reference to the objectives set, the risks associated with the operations, the use made of the resources provided and the efficiency and effectiveness of the internal control systems, including an overall assessment of the costs and benefits of controls. The consolidated annual report shall be submitted to the Governing Board for the assessment.

2. *No later than 1 July each year the consolidated annual activity report together with its assessment shall be sent by the governing board to the European Court of Auditors, to the Commission, to the European Parliament and the Council.*

3. *Additional reporting requirements may be provided in the constituent act in duly justified cases, in particular when it is required by the nature of the field in which EU-OSHA operates.*

The present report is prepared on the basis of the format defined by EU Agencies in cooperation with the Commission in 2014.³

The Activity Report has several purposes. It gives an account of the achievement of the key objectives taking into account the corresponding resources used during the year. The report (part I) therefore follows the structure of the work programme as it reports on the delivery of key objectives and activities identified therein.

³ Guiding Principles across Agencies for a consolidated annual activity report – template and explanatory notes

The Activity Report is also a management report of the Director. It covers all management aspects, including the implementation of the risk management policy and the compliance to the Internal Control Standards.

Finally, the Activity Report includes a declaration of assurance where the Director, in her role as Authorising Officer, provides assurance as regards the true and fair view given by the report and as regards the legality and regularity and the sound financial management of all financial transactions under her responsibility, as well as for the non-omission of significant information.

Part I. Policy Achievements of the year

Key results of the year⁴

Implementing the mission and vision of the Multi-annual Strategic Programme 2014-2020

EU-OSHA's mission is to develop, gather and provide reliable and relevant information, analysis and tools to advance knowledge, raise awareness and exchange occupational safety and health information and good practice which will serve the needs of those involved in OSH. This formulation was agreed by the Governing Board of EU-OSHA when adopting the 2014-2020 Multi-annual Strategic Programme (MSP). At the same time the Board adopted a statement on where the Agency should be at the end of the strategy period (the vision) saying that the Agency should be a recognised leader promoting healthy and safe workplaces in Europe based on tripartism, participation and the development of an OSH risk prevention culture, to ensure a smart, sustainable, productive and inclusive economy.

2016 was the third year under the MSP. The data available for 2016 suggests that EU-OSHA is on the right track towards achieving its long-term objectives. Through its websites, EU-OSHA got in contact with over 2,4 million visitors during 2016. At the same time the Agency had the opportunity to communicate its work directly in meetings, conferences etc. to almost 40.000 intermediaries and beneficiaries. In the area of resource management, the Agency continues to meet most of its targets. However, the multi-annual nature of the Agency's activities sometimes makes it necessary to carry over more funds from one year to another than formal targets would suggest. During 2016, the Agency had a number of unforeseen staff absences and therefore had to reprioritise its work together with the Bureau and Board. This meant that the work programme implementation for 2016 was a bit below the target.

The Agency is highly regarded amongst the OSH community. As evidenced in the 2016 stakeholders' survey, EU-OSHA is seen as contributing significantly to increasing awareness about occupational safety and health risks and solutions. When it comes to the quality of the information produced by the Agency, the results are also very satisfactory, in particular in relation to reliability, usefulness and relevance to needs. The Agency is also seen as a well-performing organisation by 86% of the respondents. Of particular importance is the very high number of stakeholders considering that the Agency adds value to the work of others.

⁴ Detailed data on indicators is presented in Annex I

Key Performance Indicators 2016 and main evaluation results

Good governance

We place great importance on **accountability** and **transparency** towards our stakeholders and **efficiency** in the use of our human and financial resources

Mission

EU-OSHA develops, gathers and provides information, analysis and tools to **advance knowledge, raise awareness** and **exchange information** and good practice in order to serve the needs of those involved in **occupational safety and health (OSH)**

Vision

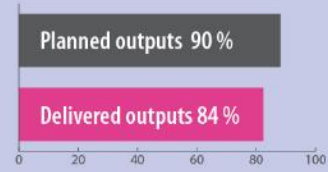
EU-OSHA aims to promote **safe and healthy workplaces in Europe**, based on **tripartism, participation** and development of a **OSH risk prevention culture**, to ensure a smart, sustainable, productive and inclusive economy

RELEVANT FIGURES IN 2016 ACCOUNTABILITY and PERFORMANCE

Budget implementation



Work programme delivery



Budget execution

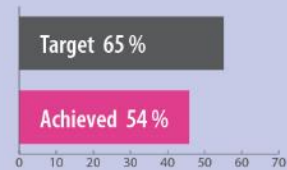
Staff expenditure



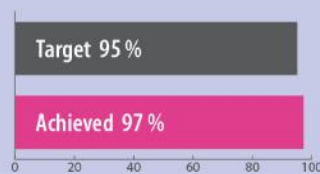
Buildings, equipment



Operations



Staff capacity

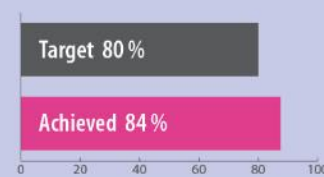


Stakeholder assessment *

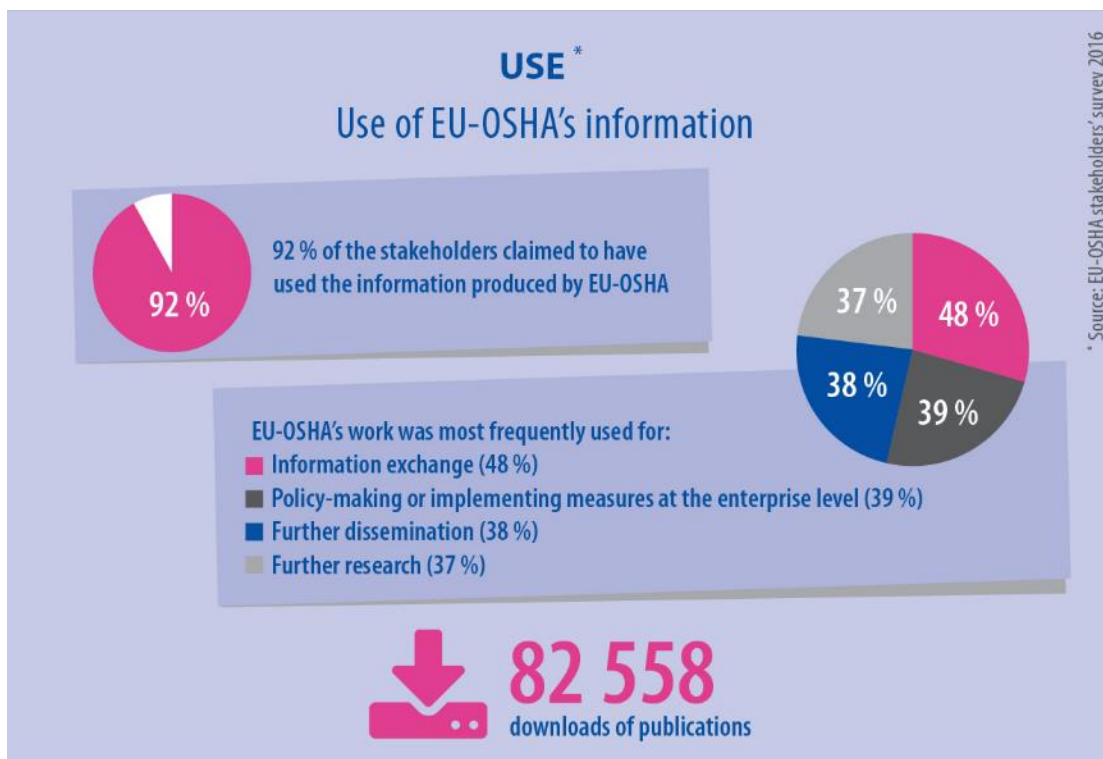
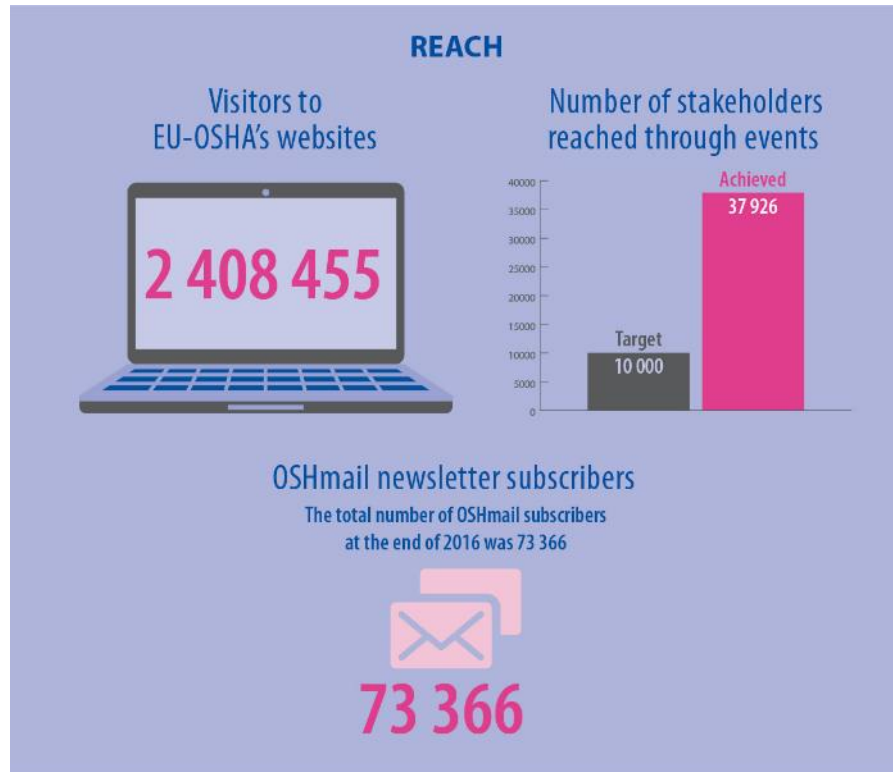
Performance



Quality of EU-OSHA's work



* Source: EU-OSHA stakeholders' survey 2016



Achieving the strategic objectives in the priority areas⁵

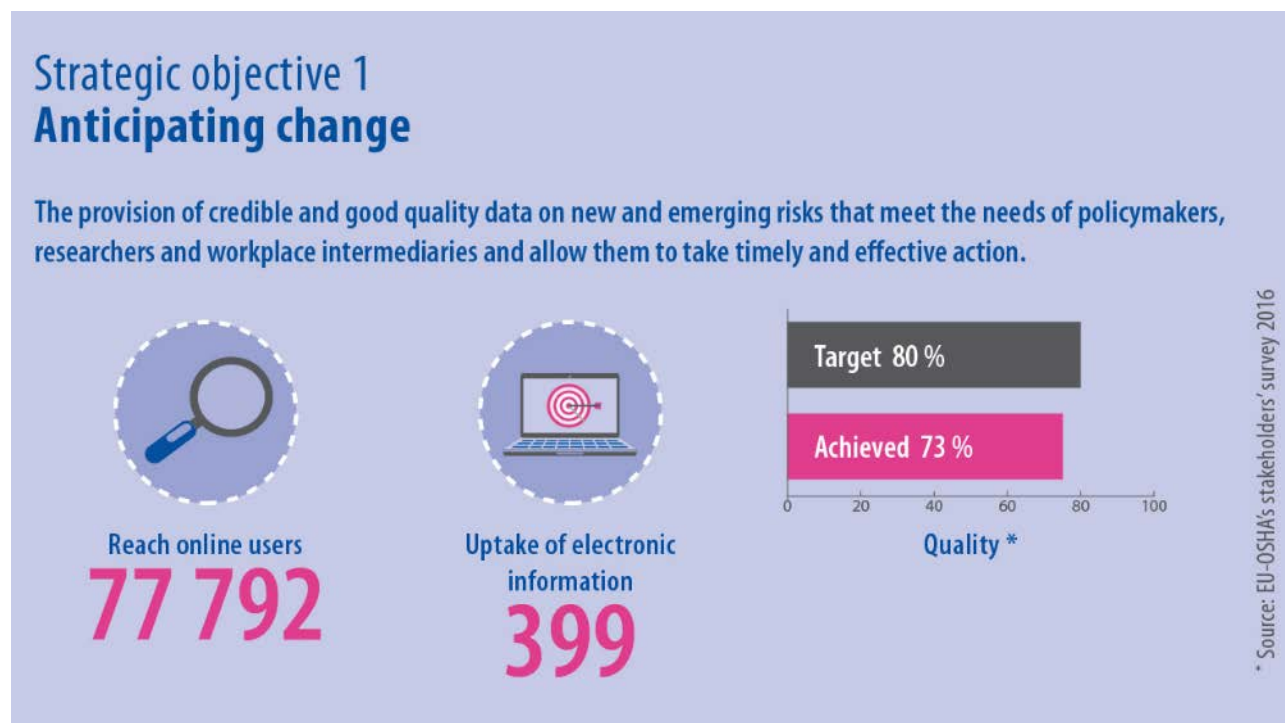
In the MSP, six strategic objectives and corresponding priority areas were defined. Under each priority area activities are defined in the annual management plan to support the achievement of the strategic objectives. Again, 2015 was the second year under the MSP so it is too early to draw final conclusions, but the indicator data suggest a positive trend.

Priority Area 1: Anticipating change

Under priority area 1, the Agency aims at providing information on new and emerging risks allowing researchers and policy-makers to take timely and effective action.

The implementation of the work programme in this area was affected by the decisions on reprioritisations during 2016 to face unexpected staff absences.

The indicator data from 2016 shows that the Agency received a solid quality score of 73%, although slightly below the target of 80%. In particular, questions which related to relevance and reliability scored the highest.



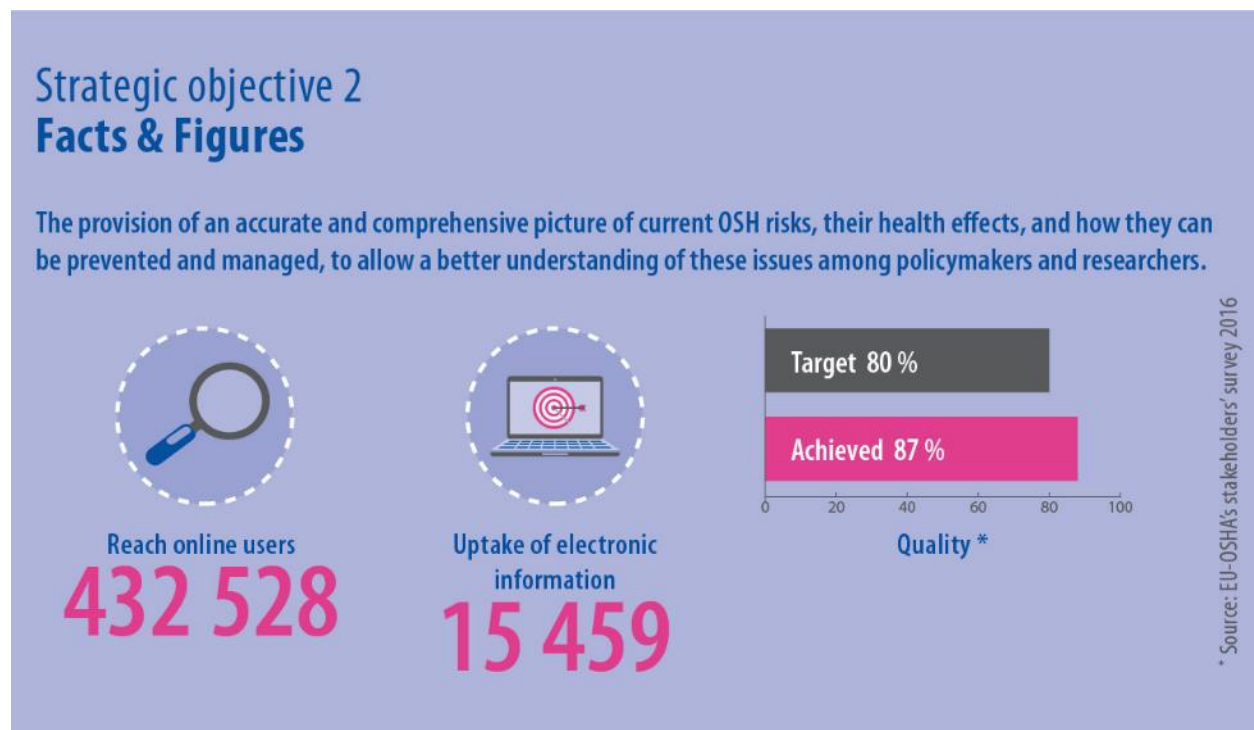
⁵ Due to the launch of a new website mid-2015 with a revised, more targeted information structure, the webdata is not comparable between 2015 and 2016 and will not be commented on in this section.

Priority Area 2: Facts and Figures

In this priority area, the Agency aims at providing information on current OSH risks, their health effects and how they can be managed in order to allow a better understanding of these issues among policy-makers and researchers.

The quality scores for the activities under this priority area were positive at over 85% and comfortably met the target set by the Agency.

An evaluation of the project “Healthier and safer at any age” was carried out with positive conclusions on the project. A summary of the evaluation can be found in part 2 (b).



Priority Area 3: Tools for OSH management

In priority area 3, the Agency aims at providing tools for managing OSH for smaller workplaces and to engage intermediaries in the further development and dissemination of these tools.

OiRA is the main activity in this area and the importance of OiRA in promoting a culture of prevention, particularly in MSEs has been clearly recognised on several occasions, particularly in the European Parliament's resolution of 25 November 2015 on the EU Strategic Framework on Health and Safety at Work 2014-2020.

Work under priority area 3 also received a positive quality score of nearly 90% which comfortably met the targets set.

A very positive result is that by the end of 2016, almost 52.000 risk assessments had been done with OiRA tools.

Strategic objective 3 Tools for OSH management

The provision of relevant tools for smaller workplaces to manage health and safety, and the engagement of intermediaries in the further development and dissemination of these tools.



Reach online users

123 178



* Source: EU-OSHA's stakeholders' survey 2016

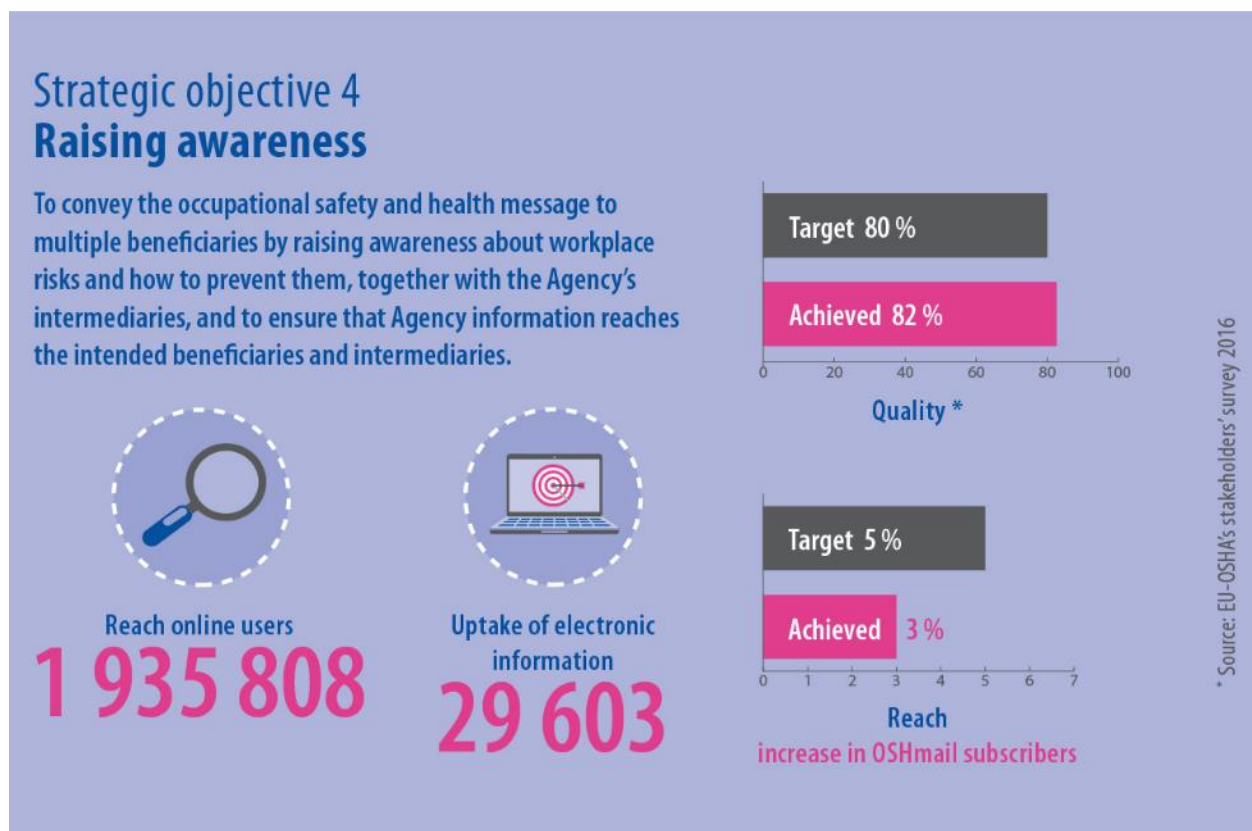
Priority Area 4: Raising Awareness

Under this priority area, the Agency aims to get the OSH message across to multiple stakeholders by raising awareness of OSH risks and how to prevent them, together with the Agency's intermediaries.

All outputs were delivered as foreseen.

The indicator data shows that the Agency received a quality score of 80%, meeting the set target.

And evaluation of the 2014-2015 campaign was carried out confirming the positive achievements under the campaign. More details on the evaluation can be found in part 2 (b).



Priority Area 5: Networking knowledge

In priority area 5, the Agency aims to mobilise the OSH community through new tools to promote and facilitate the generation and maintenance of a body of high quality knowledge.

Although there is no general quality score for networking knowledge, the OSHwiki project received a quality score of 71%. The score for questions related to relevance, reliability and usefulness were all at or over 80%, however, lower scores were received when considering the uniqueness and added value of the activity.



Priority Area 6: Networking and corporate communication

Under this area, the Agency seeks to develop and implement networking and corporate communication actions to meet the needs of the stakeholders and to ensure that the stakeholders are reached.

As regards the networking actions, the indicators on engagement were just below the targets whereas the quality scores were well above. Also at the national level the Agency's networks continued to grow which is reflected in an increase in the number of members of the national networks.

All outputs were delivered.



Priority Area 1: Anticipating change

In 2016, EU-OSHA continued to work on a number of projects aimed at providing policy-makers and researchers with the information necessary to anticipate change in the world of work, and the new and emerging risks that such change may pose to workers' safety and health.

1.1 Large-scale foresight project (Ref. 1.2)

In March 2016, EU-OSHA started a new project, 'Foresight on new and emerging occupational safety and health risks associated with information and communication technologies and work location by 2025'. This 2-year project is based on a scenario-building methodology like that adopted for the EU-OSHA project 'Foresight on new and emerging risks to occupational safety and health associated with new technologies in green jobs by 2020'. A set of scenarios for 2025 will be produced to explore the potential impacts of developments in information and communication technologies (ICT), including robotics and artificial intelligence (AI), and changes in work location on workers' safety and health. The aim of the project is to inform EU policy-makers, Member State governments and social partners, and to stimulate debate on the policies and measures that could be introduced to tackle the new and emerging risks identified in the study.

The project has three distinct parts: Work package 1 (completed in mid-November 2016) involved desk research on societal, technological, economic, environmental and political (STEEP) change and identified 92 relevant trends and drivers of such change. The findings were the subject of a consultation exercise with experts and key thinkers using telephone interviews and a Delphi-like web survey. The final selection of the key drivers for further exploration was made at a workshop in October 2016, and the findings of work package 1 were presented at a meeting of EU-OSHA's Prevention and Research Advisory Group (PRAG) in November. The final report was published early in 2017.

Work package 2 (mid-November 2016 to mid-September 2017) develops the scenarios. A workshop in December 2016 was held to draft the four 'base' scenarios describing potential visions of the world of work in 2025. At a larger multidisciplinary workshop in February 2017, ICT and OSH experts explored the anticipated OSH challenges and opportunities associated with ICT and workplace location in each base scenario. At a further workshop for policy-makers in June 2017, the scenarios are being tested and refined for use in the development of strategies to address the potential future OSH challenges identified.

Work package 3 (end of 2017 to the second quarter of 2018) will comprise a series of workshops to promote the project's findings and the use of the scenarios as a tool to address emerging risks.

1.2 Discussion papers on new and emerging risks

In 2015, EU-OSHA commissioned three expert review articles on different aspects of the future of work (specifically on crowdsourcing, robotics and performance-enhancing drugs), with the aim of stimulating debate among stakeholders on new and emerging risks. Following the successful discussions initiated by a seminar on these articles, held in June 2015 for EU-OSHA's national focal points and representatives of the European Commission, another seminar was held on 28 January 2016. At this second seminar, the authors of the review articles presented their papers and shared their experiences with EU-OSHA's Governing Board, and the OSH challenges identified in the articles were discussed.

All three of these articles were translated into 17 languages in 2016, and they are available on EU-OSHA's website.

A shortlist of other possible topics for expert review articles was presented to the PRAG and approved at its March 2016 meeting. Two expert review articles were commissioned in 2016 for publication in 2017. The topics are (1) 3D printing, which is at the point of mass customisation becoming economically viable and may lead to workers being exposed to hazards they have not been trained to deal with, and (2) worker monitoring software, which has implications for psychosocial risks and raises concerns about privacy

Later in 2017, a seminar will be held with EU-OSHA's national focal points to debate the issues highlighted by these two articles. In addition, up to three more expert review articles on the future of work will be commissioned.

Priority Area 2: Facts and figures

2.1 European Survey of Enterprises on New and Emerging Risks (ESENER) (Ref. 2.1)

The European Survey of Enterprises on New and Emerging Risks (ESENER) is one of EU-OSHA's flagship projects — a major, in-depth survey of workplaces across Europe, including micro and small enterprises. The results give a detailed picture of how safety and health risks are being managed in European workplaces. ESENER focuses particularly on new and emerging risks and how they are managed in practice, and it makes an important contribution to the evidence base for policy-makers, researchers and OSH professionals.

The second edition of this survey (ESENER-2) collated responses from almost 50,000 workplaces in 36 countries, including all 28 Member States.

After the first analyses of the results in 2015, an overview report was published in March 2016, and the first two in-depth studies of the ESENER-2 results were completed towards the end of 2016. The first follow-up study, 'Worker participation in the management of OSH', was based mostly on face-to-face interviews at a subset of the workplaces that were surveyed for ESENER-2 in seven countries: Belgium, Estonia, Greece, Spain, the Netherlands, Sweden and the United Kingdom. In each of the establishments, at least two interviews were held with the management and the worker representative dealing with OSH. The main report, a summary report (which has been translated into the languages of the countries covered by the project) and seven country reports were published in 2017.

The second of the follow-up studies — a joint analysis of ESENER-2 data and Eurostat's 2013 EU Labour Force Survey (LFS) ad hoc module on accidents at work and other work-related health problems — also considered the results of Eurofound's Sixth European Working Conditions Survey (EWCS). This follow-up study aims to provide new insights on the state of OSH in Europe by bringing together the perspectives of the establishments — as reported by ESENER-2 — and the workers — as reported by the LFS ad hoc module and the EWCS. The findings are published as a 2017 report and summary.

The preliminary findings of these first two in-depth follow-up studies were presented at the plenary meeting of the European Commission's Advisory Committee on Safety and Health in Luxembourg on 30 November 2016.

Two additional follow-up studies began in 2016, one on the management of psychosocial risks and one on OSH management practices. For the first of these, ESENER data are currently being analysed to identify the barriers to and drivers of psychosocial risk management, and the role of regulatory and cultural factors. A statistical analysis will be carried out and a focus group will inform the analysis. The reports on both of these secondary analysis projects are expected to be finalised by the end of 2017 and published early in 2018.

The cycle of ESENER-2 secondary analyses will be completed with two final projects that will pave the way for ESENER-3. One of these projects will assess the expansion of the ESENER-2 survey universe (i.e. the group that is covered by the survey) to include (1) the micro enterprise size class (i.e. workplaces employing five to nine people) and (2) establishments in the agriculture, forestry and fisheries sector. Based on the results of this study and a technical assessment of how well this expansion works in practice, a final decision will be made on the ESENER universe. The procurement for this project was launched in the final quarter of 2016 and preliminary results are expected by the end of 2017. The second of these final projects will be an ex post evaluation of ESENER-2 that takes into account not only the actual survey, but also all the

different secondary analyses, what worked and what did not, and the views of the stakeholders, researchers and EU-OSHA staff involved. The evaluation will feed into the development of the next wave of the survey and, again, preliminary results are expected by the end of 2017 to coincide with the expected launch date for the procurement of ESENER-3.

With regard to communication of the results, at the national level, ESENER-2 findings were presented at events held in Greece, Hungary, Austria and Romania. Country findings were also presented at conferences in Italy, Turkey and Switzerland. Internationally, the ESENER-2 findings were also presented at the 6th International FOHNEU (Federation of Occupational Health Nurses within the European Union) Congress in Rotterdam and the European Confederation of Independent Trade Unions (CESI) in Madrid.

Outside Europe, the Canadian Centre for Occupational Health and Safety (CCOHS) invited EU-OSHA to present the findings of ESENER-2 and its methodology at the CCOHS Forum 2016, held in Vancouver, 29 February to 1 March 2016. CCOHS expressed an interest in learning about the survey in depth with a view to implementing a similar project in Canada.

2.2 OSH overview: Safer and healthier work at any age (Ref. 2.2)

The 3-year pilot project 'Safer and healthier work at any age — occupational safety and health in the context of an ageing workforce', initiated by the European Parliament, came to completion at the end of 2016. The main aim of the project was to investigate ways of improving safety and health at work in the context of the challenges of an ageing workforce, in order to assist in policy development in this area.

The results of this project were disseminated throughout 2016. For example, several reports, along with accompanying executive summaries and concise information sheets, on specific areas covered by the project were published, including The ageing workforce: implications for occupational safety and health; Women and the ageing workforce: implications for occupational safety and health; and Rehabilitation and return to work: analysis report on EU and Member States policies, strategies and programmes. The report based on this project, Analysis report on EU and Member States policies, strategies and programmes on population and workforce ageing, addresses the challenges of an ageing workforce in the field of OSH and the policy areas that affect it, such as employment and social affairs, public health and education.

The project's main findings are summed up and discussed in Safer and healthier work at any age — Final overall analysis report, published early in 2017, which reports all of the project's findings and includes policy pointers and recommendations for different audiences.

2.3 OSH overview: micro and small enterprises (Ref. 2.3)

Micro and small enterprises (MSEs) are the foundation of the EU economy; the EU's 21.6 million MSEs employ around half of its workforce. However, the safety and health of workers in MSEs are not always well protected. More needs to be done to recognise the specific OSH challenges faced by MSEs and to identify practical solutions to ensure the well-being of MSE workers and the economic success of this sector. EU-OSHA is committed to working towards this and, in 2014, a 3-year project comprising four work packages was launched to identify effective policies, strategies and practical approaches to OSH management specifically in MSEs.

In 2016, the first of these work packages, which involved an extensive review of current knowledge on OSH in MSEs, was completed. The results confirmed the importance of MSEs for the EU economy, but also highlighted concerns regarding the safety and health of workers and the factors contributing to poor OSH management in these enterprises. Knowledge gaps that warrant further study were also identified. The findings of this first phase of the project were published in April (Contexts and arrangements for occupational safety and health in micro and small enterprises in the EU — SESAME project) and the executive summary of the report is available in 17 languages. In June, a high-level policy seminar was held in Brussels to raise awareness of the review's findings and to obtain valuable input from key high-level

stakeholders on the next phases of the project. A summary of this seminar was published on EU-OSHA's website.

Work package 2 continued in 2016 and, as part of this, and in response to the knowledge gaps identified in work package 1, interviews were conducted with owners of and workers in MSEs in nine different EU countries to gain deeper insights into OSH-related attitudes and behaviours in MSEs across Europe. The results of these interviews are now being analysed and will be published later in 2017.

Work package 3 is also now under way. While work package 2 concerns OSH arrangements in MSEs from the perspective of workers, managers and owners, the third work package aims to identify higher level good practice OSH policies, strategies and interventions in relation to MSEs and the role of intermediaries, in order to inform policy development. As part of this, workshops were held in 2016 with relevant national intermediaries and stakeholders.

The findings from work packages 2 and 3 will be presented in several reports and disseminated at events and conferences throughout 2017. Work package 4, which will comprise a final analysis of the project's results, along with critical reviews and relevant proposals, will also be launched in 2017. The project's overall findings will be presented at a final conference, likely to be held in 2018.

2.4 OSH overview: work-related diseases and disabilities (Ref. 2.4)

At the end of 2015, EU-OSHA launched several new projects related to work-related diseases and disabilities that comprises three sub-projects: (1) rehabilitation and return to work after cancer; (2) specific work-related diseases caused by biological agents; and (3) methodologies for identifying work-related diseases through sentinel and alert systems. Work on each of these sub-projects was ongoing in 2016 and literature reviews on each topic were drafted for publication in 2017. The review Rehabilitation and return to work after cancer was published on 4 February 2017, to coincide with World Cancer Day, and literature reviews on sub-projects 2 and 3 are expected to be published later in 2017. Workshops to discuss these literature reviews are planned for the third quarter of 2017, and the findings will be promoted in Member States through national focal points. The literature review summaries will be translated on demand.

These literature reviews and workshops, and qualitative research based on, for example, focus groups, case studies and expert information, will inform three final sub-project reports, due to be published in 2018.

Work started on a report on fumigation risks to port workers and a feasibility study of a survey on exposure to cancer risk factors at work.

Collaboration with the Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL) — in relation to work commissioned by the Scientific Committee on Occupational Exposure Limits from the Joint Research Centre — continued in 2016.

EU-OSHA is also committed to continuing its work with DG EMPL on the HazChem@Work project as part of the project's inter-service group. This project aims to produce a database of hazardous chemicals and develop a model to predict probable levels of occupational exposure to these chemicals in each EU Member State, as well as in Iceland, Liechtenstein and Norway.

2.5 OSH overview: costs and benefits of OSH (Ref. 2.5)

'Good OSH is good for business': this is one of EU-OSHA's key messages, which underpins much of its work. Poor OSH practices have negative economic consequences for workers, businesses and national health systems, while effective OSH management can improve performance and profitability, as well as cutting healthcare costs. EU-OSHA's ongoing project 'Costs and benefits of occupational safety and health' aims to estimate the value that OSH represents to society, so that policy-makers, researchers and intermediaries can make informed decisions on OSH policies and practices.

The first part of this two-stage project involved a review of the availability and quality of national and international data on the costs of work-related injuries and illnesses. This data review was completed in 2016, and the report on this first stage of the project was published in March 2017.

The second stage of the project consists of two strands. The first, initiated in 2016, is being carried out in collaboration with the International Labour Organization, the Finnish Institute of Occupational Health and the Workplace Safety and Health Institute, Singapore. The aim is to calculate the approximate costs of poor OSH practices for each EU Member State, Norway and Iceland, based on the number of years of working time lost as a result of work-related injuries and diseases. As part of this strand, a data visualisation tool is being developed. This tool will allow users to easily and quickly access comparative national statistics on work-related accidents and illnesses, and their associated costs. This data visualisation tool will be introduced at the World Congress on Safety and Health at Work in Singapore in September 2017.

Strand 2 of the second stage of the project will involve a more in-depth analysis of the costs of poor OSH management in several EU Member States, chosen on the basis of the analysis of data availability performed in the first stage of the project. This in-depth analysis will begin in 2017 and will be the basis of a more sophisticated cost model, which is likely to be launched in the first half of 2019.

Priority Area 3: Tools for OSH management

3.1 Online interactive Risk Assessment (OiRA) project (Ref. 3.1)

The main objective of EU-OSHA's ongoing OiRA project is to provide enterprises throughout Europe with the tools they need to carry out effective workplace risk assessments and therefore minimise work-related ill health and injuries. The tools are free to access, web-based and interactive, and tailored to the specific needs of different sectors and different national contexts.

To ensure users' needs are met, the tools are updated and, in 2016, the website was also revamped. The new website, launched in January 2017, is more user friendly and features a section specifically dedicated to micro and small enterprises (MSEs), OiRA's key target audience. The revamped website also gives more visibility to partners and provides more extensive information on risk assessment in general.

The success of the project is clear, with important milestones being reached in 2016: more than 100 OiRA tools have now been published and more than 50,000 risk assessments have been carried out with these tools. Key to the success of this project is the OiRA community, which includes sectoral social partners, at EU and national levels, and national bodies such as ministries, labour inspectorates and OSH institutes. This community continues to grow and, in 2016, the Croatian Institute for Occupational Safety and Improvement and the Croatian Institute for Health Protection and Safety at Work joined the existing community of national partners.

The OiRA community is committed not only to developing and maintaining OiRA tools, but also to promoting their use and ensuring their continued and increasingly widespread uptake. Throughout 2016, EU-OSHA and the OiRA community worked closely to raise awareness of OiRA. In May 2016, EU-OSHA held an OiRA community meeting in Portugal to exchange information on the promotional activities undertaken in the different participating countries, and to provide the opportunity for networking and partner collaboration. In March 2016, the EU social partners from the live performance sector released a video to promote the use of OiRA tools in their sector, and, in June, they held a promotional conference in Athens. The sports sector social partners also focused on the promotion of their tools in 2016, with the launch of a social media campaign. In Bulgaria, the national labour inspectorate visited enterprises throughout the country to raise awareness of the availability of OiRA tools.

To support the OiRA partners in their awareness-raising and promotional activities, EU-OSHA is committed to developing a promotional toolkit. Much effort focused on the production of this toolkit in 2016 and it is due to be launched in 2017. It is hoped that this toolkit will further increase the network of OiRA users, by allowing partners to reach an even larger number of MSEs across Europe.

3.2 Tools for implementing OSH solutions (e-tools) (Ref. 3.2)

Following discussions with stakeholders in previous years, in 2016 EU-OSHA clarified its role in the development and promotion of e-tools. To make best use of its limited resources, in future EU-OSHA will focus on (1) encouraging the development of e-tools through networking and providing support for meetings and (2) supporting the promotion and dissemination of e-tools through its day-to-day activities.

To this end, a workshop on e-tools was held in Bilbao on 21 and 22 September, to provide a networking opportunity for the 'e-tool development community', to share best practice on OSH e-tool development and to stimulate debate. The workshop took the form of expert presentations, ranging from overviews of e-tool development to a description of how to create a mobile app in only five steps. The presentations were followed by discussion forums, which generated healthy debate and allowed a lot of questions to be raised.

Seven new articles on e-tools were published on OSHwiki in 2016.

Planning is under way for another e-tool seminar in September 2017. The topic will be dangerous substances, the focus of the 2018-19 Healthy Workplaces Campaign.

Priority Area 4: Raising awareness

4.1 Healthy Workplaces Campaign 2014-15: Healthy Workplaces Manage Stress (Ref. 4.2)

An evaluation of the 2014-15 campaign was carried out in 2016. This involved a review of the campaign materials, as well as interviews with campaign participants at EU, national and company levels. The national interviews focused in depth on five Member States: Spain, the Netherlands, Poland, Slovenia and Finland.

For details regarding the campaign evaluation, cf. Part II(b) – External evaluations.

4.2 Healthy Workplaces Campaign 2016-17: Healthy Workplaces for All Ages (Ref. 4.3)

The official launch of the 2016-17 campaign was held on 15 April 2016 at the headquarters of the European Commission in Brussels. At a time when the world of work is changing and the official retirement age is increasing across the EU, this campaign focuses on the importance of risk prevention for maintaining sustainable working lives. The speakers — Commissioner Thyssen, EU-OSHA's Director, Dr Christa Sedlatschek, and a representative of the Netherlands Presidency of the Council of the EU — all emphasised the importance of sustainable work for the future prosperity of the EU.

At the same event, nominations for the Healthy Workplaces Good Practice Awards were opened, with a closing date of 31 October 2016. The Awards recognise cases of proactive management of workplace safety and health, in this case, in the context of longer working lives. They attracted 42 nominations from 23 countries, plus 5 from official campaign partners, which now have their own special award category. The Awards ceremony was held in Valletta on 26 April 2017 in conjunction with the Maltese Presidency.

EU-OSHA's network of national focal points are vital to the Healthy Workplaces Campaigns and the Agency works closely with them in all phases of the project from planning through implementation onto evaluation.

Partnership with focal points

EU-OSHA's network of national focal points is the back-bone of each Healthy Workplaces Campaign as they coordinate the campaign at the national level. Focal points organise a wide range of campaign activities such as events, media and PR actions and thanks to their efforts the campaign has shined a light on why healthy and sustainable workplaces are vital for workers of all ages.

For example, an impressive number of them have organised their own campaign launch activities in countries such as Austria, Croatia, Cyprus, Estonia, Hungary, Italy, Lithuania, Malta, Poland, Portugal, Romania and Slovakia.

Campaign materials, publications and online tools

A wealth of material related to the current campaign was produced and disseminated throughout 2016. Ahead of the campaign launch in April, core campaign materials, available in 25 languages, were distributed to national focal points. This core campaign pack included a campaign guide that provides an in-depth description of the campaign topic and objectives, backed up with case studies and relevant facts and figures, along with an accompanying poster and leaflet, and a flyer promoting the Healthy Workplaces Good Practice Awards. By the end of 2016, some 800,000 items of campaign material had been distributed.

Audiovisual material include a new Napo film, Napo in ... Back to a healthy future and a video introducing the campaign and its rationale and providing information on how to access campaign resources. All of these campaign materials are available through the Healthy Workplaces for All Ages website, which is key to the dissemination of all campaign-related materials, publications and tools. The website proved very popular, receiving more than 97,000 visitors by the end of December.

Several publications produced and disseminated throughout 2016 and early 2017 detail the findings of the related 'Safer and healthier work at any age' project, carried out by EU-OSHA at the request of the European Parliament (see section 2.2). Accompanying executive summaries and information sheets offer concise summaries of the key findings.

Also within the framework of the current campaign, in 2016 EU-OSHA initiated the production of a joint report with the European Foundation for the Improvement of Living and Working Conditions (Eurofound), the European Centre for Development and Vocational Training (Cedefop) and the European Institute for Gender Equality (EIGE). The report, 'Towards age-friendly work in Europe: a life course perspective on work and ageing from EU agencies', is due to be published in the second quarter of 2017. It covers diverse aspects of ageing and draws upon the different but complementary expertise and focus of the four EU agencies involved, exploiting the added value arising from their collaboration.

Practical and interactive online tools, case studies and guidance materials — tailored to particular users' needs and available in several languages — have also been developed and promoted as part of the 2016-17 campaign.

The 'Healthy Workplaces for All Ages E-guide' provides relevant background information and guidance on managing OSH in the context of an ageing workforce. The e-guide is aimed at employers, OSH professionals, human resource personnel and workers, and the topics covered include age management, age-sensitive risk assessment and workplace health promotion. It also contains examples of good practice. The e-guide is available in more than 30 languages and has been adapted to national contexts. Its aim is to increase awareness and knowledge about workforce ageing, the ageing process itself and its implications for work. It also offers practical guidance on how to deal with the related challenges.

In December 2016, an online visualisation tool, 'Safer and healthier work at any age', was launched. This tool highlights the key findings of the older workers project and provides a user-friendly interactive visual presentation of the data on demographics, employment, working conditions and health. The multilingual tool features infographics, interactive dashboards and links to further information. It is tailored to a wide range of audiences, including workers, employers, OSH professionals and policy-makers. Countries are grouped into clusters based on their demographic and economic structures and policy frameworks, which allows users to explore how these factors influence policy development. With one click, users can access the country profiles — useful little snapshots showing how the different countries fare in terms of the employment rate of older workers, age discrimination, job sustainability, and much more.

The campaign newsletter has been emailed to subscribers and published on the campaign website every 2 months. It provides informative and accessible articles on safety and health in the workplace in the context

of an ageing workforce and news about campaign events, with links to further information. Bi-weekly news articles are also published on the campaign website on a variety of relevant topics, for example promoting events and announcing the key findings of new publications and recent research.

Social media channels were used very successfully to promote the #EUhealthyworkplaces campaign and spread its messages. Of the 97,739 visits to the campaign website, 95 % came via Facebook (67%), Twitter (12 %) and LinkedIn (19.6 %).

European Week for Safety and Health at Work

The European Week for Safety and Health at Work ran from 24 to 28 October 2016. The 'Healthy Workplaces for All Ages E-guide', including 30 national versions, was launched to coincide with European Week. EU-OSHA, together with one of its campaign media partners, PPE.org, promoted the European Week in a live Twitter chat on 19 October, and Dr Sedlatschek held a virtual press conference and Q&A session for campaign media partners on 26 October. Hundreds of events were held across Europe throughout the week to promote the campaign messages.

Events held by focal points ranged from the annual Swedish OSH parliament event where new research on 'healthy workplaces for women and men of all ages' was presented, to smaller events in over 40 cities throughout Spain. These included a video screening and workshop in Madrid and a seminar in Barcelona looking at the importance of sustainable work and the advantages and challenges of having a wide range of ages in the workplace, respectively.

Official campaign partners also embraced the European Week enthusiastically. For example, PESI (the Spanish Technology Platform for Industrial Safety) and ETPIIS held a joint forum, SR2, 'Future safety and security research in Europe 2016'. The campaign media partner *Segurança Comportamental* in Portugal also organised several events, including a seminar looking at age as a factor in workplace accidents and a course on preventive safety and health for young workers.

Partnership: official campaign partners and media partners

Previous and potential campaign partners and media partners met on 16 March in Brussels to kick off and discuss the campaign. At the meeting the business case for sustainable work and healthy ageing was highlighted: healthy workers are productive workers, and productive workers are, by definition, essential to any effective organisation. Extending this idea to workers' whole working lives makes good business sense.

The 2016-17 campaign kicked off with a pre-launch meeting to welcome previous and potential official campaign partners and media partners and share experiences. This was an ideal opportunity for EU-OSHA staff and representatives from the European Parliament and European Commission to set the campaign topic in the wider context of EU policy, describe the objectives and outline the key messages.

The current campaign is proving to be another very successful one for EU-OSHA, attracting over 100 official campaign partners (see Annex 6) and 34 media partners (see Annex 7). Alongside the network of national focal points, the campaign partners are the key to the success of the Healthy Workplaces Campaigns, and — in return for supporting the campaign, spreading its messages and acting as 'OSH champions' — campaign partners benefit from widespread recognition and a raised profile at EU-OSHA events and on the campaign website and social media. The official campaign partners include national and multinational businesses, trade unions, employers' organisations, other network organisations and OSH professionals.

The media partners are journalists and editors from across the EU with a special interest in workplace safety and health in general, and in sustainable work and healthy ageing in particular. They use their print and online media outlets to promote the campaign and its messages.

Good practice exchange initiative

EU-OSHA's campaign partners have continued to drive the good practice exchange initiative forward in 2016, by holding and attending meetings and events, sharing experiences and knowledge, and directing future opportunities for good practice exchange.

In the first Healthy Workplaces Official Campaign Partner Steering Group meeting of the year, the vision and mission statement of this group were formalised, including the objectives of EU-OSHA's Official Campaign Partner Good Practice Exchange initiative, which aims 'to develop and promote good practice and mutual learning'.

In June, official campaign partner Ideal Standard International held a good practice exchange event at its Trichiana plant near Venice at which it demonstrated how it has adapted its work processes to ensure better ergonomic working conditions and healthier ageing for employees, thus promoting sustainable working lives. Participants were introduced to Ideal Standard's participative approach to OSH management, which sparked debate and discussion of innovative ideas.

Another good practice exchange event, held in November by Lego at its headquarters in Billund, focused on the particular OSH challenges faced by multinational organisations, such as managing OSH across countries with cultural differences and different reporting standards.

EU-OSHA is delighted with the increasing level of engagement of the campaign partners with good practice exchange; without the dedicated involvement of these partners, the initiative would not succeed. To support partners, maintain good relationships and promote the initiative's objectives, EU-OSHA regularly visits campaign partners and attends safety and health meetings. In 2016, for example, EU-OSHA visited the healthcare company Baxter in Berlin. Baxter is committed to good practice exchange and was one of the companies behind the workshop 'Harmonisation of OSH KPI reporting' at the event in Brussels.

4.3 Healthy Workplaces Campaign 2018-19 on dangerous substances (Ref. 4.5)

Dangerous substances in the workplace are a subject of ongoing concern and particularly topical following the adoption, by EU-OSHA and five partners, of the Roadmap on Carcinogens initiative on 25 May 2016. The campaign strategy was finalised by the end of the year ahead of its adoption by the Governing Board at its first meeting in 2017.

The campaign will focus on five key strategic objectives: (1) raising awareness of the importance, and continuing relevance, of managing dangerous substances in the workplace; (2) promoting risk assessment, elimination and substitution by providing user-friendly tools and examples of good practice; (3) raising awareness of the risks arising from exposure to carcinogens in the workplace, which will be supported by EU-OSHA's commitment to the Roadmap on Carcinogens; (4) targeting high-risk groups and workers with specific needs by providing practical information; and (5) raising awareness of the policy and legislative framework.

The official launch of the campaign and the Healthy Workplaces Good Practice Awards is planned for 28 April.

4.4 Awareness-raising actions (Ref. 4.4)

Healthy Workplaces Film Award

In November 2016, EU-OSHA presented the Healthy Workplaces Film Award at DOK Leipzig, the 59th International Leipzig Festival for Documentary and Animated Film. This was the eighth year that EU-OSHA has supported the award, which encourages directors to make films that address the risks that workers face and the effects of the changing world of work.

The winner was “To be a Teacher” (Zwischen der Stühlen), directed by a young German film-maker, Jakob Schmidt. It follows three newly qualified teachers during their probationary year in school and documents the stress they suffer as they realise that their training has left them ill prepared to undertake one of the most responsible jobs in our society. The clash between their youthful ideals and the harsh realities of everyday school life leaves them feeling overwhelmed. The film portrays their struggles sensitively and with affectionate humour. However, its underlying message — the psychosocial risks faced by young teachers — is serious and will leave viewers with a lot to think about.

The winner receives EUR 5,000 in prize money and EU-OSHA distributes DVDs to its national focal points, which host screenings and discussion seminars to raise awareness of the issues that the film highlights. To be a Teacher is currently being subtitled in 13 languages before being distributed on DVD.

DVDs of the winning films of the 2015 award, Work for One Day by Rita Bakacs and Automatic Fitness by Alejandra Tomei and Alberto Couceiro, were distributed by the end of May, in good time for focal points to include them in their Healthy Workplaces Campaign screening sessions.

Napo — safety with a smile

The much-loved Napo character has become the face of EU-OSHA’s Healthy Workplaces Campaigns, and the animated Napo films provide a light-hearted and informative take on a range of OSH issues. All the films in the Napo series are language free, so they can be understood by everyone. They are also culturally neutral, and scenes can be watched independently or together as a whole film.

In 2016, a new film entitled Napo in ... Back to a healthy future was released by the Napo Consortium to promote the main messages of the 2016-17 Healthy Workplaces for All Ages campaign. In this film, Napo is given the power of time travel. He explores both the past and the future, discovering the key elements of healthier and more productive workplaces in the context of an ageing workforce. From ergonomic working positions and correct lifting procedures to training workers of all ages and return-to-work initiatives, Napo demonstrates the importance of managing risks from the beginning of a worker’s career to its end. The film also highlights the need to tackle age discrimination whenever it occurs. The overarching message is that good safety and health management is good for business.

‘Napo for Teachers’, a project providing online toolkits to be used to deliver educational yet fun and imaginative lessons, continued its success, with a new Czech version of the toolkit becoming available. Aiming to introduce OSH topics to primary school children, the resource packs include key messages and learning objectives, creative activity ideas and flexible lesson plans, and all are designed to fit in with current curricula.

Napo has his own website, which was revamped in 2015, and the new features, such as a new download centre, were promoted throughout 2016.

Napo was very active on Twitter, Facebook and LinkedIn in 2016, promoting a variety of safety and health topics and, above all, the current campaign.

Preparations began in 2016 for two new Napo films: a full-length film on safety and health in road transport and a short on the use of EU-OSHA’s Online interactive Risk Assessment (OiRA) tool. These films will be released in 2017.

Events

Europe Day was celebrated on 9 May 2016 to commemorate the 66th anniversary of the ‘Schuman declaration’ and the start of European integration. EU-OSHA marked this occasion with an information stall in Bilbao to raise awareness of the current Healthy Workplaces Campaign.

In September 2016, EU-OSHA hosted a workshop entitled ‘Work and health’ at the 19th European Health Forum Gastein (EHFG). This is one of the most important health-related events of the year. Safety 2016 — the 12th World Conference on Injury Prevention and Safety Promotion — was also held in September 2016,

hosted by the Finnish National Institute for Health and Welfare in Tampere and co-sponsored by the World Health Organization.

The 1st International Conference on Occupational Safety and Quality of Life took place on 12 and 13 October 2016 in Prague. It was organised by the Czech Occupational Safety Research Institute, under the auspices of EU-OSHA and the Ministry of Labour and Social Affairs of the Czech Republic, and its main focus was on facilitating longer and more sustainable working lives.

The Occupational Safety and Health Conference 'A better preventive culture in a new labour market' was held on 24 and 25 October 2016 in Bratislava, under the auspices of the EU's Slovak Presidency. This event focused on strengthening awareness of OSH, training at work and the management of risks posed by new technologies, new forms of employment and an ageing workforce. Dr Sedlatschek presented findings from EU-OSHA's work on safety and health in MSEs, OSH management in the context of an ageing workforce, and new and emerging risks.

On 17 November, Eurofound and the European Parliament's Committee on Employment and Social Affairs held a conference in Brussels focusing on improving working lives in Europe.

The EU Agencies Forum was held on 6 and 7 December 2016 at the European Parliament, Brussels, and brought together EU agencies and joint undertakings and their stakeholders from civil society and industries, as well as key EU policy-makers and high-level representatives. The participants detailed the contributions made by the EU agencies and joint undertakings to the achievement of the EU policy priorities set out in the Juncker Agenda, as well as the significant benefits they provide to citizens and businesses throughout Europe. The presentations focused on the following topics: boosting jobs, growth and investment; citizens first; justice and home affairs; and innovative Europe.

Awareness-raising and Promotion Package

The Awareness-raising Package (ARP) was rebranded for 2016 as the Awareness-raising and Promotion Package (ARPP). Its aim is to support national focal points and their networks in implementing OSH-related awareness-raising, communication and promotional activities and events.

The 2016 ARPP was presented to EU-OSHA's national focal points in November 2015, and 24 of these focal points decided to take advantage of the initiative. A total of 82 activities were planned under the 2016 ARPP and 78 of these were successfully carried out in 2016. The activities implemented under the 2016 ARPP included seminars to introduce and promote, at national level, EU-OSHA projects and activities, such as OiRA, ESENER-2, the Enterprise Europe Network and the 'Napo for Teachers' toolkit; screenings of the two winning films of the 2015 Healthy Workplaces Film Award, followed by debates on the issues raised; and funding of information stands and other communications and media activities at events.

The 2017 edition of ARPP was also successfully launched in November 2016 and 80 activities (73 events and seven PR and media actions) ordered by 25 Focal Points are going to be implemented through the year.

Priority Area 5: Networking knowledge

5.1 OSHwiki (Ref. 5.1)

EU-OSHA's OSHwiki is a multilingual collaborative web platform that allows users to create and share knowledge on OSH online. The aim is to provide an accessible and authoritative source of information — which can be readily updated or translated by the OSHwiki community — that supports governments, policy-makers, employers' organisations and workers' representatives on all aspects of workplace safety and health. Only accredited authors can write articles, thereby ensuring their quality and protecting OSHwiki's reputation as a reliable source of information.

The aim in 2016 was to expand the knowledge base and the OSHwiki community by reaching out to stakeholders through social media, in order to promote the site and attract new authors. As a result, new articles were published and existing ones were edited and translated in 2016.

OSHWiki was also extensively promoted throughout 2016 by highlighting and providing links to OSHwiki articles on the corporate website, through social media and via OSHmail, EU-OSHA's monthly newsletter.

Moreover, a feasibility study on the future of OSHwiki was carried out in 2016, and a final report was produced. This study included a quality assessment, an online survey and telephone interviews with stakeholders. On the basis of the results of this study, EU-OSHA has started to prepare a new long-term strategy for OSHwiki.

5.2 Other networking knowledge actions (Ref. 5.2)

Networking knowledge actions are undertaken as required to support the creation and sharing of knowledge on key topics and to encourage networking among EU-OSHA's main groups of stakeholders.

In 2016, EU-OSHA launched a project to collect information on new OSH strategies at Member State level. The results were shared with the European Commission and the contact points on national OSH strategies at their meeting in Luxembourg on 9 November 2016. The findings will inform the development of the Commission's EU OSH Information System. EU-OSHA further contributed to the development of this system drawing on its experience in developing visualisations. EU-OSHA is also supporting the Commission in the development of an e-guide on work-related road safety.

As in previous years, EU-OSHA's legislation web page was updated in 2016 by adding links to new OSH legislation, up-to-date guidance documents and new links to the EUR-Lex website.

On 25 May, EU-OSHA and five other European organisations signed a covenant committing them to take action on work-related cancer by raising awareness and sharing good practice. They drew up the Roadmap on Carcinogens to guide the scheme. The other signatories are the Netherlands Ministry of Social Affairs and Employment; the Austrian Federal Ministry of Labour, Social Affairs and Consumer Protection; BusinessEurope; the European Commission; and the European Trade Union Confederation. The Roadmap was conceived under the Netherlands Presidency of the Council of the EU and will be supported and promoted by the next seven presidencies until the scheme ends in 2019. It follows proposed changes to the Carcinogens and Mutagens Directive (2004/37/EC) that aim to reduce the exposure of workers to carcinogens. EU-OSHA supported the European Commission in its revision of the Carcinogens Directive by participating in several videoconferences and coordination meetings and providing written comments.

EU-OSHA also took part in a conference held by the Netherlands Presidency on 23-25 May 2016 in Amsterdam, entitled 'Preventing work-related cancer — Conference on carcinogens' and participated in a round-table discussion at an event held on 2 June 2016 on workplace risks associated with endocrine disruptors, organised by the French National Research and Safety Institute (INRS) and the International Social Security Association.

Priority Area 6: Networking and corporate communication

6.1 Strategic networking (Ref. 6.1)

The Board and Bureau

The schedule for meetings of the Board and Bureau was revised in 2016 to meet the requirements for planning and reporting under the new Financial Regulation. The new schedule allows the Governing Board to fulfil its role in setting the strategic direction for the Agency and in holding the Agency accountable. The first meeting in 2016 on 27 January was preceded by an introductory seminar for new members aiming at introducing the new Board members to their role and responsibilities. The draft Programming Document

2017-19 and the draft budget for 2017 were agreed at the Board meeting. The Board also agreed that the Bureau should operate as the OiRA steering committee and oversee the design and implementation of the OiRA business plan which will ensure a long-term strategy for OiRA. On 28 January, a Board seminar was held, at which the academic articles mentioned under the foresight project (section 1.1), were presented and discussed.

At the second meeting on 2 June, among other issues, the Board agreed to renew the Director's contract for a further 5-year term and discussed the 2018-19 campaign concept paper, and adopted implementing rules for the Staff Regulation. The Board also implemented its key role in holding the Agency accountable by adopting an opinion and analysis of the Director's consolidated annual activity report and on the annual accounts.

The advisory groups

The Communication and Promotion Advisory Group (AGCP) met in Malmö on 4 February, back to back with the kick-off meeting for focal points that marked the start of the 2016-17 campaign. At its second meeting in Bilbao on 21 and 22 June, the AGCP's discussions included the role of focal points in communication and campaigning, the development of an OiRA promotional toolkit, the strategy for the 2018-19 campaign on dangerous substances, and potential topics for the 2020-21 campaign.

The Prevention and Research Advisory Group (PRAG) met in Bilbao on 3 and 4 March and reviewed ongoing work on EU-OSHA's flagship projects, such as ESENER and OiRA, and forthcoming work, such as the overview of musculoskeletal disorders planned for 2018. There was also detailed discussion of the 2016-17 campaign, the forthcoming 2018-19 campaign on dangerous substances and the large-scale foresight study on new and emerging OSH risks associated with ICT and with varied work locations. The last topic was also discussed in depth at the PRAG's second meeting on 7 and 8 November.

European networking

Throughout 2016, EU-OSHA continued to develop its relationships with the European Parliament and the European Commission, providing advice on OSH issues and participating in the sectoral social dialogue committees. Attending meetings of the European Parliament's Committee on Employment and Social Affairs ensured regular contact with the Members of the European Parliament and kept them informed of EU-OSHA's work. EU-OSHA also maintained its close working relationships with the social partners and with Eurofound (the European Foundation for the Improvement of Living and Working Conditions).

At the Commission, EU-OSHA strengthened its cooperation with Unit B3, which oversees safety and health at the Directorate-General for Employment, Social Affairs and Inclusion. EU-OSHA also liaises on a daily basis with the Advisory Committee on Safety and Health at Work (ACSH), and it is particularly involved in the working parties on OSH strategies and Europe-wide OSH information systems. The ACSH held its third workshop on the future of national OSH strategies in Luxembourg on 21-22 September with EU-OSHA's support. The ACSH is a tripartite body that aims to streamline the consultation process in the field of safety and health in the workplace and to support the European Commission in the preparation, implementation and evaluation of OSH-related activities. During the 2-day workshop, this committee of experts discussed the current situation in relation to national OSH strategies and their methodology and evolution.

6.2 Operational networking (Ref. 6.2)

To achieve its objectives, EU-OSHA relies on its partnerships with national focal points; the Enterprise Europe Network (EEN); the European Commission's Directorate-General for the Internal Market, Industry, Entrepreneurship and SMEs (DG GROW); and the Executive Agency for Small and Medium-sized Enterprises (EASME).

EU-OSHA holds three meetings each year with its national focal point network. In 2016, the first of these meetings was held in February in Malmö and focused on the launch of the 2016-17 Healthy Workplaces Campaign. This February meeting was combined with an event on gender-related OSH issues organised

by the Swedish Working Environment Authority. In the second meeting, held in May 2016 in Bilbao, issues relating to the implementation of activities planned for 2017 were discussed.

The third focal point meeting of 2016 was held in November, also in Bilbao, and, for the first time, was combined with a meeting between the national focal points and the EEN OSH Ambassadors. Under the remit of its communication partnership project (CPP), EU-OSHA has worked with the EEN since 2009 to promote OSH to micro, small and medium-sized enterprises throughout Europe. As part of this, the EEN is responsible for nominating national OSH Ambassadors to coordinate awareness-raising activities and report to EU-OSHA on these activities each year. The year 2016 saw a large increase in the number of EEN OSH Ambassadors from the previous year (from 17 in 2015 to 28 in 2016), and this first-of-its-kind meeting held in November marks an increase in the emphasis on collaboration between focal points and OSH Ambassadors. This collaborative effort is set to continue in 2017, with another such meeting planned for May.

To evaluate the effectiveness of the CPP, national focal points and EEN OSH Ambassadors were asked to take part in an online survey in 2016. The results have now been analysed and are very encouraging, highlighting the strong collaboration between focal points and EEN OSH Ambassadors in promoting OSH messages.

Every 2 years, under the framework of the Healthy Workplaces Campaign, the EEN OSH Award is presented to an EEN member organisation in recognition of work done in relation to activities and events to promote OSH, OSH-related network building or OSH-related print and online communications. This award aims to further raise awareness of OSH issues among micro, small and medium-sized enterprises. The call for nominees for the 2016-17 Award was launched in April 2016 and EU-OSHA promoted this award at its information stand at the 2016 annual EEN conference, held in Bratislava on 14-16 November. The award will be presented in 2017.

In 2016, the EU-OSHA's Director, Dr Christa Sedlatschek, visited national focal points in the Czech Republic, Poland, Slovakia and the United Kingdom. EU-OSHA also attended plenary meetings of the Senior Labour Inspectors Committee, which took place under the auspices of the Netherlands and Slovak Presidencies, as an observer.

International relations also remained strong in 2016, with EU-OSHA receiving visitors from academia, labour inspectorates and social partners from around the world, and continuing to work closely with the International Labour Organization and other international organisations and networks in the field of OSH. EU-OSHA is now looking ahead to the XXI World Congress on Safety and Health at Work, which will be held in September 2017 in Singapore.

6.3 Communications (Ref. 6.3)

Press office

The press office was kept busy throughout 2016 promoting the Healthy Workplaces for All Ages campaign from its launch on 15 April in Brussels. The press conference was attended by 17 journalists and the launch was covered by some prestigious newspapers, including *Le Soir* and *L'Echo* (Belgium) and *The Telegraph* (United Kingdom). Major campaign events, such as the good practice exchange initiatives and the European Week for Safety and Health at Work, were also promoted. For the first time, the European Week featured a virtual press conference to promote the 'Healthy Workplaces for All Ages E-guide' and an opportunity for media partners to interview Dr Sedlatschek. Another highlight was the live Twitter chat and Q&A session held on 19 October, just before the start of the European Week, to promote the e-guide.

Other big news stories in 2016 included the launch of the ESENER-2 overview report on 30 March, EU-OSHA and partners' signing of the covenant underpinning the Roadmap on Carcinogens on 25 May, the announcement of the first wave of official campaign partners on 21 June and the jury's decision on the winner of the Healthy Workplaces Film Award on 11 November.

During the year, the press office also responded to over 100 requests for articles and information from media outlets. By the end of 2016, more than 1,500 online clippings and almost 6,000 social media posts (over 90 % on Twitter) had been generated.

A call for tender to renew two contracts for (1) online media monitoring service and (2) media database and distribution, was launched and successfully awarded after the summer.

Website and online information

During 2016, EU-OSHA continued to develop its new client relationship management strategy. This is broader than its overall communication strategy and aims to achieve a better understanding of clients and stakeholders' needs and expectations, so that it can offer them the best service. The recommendations arising from a feasibility study were presented to the management group for adoption and will be implemented in 2017.

The Healthy Workplaces for All Ages campaign website was live in good time for the launch of the 2016-17 campaign in April, and the e-guide was published in 30 national versions in time for the European Week for Safety and Health at Work in October.

By the end of 2016, all of EU-OSHA's websites had over 2,4 million unique visitors. The corporate website had received over 1,2 million visitors, the new Napo website 379,279 visitors, the Healthy Workplaces for All Ages Campaign website 97,739 visitors, the Manage Stress Campaign website 34,203 visitors, the OSHwiki 541,271 unique browser visits, and OiRA 88,207 visitors.

EU-OSHA's presence on social media continued to increase throughout 2016. At the end of the year, the Facebook page had 21,422 likes, an increase of 14 % over the same time the previous year, and the Twitter account had 15,803 followers, a 19 % increase on the previous year. During the same period, LinkedIn followers grew to more than 10,000 which 30 % more compared to the previous year, and subscribers to the YouTube account increased to 1,900 compared to 1,624 at the end of 2015.

Finally, EU-OSHA's online newsletter, OSHmail, continued to be popular, with subscribers increasing to 73,366.

Publishing activities

Over 140 reports, case studies, summaries, campaign publications and audio-visual materials were published in 2016.

6.4 Preparatory measures for the Western Balkans and Turkey

To facilitate the integration of candidate and potential candidate countries' OSH networks with those of EU-OSHA, and to strengthen the tripartite OSH structures in these beneficiary countries, EU-OSHA has six national focal points in countries and territories of the Western Balkans and Turkey, and it provides financial and practical support for OSH-related activities throughout the region. The current 2-year programme of funding for work with these countries (which is independent of EU-OSHA's main funding stream) from the Directorate-General for Neighbourhood and Enlargement Negotiations, under the Instrument for Pre-Accession Assistance (IPA), reached the halfway point in 2016.

Under this current funding stream, in 2016 EU-OSHA visited Turkey, Serbia, the former Yugoslav Republic of Macedonia and Kosovo (under United Nations Security Council Resolution 1244/99). EU-OSHA also supported, attended and participated in various workshops, meetings and conferences for labour inspectors, social partners and other stakeholders from IPA beneficiary countries throughout the year. EU-OSHA staff and experts from its European network presented at workshops, held in Member States such as Croatia and Spain, as well as in the IPA beneficiary countries on topics like European OSH legislation, OSH mediation and social dialogue, risk assessment and e-tools for risk assessment. In addition, two focal point and project coordination meetings were held in Bilbao in May and November 2016.

Representatives from EU-OSHA were among the participants in the 8th International Conference on Occupational Safety and Health, held in Istanbul, Turkey, in May 2016, and experts from EU-OSHA attended and presented at a regional meeting of labour inspectors held in Ohrid, Macedonia, on 27 October. EU-OSHA supported the organisation of a conference on social dialogue, held in Belgrade, Serbia, on 13 October 2016, for representatives of the Serbian Government, labour inspectors and social partners.

The Public Health Institute of Turkey's OSH-related project ESPriT ('Strengthening the Occupational Health Expertise and Scientific Performance of the Public Health Institution of Turkey') is ongoing and, in 2016, a representative from EU-OSHA attended, as an observer, the project's steering committee meeting. EU-OSHA is also closely observing the development of an ongoing project by the Macedonian Occupational Safety and Health Association, 'Increasing capacities and strengthening the role of regional CSOs for improving labour conditions and labour dialogue with public institution'.

Promotional materials for the current Healthy Workplaces for All Ages campaign, were sent to IPA beneficiary countries in 2016, and relevant EU-OSHA publications will be translated into the languages of these countries for distribution in 2017.

As a result of the support received by EU-OSHA in 2016, more than 200 OSH professionals and social partners from IPA beneficiary countries have been able to participate in training sessions, workshops and seminars, resulting in significant information exchange, a better understanding of European OSH practices and improved social dialogue throughout the region.

6.5 Collaboration with beneficiary countries under the European Neighbourhood and Partnership Instrument (ENPI)

The funding for this project ended in early 2016 and an audit has been carried out. No further funding has been made available and therefore no activities were undertaken in 2016.

Corporate management

7.1 Management and control

Activity-based management

The year 2016 was the third year in a row of full implementation of the activity-based approach. This implies planning much further ahead than usually in the past, as well as a greater emphasis on collaboration and teamwork within the organisation. It is intended to ensure an efficient use of resources, more flexibility and greater transparency. This approach, which has so far been a great success, is under continuous development.

For example, in order to further comply with the Activity Based Management principles, the preparatory work took place in order to amend and align the budget structure for the operational expenditure (Title 3 of the Agency's budget) with the six main priority areas of the Agency. This approach, now in place as from 2017, aims at reinforcing the consistency of the financial information between the Budget and the Programming Document, and the future monitoring and reporting to the Agency's stakeholders.

In 2016, EU-OSHA took important steps to support its activity based management system with an IT system. New digital tools for managing time spent on the different project and activities and for managing tenders and procurement were implemented as the first steps. Over 2017 and 2018, tools to manage projects and work programme implementation and preparation will be implemented. The aim is to ensure the integrity of the data throughout the Agency's work in various areas and to ensure the usefulness of these data for various purposes.

Internal control standards

Regular auditing by the Internal Audit Service (IAS) ensures that EU-OSHA is always working to maintain and improve its standards of internal control and management.

For details related to IAS audit and internal control standards implementation, cf. Part II – 2.6.1 and Part III – 3.2.

Data protection

Cf. Part III – 3.3.

7.2 Programming and evaluation

Following the Governing Board's approval of the draft Programming Document 2017-19 in January 2016 and external consultation, a revised draft was adopted by the Board in June. This was then circulated for further consultation before the final draft was adopted in December. In 2016, EU-OSHA also decided to simplify its activity structure to increase efficiency and the link between resources and objectives. These changes will be effective as of 2017.

The Annual Activity Report for 2015 was prepared and then reviewed by the Board at its June meeting. Following this, the report, together with the Board's analysis and assessment, was sent out to institutional stakeholders.

Between April and May 2016, EU-OSHA carried out a survey of its stakeholders to obtain feedback on its performance. The results are important because they qualify the results obtained from quantitative performance indicators and provide a qualitative assessment of EU-OSHA's work. The stakeholders' survey evidenced that EU-OSHA is seen as contributing significantly to increasing awareness about occupational safety and health risks and solutions. Furthermore, the survey confirmed that the Agency's work is highly regarded on key criteria, such as relevance and added value.

Finally, the EU-OSHA has commissioned an evaluation of its 2014-2020 Multi-annual Strategic Programme in order to initiate discussions on the strategic direction after 2020. For EU-OSHA it is essential that its objectives and priorities reflect real needs in Europe and that the Agency allocates its resources to activities where it can have an impact.

Administrative support

For financial management and human resources refer to Part II - 2.3 and 2.4.

ICT developments

In 2016, ICT developments kept pace with EU-OSHA's needs with regard to output and internal infrastructure. Much of the effort was focused on developing and launching EU-OSHA's first visualisation tool, 'Safer and healthier work at any age', reflecting the move among agencies such as EU-OSHA towards the use of interactive online data-viewing platforms to reach target audiences. With this visualisation tool framework now in place, it is anticipated that it will be used for a number of other projects in the coming years.

As the first step of EU-OSHA's client relationship management (CRM) strategy, use of a CRM tool began in 2016. This tool, developed in 2015, was integrated into the website for the 2016-17 Healthy Workplaces Campaign ahead of the campaign launch in April 2016. It will facilitate the agency's relations and communications with stakeholders and partners and allow a better understanding of how they interact with EU-OSHA.

Internally, the time management and the procurement and contract management modules of EU-OSHA's project management tool were deployed in 2016. In addition, to improve the management of issues dealt with by the service desk, an issue tracker tool was implemented. It is anticipated that this tool will be rolled out for use by other departments in the future, including general service and finance. Staff training sessions were held on EU-OSHA's newly implemented PM2 project management methodology, to ensure a consistent approach to project management.

Calls for tender were issued in 2016 for telephony and help desk/project management support. The telephony tender was awarded in 2016 and the help desk/project management support tender is to be evaluated in 2017.

EU-OSHA is in the process of replacing its document management system. Work towards the selection of a new tool for the management of official documents and the development of an information governance guide will continue in 2017. Also in 2017, new projects will focus on increasing the mobility of staff through, for example, promoting and facilitating the use of laptops and integrating Skype with telephony systems.

Part II (a) Management

Management's assurance is based on the examination of the evidence of the effectiveness of risk management, internal control systems and other governance processes. Such evidence derives from both internal and external sources.

Internally, the Director is responsible for ensuring the implementation of the internal control systems, which are monitored and assessed on a regular basis and in accordance to the established mechanisms and procedures, cf. section 2.5. A further source of assurance is the outcome of the internal audits carried out by the Internal Audit Service of the European Commission, which serves as the internal auditor of the Agency, cf. section 2.6.1.

Externally, assurance is based on an examination of the evidence resulting from the observations and recommendations included in the European Court of Auditors' report, cf. section 2.6.2., as well as the European Parliament's observations included in the Director's discharge decision for the financial year N-2, cf. section 2.8

The present section of the Activity Report includes a review of such internal and external sources of assurance with the objective to assess the control results and other relevant aspects that support the management assurance of the five internal control objectives for budget implementation (cf. article 30.2 of the Financial Regulation), which include:

- effectiveness, efficiency and economy of operations
- reliability of reporting
- safeguarding of assets and information
- prevention, detection, correction and follow-up of fraud and irregularities
- adequate management of the risks relating to the legality and regularity of the underlying transactions, taking into account the multiannual character of programmes as well as the nature of the payments concerned.

2.1 Governing Board

Before submitting the final annual work programme to the Governing Board for adoption, the Agency carries out a risk and internal control standards assessment. Critical risks, if any, are reported in the work programme together with the internal control standards prioritised for the year. For 2016, EU-OSHA had identified no critical risk. Likewise, neither any significant risk materialised nor any control issue emerged during the implementation phase which needed to be referred to the Governing Board.

As required, during the Governing Board and Bureau meetings planned for the year the Director reported on progress versus the achievements of objectives and delivery of planned outputs, including deviations from plans, results of the evaluations, outcome of the internal and external audits carried out at EU-OSHA and the European Parliament's discharge decision.

The term of the Board expired on 7 November 2016. As a result, the Council appointed new members for a further 3 year term.

For the details of the work of the Governing Board during 2016, cf. Part I – 6.1. Strategic networking. The list of the members of the Governing Board as of 31 December 2016 as well as the list of the decisions adopted in 2016 are available respectively in Annex VI and VII.

2.2 Major events

New programming requirements

Further to the entry into force of the Financial Regulation in 2014, EU-OSHA was required to introduce significant changes in particular with regard to the programming cycle.

As from 2017, the Programming Document replaced the Annual Management Plan. The Programming Document covers a three year time-span (planning year and multi-annual perspective for the two years ahead) and includes human resources and financial information that were previously provided separately. The schedule of the adoption of the draft document had to be moved earlier so as to comply with requirements of the Financial Regulation. This implied a change in the schedule of Governing Board and Bureau meetings.

As a result, decisions on future plans and definition of planning needs for the planning year have now to be taken earlier than in the past. This has entailed certain challenges to EU-OSHA, as the internal and external workflow of discussion, preparation, consultation and adoption had to be rearranged and implemented accordingly. This may prove to be particularly challenging in the view of aligning to strategic directions as they may be identified by the European Parliament and Commission, which are not necessarily provided in time so as to fit with the required planning process and deadlines.

Staff cuts

The Interinstitutional agreement 2013/C 373/01 foresaw a decrease by 5% in the establishment plans in all institutions, bodies and EU Agencies, which should be effected between 2014 and 2018. In addition, the institutions agreed on a 5% additional levy for “cruising speed” Agencies to contribute to a redeployment pool for “new task” and “start-up phase” Agencies, which required a further effort by EU-OSHA. In 2016, the establishment plan was decreased by one TA post. The last post to be cut to comply with the requirement was another TA post in the establishment plan 2017. As a consequence of the staff cuts, EU-OSHA has had to review its work processes and adapt to the new situation.

2.3 Budgetary and financial management

In 2016, the Agency could rely on the following sources of revenue:

- an actual income from the European Union Budget of €14,462,775
- a total of € 100,100 from Spanish and Local Authorities,
- € 4,568 as miscellaneous revenues.

Revenue	Budget	Actual
EU Subsidy	15,083,700.00	14,462,775.00
Other subsidies	100,100.00	100,100.00
Other revenues	p.m.	4,568.32
Total	15,183,800.00	14,567,443.32

The budget allocated under Title 1 was implemented to a level of 96.6% during the financial year 2016. Most of the credits carried forward to next year are due to pending payments to companies that provided interim services. Budget execution was at 93,8%.

The budget allocated under title 2 was implemented to a level of 99.5%. The long duration of some of the contracts awarded during the financial year 2016 resulted in 69.3% of execution of payments and in the carry forward of 30.2 % of the credits to next financial year.

The budget allocated under title 3 was implemented to a level of 95.6 %, but the multi-annual character of the operational activities led to an implementation of the payment appropriations by 54.3%, resulting in the need to carry forward the 41.3% of these funds into the following financial year.

Expenditure	Budget	Committed
Staff	5,645,100	5,450,669
Building and infrastructure	1,379,950	1,373,039
Operational activities	8,158,750	7,799,897
Total	15,183,800	14,623,605

Furthermore, a total amount of €1,489,354 of earmarked revenue have been recorded for 3 different projects which resulted in 65.2 % of payment execution and a carry forward of €518,708 to the next financial year.

Specific projects	Period	Funding	Committed	Paid
Pilot project for "Health and Safety at Work of Older Workers"	2012-16	2,000,000.00	1,900,401.06	1,852,183.38
Grant for "Preparatory measures for the collaboration of ENP countries"	2014-16	373,424.00	304,890.51	302,387.75
Grant for "NEW IPA II programme"	2015-17	410,000.00	215,984.84	110,144.78
Total		2,783,424.00	2,421,276.41	2,264,715.91

Eleven budgetary transfers were carried out in order to reallocate resources from areas where budgetary savings were identified towards areas of scarce resources, to ensure the achievement of the year's objectives.

In addition, the EU-OSHA's Governing Board adopted 2 amending budgets which consisted mainly in:

- amendment 1: transfer the total appropriations of €45,000 from budget item "1100 - Basic salaries" to budget item "2120 - Services provided by I.T. external providers and inscription in both income & expenditure of the earmarked appropriations related to specific projects run by the agency for a total amount of €1,489,354;
- amendment 2: inclusion of the transfers of appropriations, decrease in both income & expenditure of €60,000 following final contribution of the Basque Regional Government in 2016 (€40,000 instead of €100,000) and adjustment of the establishment plan following Decision of the Governing Board 2016/29.

In 2016, EU-OSHA contracted out goods and services for a total amount of €8,492,938.92: €930,240.32 were awarded through 41 negotiated procedures; €580,926.16 through Interinstitutional contracts or Service-Level Agreements and finally €6,981,772.44 correspond to 155 specific contracts or order forms under framework contracts which resulted from awards in open procedures.

Further details are included in Annex II.

2.4 Human Resources Management

In 2016, EU-OSHA continued adopting implementing rules further to the reform of the Staff Regulations that came into force on 1 January 2014 for all EU institutions and bodies. In June 2016, The Governing Board adopted several implementing rules: part-time working, working hours and the reclassification of temporary and contract agents. Seven other Implementing Rules also underwent revision in 2016 and were adopted by the Governing Board in January 2017. The Board also adopted decisions to opt out from a number of Commission's implementing rules in the hope that a model decisions be agreed between the Commission and the Standing Working Party that could better meet the Agencies' needs as regards the function of an advisor, middle management staff, training undertaken on staff members' own initiative, the implementation of the Learning and Development Strategy of the European Commission, and the Commission decision repealing existing rules on learning and development.

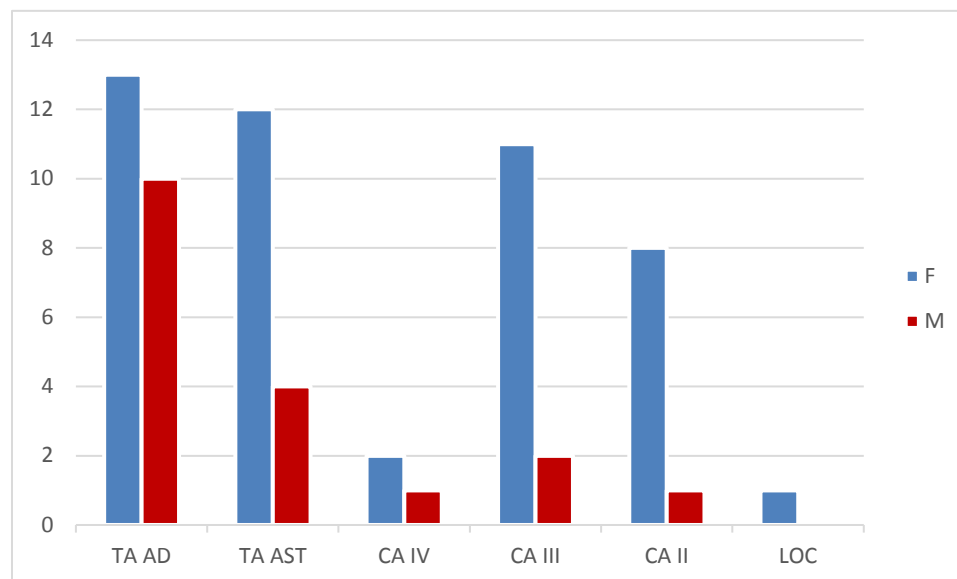
EU-OSHA is committed to its continued engagement with staff members, and the development of their competencies and skills. Early in 2016, EU OSHA's Learning and Development Plan for the year was approved. Among other learning priorities, various trainings were delivered throughout the year, e.g. legal framework for procurement, how to write technical specifications in the area of OSH, project management, management skills for team leaders, data visualisation, the IT activity-based management tool, etc.

EU-OSHA implemented an annual appraisal of its staff. The completion of this process coincided with the launch of the reclassification procedure, which closed in mid-November 2016. Subject to the availability of resources and authorised posts for reclassification, the Agency followed the indicative average career speed set out in the implementing provisions, in line with Annex IB of the Staff regulations.

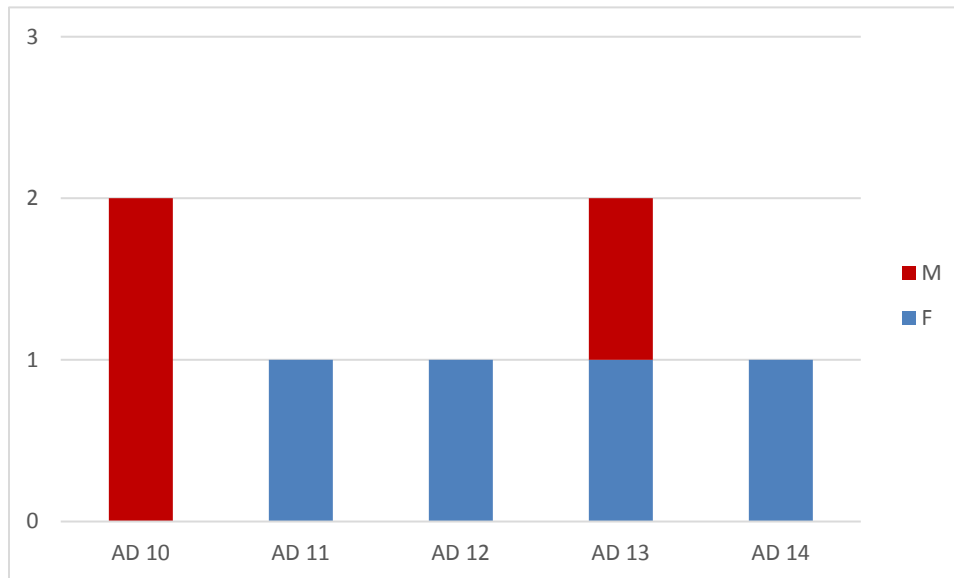
Recruitment and staffing

During 2016, four vacancies were filled. In addition, one post was offered in 2016, and the jobholder commenced in January 2017. One further recruitment procedure is to be concluded in 2017.

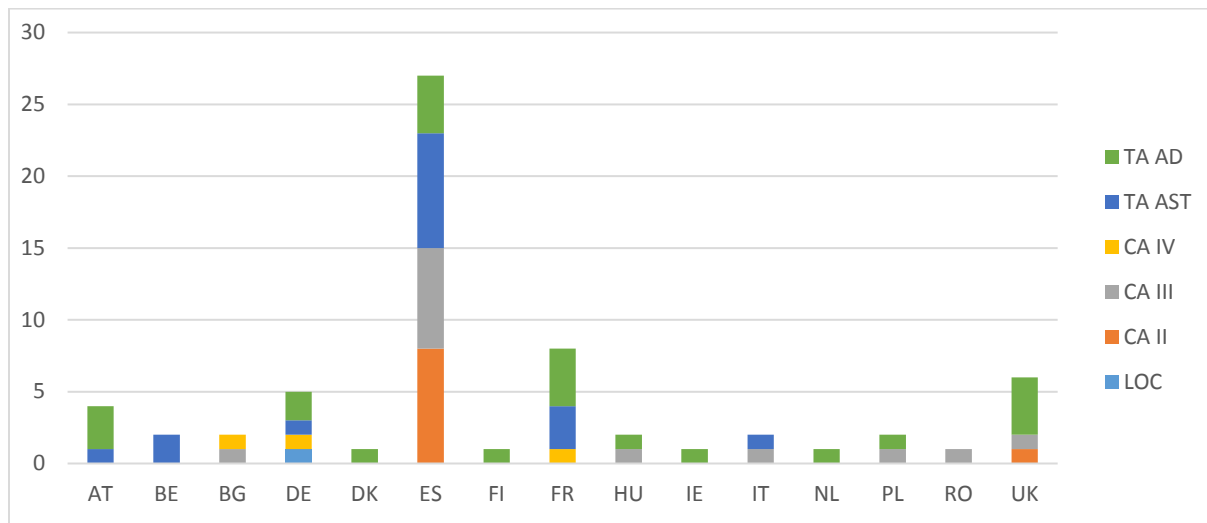
The charts below illustrate the staff breakdown by contract type and function group and the gender balance as of 31 December 2016:



Distribution by gender of Temporary Agents posts in grades AD 10 to AD 14:



As of 31 December 2016, staff distribution by nationality was as follows:



Changes in the establishment plan

Like other EU institutions and bodies, EU-OSHA has been subject to a 5% staff reduction over the period 2014-2018, and has therefore cancelled two Temporary Agent posts from its establishment plan in the past years. Consequently the Agency has fully complied with the staff reduction.

As an additional 5% staff cut was also requested to “cruising speed” agencies as a contribution to the redeployment pool to the advantage of “new task” or “start-up phase” agencies, EU-OSHA has cut of one Temporary Agent post in 2016. An additional Temporary Agent post has been also cut from the establishment plan 2017.

As from 2017, EU OSHA will therefore have reduced by 10% the number of authorised temporary posts. To maintain the level of delivery of the work programme, the Agency has searched for efficiency gains to do better with less while avoiding stress among staff due to overload.

Results of screening exercise

As regards the screening exercise, EU-OSHA applies the methodology agreed by all EU Agencies. In 2016, the Agency operated with 68.1% operational, 17.5% overheads and 14.3% neutral staff. Benchmarking against previous years shows a progressive shift towards operations.

The Agency's organisational chart is available in Annex III. Details of the establishment plan 2016 and the results of the screening exercise compared to previous years are available in Annex IV.

2.5 Assessment by management

This section outlines and assesses the main internal sources of assurance that support the management's assessment.

Control effectiveness and efficiency

At the management level, the Agency can rely on a set of processes that allow to monitor the Agency's performance and compliance to the established procedures and plans.

To a large extent, controls are a regulatory requirement that cannot be reduced for efficiency purposes. However, as much as it is possible, EU-OSHA has a risk-based approach to controls. The more risky an area is perceived on the basis of documentary evidence and assessment, the greater the number of controls and mitigating measures are put in place. Apart from regulatory compliance, there is a number of non-quantifiable benefits resulting from these controls, including transparency and accountability vis-à-vis the discharge authority and EU citizens.

Control processes at EU-OSHA include finance and procurement processes; internal control processes; and finally quality processes.

Internal control processes

An Internal Control Coordinator is appointed by the Director and is responsible for coordinating and overseeing the implementation of most of the internal control processes. The Internal Control Coordinator has also a prominent role in a number of procedures in the finance area⁶.

The main control objective is to ensure that the Agency has reasonable assurance that the total amount of all the financial operations authorised during the financial year that are not in conformity with the applicable contractual or regulatory provisions does not exceed 2% of the authorised commitments (cf. definition of materiality criteria in Annex VIII).

The non-conformity procedure replaced the exception procedure previously in force. The new procedure was tested throughout 2015 and became fully operational as from 2016. With the new procedure, not only shall ex-ante exceptions be recorded, but also ex-post non-compliances (ex-post events). This is expected to contribute to improve existing procedures and detect internal control weaknesses earlier. None of the non-conformities recorded in 2016 indicate any weakness within the existing controls that is qualitatively and quantitatively relevant with respect to the materiality criteria.

Other relevant internal control processes relate to risk management and internal control standards assessment. A detailed account for 2016 is available in section 3.1 and 3.2. Other control processes include: sensitive functions procedure, business continuity policy and procedures, ICT security policy, information governance policy.

⁶ Due to the departure of the appointed Internal Control Coordinator in mid-2016, the Director appointed *ad interim* for the role the Head of the Promotion and Communication Unit. At the moment, the recruitment of the new ICC is underway.

Finance and procurement processes

EU-OSHA has had a new Financial Regulation since 2014. The Agency's Regulation is based on the Framework Financial Regulation (Commission Delegated Regulation (EU) N° 1271/2013 of 30 September 2013). The Agency's Financial Regulation and the related Rules of Application are the legal basis which underpin every financial transaction that is implemented at the Agency.

The Agency has established finance processes aimed to ensure the adequate management of the risks relating to legality and regularity of the transactions in line with the principle of sound financial management. Such processes take into account the multiannual character of the activities as well as the type of transactions. EU-OSHA can rely on a financial and budgetary reporting procedure, which allows close monitoring of budget consumption. In 2016, in order to further align to EU-OSHA's working arrangements in ABM, the budget structure moved from the traditional Unit-based mode to an activity-based one. As a result, as from 2017, financial and budgetary reporting shall provide a consolidated monitoring of the budget vis-à-vis the activities.

Since 2012, the Agency has been operating under a clear, formalised policy in relation to financial circuits, actors and delegations, which is reflected in the organizational structure. Tasks and responsibilities are allocated according to the financial delegations and on the basis of the principle of segregation of duties between the authorising officer and the accountant. The monthly security reports issued in 2016 provide evidence of the fact that these two principles were consistently applied and respected. Clear and concise checklists on a routing sheet underpin each financial transaction and provide an audit trail of the actions performed by each actor involved. Whereas a thorough review of the financial checklists was finalised in 2015, work is underway to ensure that a proper link to the annual work programme's procurement plan is specified. In order to ensure harmonisation and alignment to the actual risks and needs, a Finance Team has been established.

Ex-ante verification covers 100% of the financial transactions. As foreseen in the Financial Regulation, and as a further source of assurance, EU-OSHA established an ex post control procedure with the objective to carry out an annual cross-check on a sample of transactions.

For the 2016 exercise, on a proposal by the Internal Control Coordinator, no ex-post controls were performed. The recommendation by the Internal Control Coordinator built upon different elements, which include: internal and external audit findings and recommendations; Internal control standards weaknesses and risks identified; ex ante verification statistics of error rates per type of transaction; and exceptions / non-compliance events recorded in the central register and their perceived materiality.

From the analysis of the above-mentioned elements, and considering that, for efficiency purposes, the controls should be proportionate to the identified risks, no evidence emerged that led to conclude that an extra source of assurance was needed and that such ex-post controls could have had an added value for the purpose of establishing assurance. An ex-post control exercise for 2017 has been planned nevertheless.

As from 2015, for procurement the Agency can rely on a comprehensive procedure which refers to the European Commission's Vade-mecum. A Procurement Team has been established to ensure harmonisation across the Agency. All procurement procedures carried out at the Agency – from conception to conclusion - are subject to supervisory measures and mitigating controls. These include: formal opening and evaluation processes, declarations of absence of conflict of interest undersigned by the members of the committees, assessment of exclusion, selection and award criteria documented in writing.

In 2016, neither any complaints were received by unsuccessful tenderers nor referred to the Ombudsman. Furthermore, no proceedings were initiated by a contractor against the Agency before the Court.

Quality processes

Since 2013, a Quality Team is in charge of coordinating the procedures related to activity based management – both planning and implementation –, performance monitoring and evaluation of activities. The objective is two-fold: on the one hand, to ensure that the Agency delivers in line with its mandate and the indications by the Governing Board as well as in accordance to the performance objectives set; and, on the other, to ensure that the activities have achieved the intended outcomes. These quality processes are meant to support the authorising officer's declaration of assurance in relation to the use of resources for the intended purposes. A new set of performance indicators was agreed with the Board at the end of 2015 and applied as from the annual management plan 2016. A new IT project management tool is also being implemented in order to ensure quality of the data and approval/sign off at the most appropriate level.

An additional control mechanism that was discussed throughout 2016 and that will be implemented as from 2017 further to the Board's adoption relates to the authorising officer's approval of non-substantial amendments to the annual work programme in the implementation phase. Non-substantial amendments are those that do not lead to increases or decreases above 2 % (cumulative value since the last Board's decision) of the operational budget (Title 3). With this measure, it is expected to align work programme implementation and possible deviations with the decision-making process at the most appropriate level.

Fraud prevention and detection

At the end of 2014, the Governing Board adopted an Anti-fraud strategy on the basis of the guidelines issued by the European Anti-Fraud Office (OLAF) for EU Agencies.

The overall purpose of the Anti-fraud strategy is to improve the prevention and detection of fraud, the conditions for investigation of fraud and to achieve adequate reparation and deterrence, with proportionate and dissuasive sanctions and respecting due processes. It is available on the Agency's website.

The strategy covers a three-year timespan (2015-2017) and its implementation is monitored regularly by the Agency's Bureau. It is based on a risk assessment focused on fraud risks as part of the broader risk assessment carried out by the Agency. Whereas the measures and controls already in place to ensure legality and regularity of the transactions (segregation of duties, four-eyes principle, procedures and checklists) are considered to address satisfactorily the identified fraud risks, the strategy foresees to further develop an anti-fraud culture in the organisation and to enhance existing internal procedures for the purpose of fraud prevention and improved fraud detection techniques. In particular the procurement and human resources areas were affected. Furthermore, an internal procedure for reporting and handling potential fraud cases and their outcomes was adopted and made available to the staff on the Intranet. Raising awareness on ethics, integrity and fraud prevention and detection among staff is a standing priority at the Agency. Information on fraud prevention, ethics and integrity is provided via regular training sessions to all staff and systematically to all newcomers. The current strategy will come to an end in 2017 and will be reassessed with the Governing Board at the end of the year to ensure it aligns with the needs.

Fraud risks are regularly assessed during the annual risk assessment exercise performed by the Agency.

During 2016, no cases were transmitted to the European Anti-fraud Office (OLAF). Conversely, OLAF informed that one investigation was opened.

Transparency, accountability and integrity

The Agency's commitment to transparency, accountability and integrity is reflected in the first place in the policy on management of conflict of interest, adopted by the Board at the end of 2014. The main objective of this policy is in fact to ensure the integrity of the decision making process by establishing compelling criteria for transparency and ethics.

The policy is based on a risk assessment which concluded that the risk level is overall low. This is due, in particular, to the role and mandate of the EU-OSHA which does not include regulation or inspection. The

peculiar Agency's governance structure (tripartite Board) also represent a solid check-and-balance mechanism.

The policy mainly addresses Board and Advisory Group members and gives an account of the measures foreseen by the Staff Regulations in relation to staff members. It provides some criteria for the assessment of conflict of interest situations and foresees preventive and corrective measures. In particular, it requires the Governing Board and Advisory Group members as well as senior management of the Agency (Director and Heads of Unit) to submit their declaration of interests and a summary of their CV for regular assessment (every 5 years) and for further publication on the Agency's website.

A new Board is in place since late 2016. The new conflict of interest declarations and summaries of CVs are in the process of being collected and analysed. At the moment, EU-OSHA collected 131 complete files, corresponding to 70 of Governing Board full members (80%), 52 from alternates (60%) and 12 from observers and alternate observers (48%). None of the files assessed reported any situation that may qualify as a conflict of interest in the meaning of the policy. No file was referred to the Conflict of Interest Committee for further analysis.

A number of concrete measures are also in place to prevent conflict of interest situations for staff members, covering recruitment and procurement procedures and unpaid leave and end-of-the-service specific declarations.

As part of its commitment to transparency, EU-OSHA makes key documents publicly available on the website, including corporate strategy, work programmes and annual reports, main evaluation and performance results, minutes and deliberations by the Governing Board and the Bureau.

2.6 Assessment of audit results during the reporting year

This section reports and assesses the observations and conclusions drawn by the internal and external audits carried out during 2016. In particular, it assesses whether any of those might have had a material impact over the achievements of the control objectives and ultimately on assurance. The responses and actions taken by EU-OSHA, if any was required, are also reported.

EU-OSHA undergoes two independent audits: an internal audit, carried out by the Internal Audit Service (IAS) of the European Commission, and an external audit, carried out by the European Court of Auditors (ECA). As from 2014, as a result of a change in the Financial Regulation (article 104) the audit on the accounts is being carried out by a private audit firm contracted by the Agency via a framework contract concluded by the European Commission.

2.6.1 Internal Audit Service (IAS)

The IAS audits EU-OSHA on the basis of a multi-annual Strategic Internal Audit Plan (SIAP) that is agreed with the Agency's management before the start of the period of reference. The last SIAP has been in force from 2013 to 2015.

As a result, in 2016 the IAS carried out a strategic risk assessment with the main objective to draw a new SIAP for the period comprised between 2017 and 2019. Three topics were selected for future audits, namely: Healthy Workplaces Campaign and IT support; ESENER/OSH Overviews; Planning and Budgeting. Furthermore, the report identified three processes requiring further action to improve controls: Networking knowledge, instating in particular that a business plan for OSHwiki should be drawn up; IT Governance and ICT Security Management. The IAS agreed on the EU-OSHA's action plan to tackle these three processes and is now included in the Final Report.

The IAS performed the last audit under the previous SIAP on 2015 and addressed "Tools for OSH management". The final report from the audit did not include any critical or very important recommendation.

The audit included a follow up on the recommendations from previous audits that remained open. More details about the status of the recommendations is available at 2.7.

2.6.2. European Court of Auditors (ECA)

The procedure related to the 2015 accounts was smoothly implemented during 2016. The European Court of Auditors (ECA) certified the legality and regularity of EU-OSHA's accounts while noting, on the one hand, the high level of carry forward in Title 2 and 3 and acknowledging, on the other, the reasons put forward by the Agency.

For the 2016 exercise, the ECA carried out an on-site audit (27 February-3 March 2017) with the objective to scrutinise the legality and regularity of a sample of procurement procedures and financial transactions carried out in 2016. In addition, a private firm carried out an audit on the 2016 accounts between 13 and 17 March 2017.

The ECA will base on its own findings as well as on the outcome of the audit carried out by the independent audit firm to draft its report on EU-OSHA. By the date of preparation of the present report, the Agency has not yet received the final report by the ECA. There are sound expectations, however, that the ECA's opinion on the truth and fairness of the accounts as well as on the legality and regularity of the transactions underlying the accounts will provide a statement of assurance as evidenced so far. Any observations will be implemented as part of the ongoing continuous efforts towards further improvements.

2.7 Follow up of recommendations and action plans for audits

By the end of 2016, EU-OSHA had neither critical nor very important open recommendations. Throughout the year, the Agency worked towards the implementation of the action plan related to the four important recommendations from the IAS 2015 audit on "Tools for OSH management". The IAS reviewed the work done on the four recommendations and recommended them for closure at the beginning of 2017.

2.8 Follow up of observations from the discharge authority

This section includes the observations and comments issued by the discharge authority in relation to the implementation of the 2014 budget as well as the follow up measures adopted by the Agency.

The discharge decision in relation to 2014 was adopted during the plenary session of the European Parliament on 28 April 2016. With that decision, the Parliament granted the Agency's Director the discharge in respect of the implementation of the budget for the financial year 2014 and approved the closure of the accounts for 2014.

As part of the discharge procedure, the Agency prepared a report summarising the number and nature of internal audits conducted by the internal auditor, the recommendations made and the follow-up given to those recommendations.

The specific observations reported by the Parliament in the Agency's discharge decision and the follow-up measures adopted by the Agency, where relevant, are reported in the table below.

Observation number	Observation of the Discharge Authority 2014	Response and measures taken by EU-OSHA	Status
<p>8. Prevention and management of conflicts of interests and transparency</p>	<p>Calls for an overall improvement in the prevention of, and the fight against, corruption through a holistic approach, commencing with better public access to documents and more stringent rules on conflicts of interest, the introduction or strengthening of transparency registers and the provision of sufficient resources for law enforcement measures, and also through improved cooperation among Member States and with relevant third countries.</p>	<p>In May 2004 EU-OSHA implemented the Regulation 1049/2001 on public access to documents by a decision of the Administrative Board. To ensure transparency, the Agency makes key documents publicly available via the EU-OSHA website. These include the corporate strategy, the annual management plans and the activity reports, the annual budgets, accounts and reports of the Court of Auditors.</p> <p>In 2014, the Governing Adopted a policy on management of conflict of interest which is based on the Commission's guidelines on the prevention and management of conflict of interest in decentralised Agencies. As a result of this policy, the Director, senior staff and members of the Governing Board have to provide a declaration of interests and a summary of their CVs, which undergo regular update and assessment and are publicly available. The minutes of the meetings of the Board and the Bureau are published on the website, including the list of attendees as well as any restriction on the level of participation due to possible competing interests. A number of accountability arrangements are also in place.</p> <p>As part of the internal control systems in place to ensure legality and regularity, the Agency implements specific measures to prevent and detect fraudulent behaviours, including an anti-fraud strategy.</p>	<p>Implemented</p>

Observation number	Observation of the Discharge Authority 2014	Response and measures taken by EU-OSHA	Status
9. Prevention and management of conflicts of interests and transparency	Recalls that existing procedures regarding the prevention of conflicts of interests for the Agency's staff are under revision and were to be completed in 2015; notes that the revision of the rules remains ongoing and calls on the Agency to complete that process as soon as possible and to inform the discharge authority of the results.	<p>EU-OSHA is committed to ensure the integrity of the decisions and information issued by the Agency and foster accountability in relation to its work and activities. For these reasons, management and prevention of conflict of interest play an important role.</p> <p>In line with Articles 11 of the Staff Regulations and Articles 11 and 81 of the Conditions of Employment of Other Servants- CEOS, EU-OSHA uses the templates for declaration of conflict of interest by candidates. Furthermore, all members of the Selection Committees sign a form on the absence of conflict of interest. The same applies for Procurement procedures.</p> <p>In line with Articles 11, paragraph 4, and 40 of the Staff Regulations and Articles 11, 17 and 91 of the Conditions of Employment of Other Servants-CEOS, EU-OSHA uses the template on declaration on conflict of interest upon reinstatement of staff members from leave on personal grounds.</p> <p>Further measures to prevent conflict of interests among Agency's staff are being planned.</p>	Implemented
10. Prevention and management of conflicts of interests and transparency	Encourages the Agency further to raise awareness of the conflict-of-interest policy among its staff, alongside ongoing awareness-raising activities and the inclusion of integrity and transparency as an obligatory item to be discussed during recruitment procedures and performance reviews.	<p>EU-OSHA's Conflict of Interests Policy and other relevant documents (declarations prevention of conflict of interests etc.) are available for staff on the Agency's intranet.</p> <p>A specific anti-fraud resource page with the Agency's Anti-Fraud Strategy, procedure for</p>	Implemented

Observation number	Observation of the Discharge Authority 2014	Response and measures taken by EU-OSHA	Status
		<p>reporting and handling potential fraud cases at EU-OSHA, guidance and useful links on anti-fraud, is available at the Agency's intranet.</p> <p>The Agency's anti-fraud action plan foresees annual info sessions to staff on fraud prevention and detection, and the information to newly recruited staff on OLAF's role.</p> <p>EU-OSHA raises awareness among its staff via the Agency's intranet on EC guidelines on whistleblowing, code of good administrative behaviour and public service principles for the EU civil service.</p> <p>Conduct in the service is addressed in the framework of performance reviews.</p>	
15. Other comments	States that the annual reports of the Agency could play an important role in compliance regarding transparency, accountability and integrity; calls on the Agency to include a standard chapter on those components in its annual report.	EU-OSHA uses the template agreed between the agencies and the European Commission for the Annual Activity Report. Following up on this recommendation, the naming of the sub-headings will be amended to include a standard item on "Transparency, accountability and integrity" as from the Consolidated Annual Activity Report 2016.	Implemented

Also in April 2016, the European Parliament adopted a resolution on discharge in respect of the implementation of the budget of the European Union Agencies for the financial year 2014: performance, financial management and control – which refers to cross-cutting issues affecting EU Agencies in general. Under the umbrella of the EU Agencies' networks and subnetworks, EU-OSHA contributed to the follow up on a number of the Parliament's observations included in that resolution.

Part II (b) External Evaluations

EU-OSHA has a well-established performance monitoring and evaluation system in place in order to ensure the necessary information for accountability, management and learning purposes.

In 2015, the Agency adopted a new evaluation policy and procedure. A multi-annual evaluation plan for 2016-2019 has been adopted in accordance with the evaluation policy and the requirements of EU-OSHA's Financial Regulation. Almost all activities included in the Annual Management Plan/Programming Document are expected to undergo either an ex-post or a mid-term evaluation between 2016 and 2019. Any new activity shall undergo an ex-ante evaluation, whose outcome is discussed with the Bureau and main stakeholders, before it is included in the work programme for the year. The policy and procedure establishes a harmonised approach to evaluation and a systematic follow-up on the conclusions from the evaluations. As from 2015, a new framework contract for evaluation services has also been put in place.

In 2016, the Healthy Workplaces Campaign 2014-2015 on work-related stress and psychosocial risks underwent an ex-post evaluation.

The overall conclusion was that the campaign was not only successful but more so than any previous campaign. This was due to different reasons. First, the topic proved to be highly relevant at EU and national levels, and the wide range of campaign materials and communication channels, including social media, appealed to a broad spectrum of target groups and worked in different national contexts. Second, EU-OSHA has developed an excellent network for getting its messages into workplaces across Europe. Finally, participants in all five Member States reported that the campaign had proved to be a real catalyst for change. This last point is particularly important, as it means that the work of addressing psychosocial risks in the workplace will go on long after the campaign has ended.

However, there were two main challenges: (1) the extent to which the campaign messages reach workplaces, particularly micro and small enterprises (MSEs), is difficult to measure; and (2) participants in some Member States would like to have had the opportunity to tailor campaign materials to their own national contexts.

EU-OSHA intends to address these challenges by focusing more on the links between the national focal points and the social partners in Member States and by developing partnerships with other stakeholders that can influence OSH management in MSEs. It will also develop campaign materials that can be better tailored to national contexts and MSEs. Furthermore, in the future, to maintain the momentum of the campaigns after they have ended, EU-OSHA will keep the topics alive and the campaign materials available online. Finally, the Agency will set up a knowledge exchange platform for focal points and stakeholders to share their views on campaign materials and communication channels.

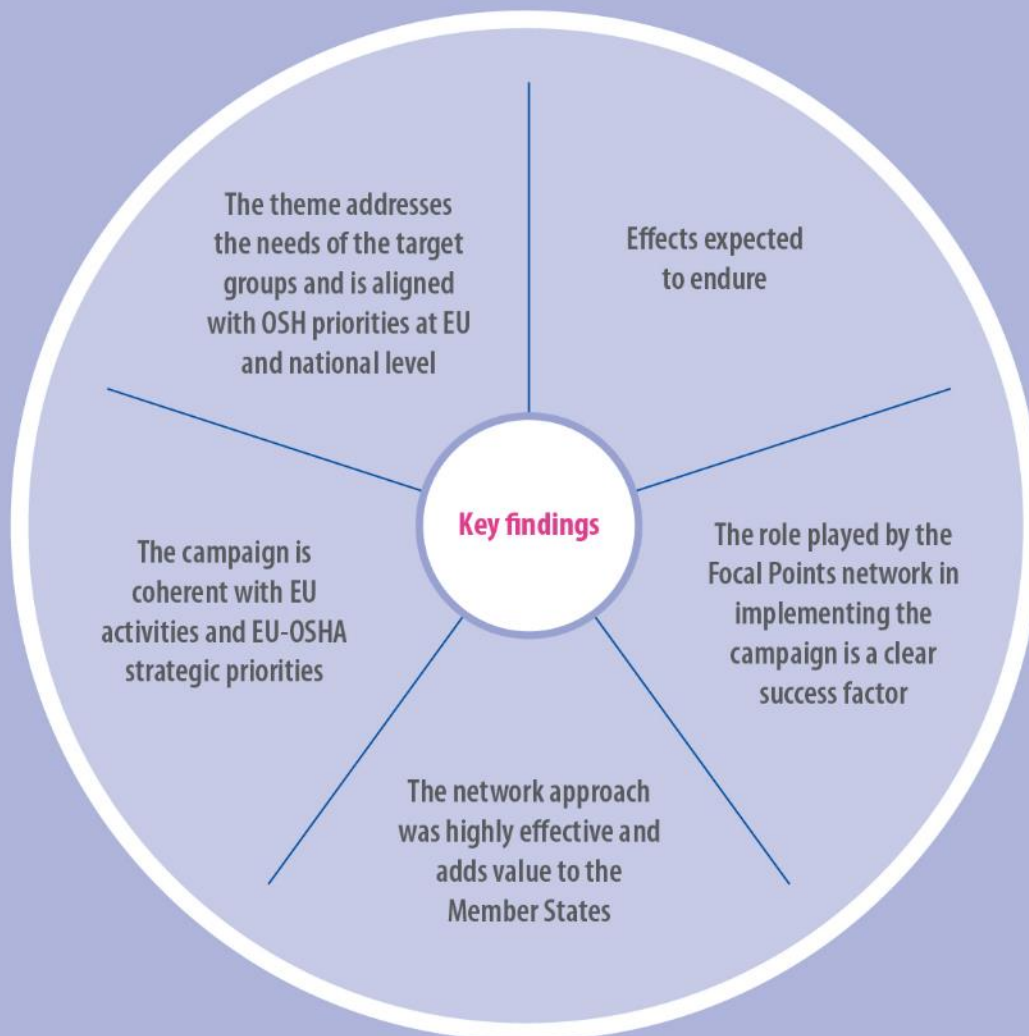
The lessons learned from the evaluation of the 2014-15 campaign will help to guide the remainder of the 2016-17 campaign and shape the 2018-19 campaign.

Facts and figures from latest activities' evaluations

“Healthy Workplaces Manage Stress”
(Healthy Workplaces campaign 2014-2015),
evaluation carried out in 2016



Overall conclusions: the campaign has been successful in raising awareness on “stress and psychosocial risks” at the workplace at EU and national level



Furthermore, two more external evaluations have started in 2016: an ex-post evaluation on Safer and healthier work at any age and a mid-term evaluation of the current Multi-annual Strategic Programme 2014-2020. Both are expected to finalise by mid-2017. In particular, the outcome of the latter will be an important input to the discussions related to the strategic directions of the Agency after 2020. At the time of writing, the draft reports for both evaluations have just been received by the Agency.

With regard to the Safer and healthier work at any age project, the evaluation indicates that the project contributed to a very large extent to the mission/vision of EU-OSHA and especially to the achievement of its strategic objective for the priority area 2 – facts and figures. It has also significantly contributed to the EU policy objectives in the field of OSH and ageing. The project outputs and results successfully support the aims of the European Parliament pilot project, basically by providing very detailed and extensive information about current OSH and older workers-related policies, strategies and experiences developed at EU Member States by policy makers and company practices, as well as their effectiveness and the views of different stakeholders.

The results of the project clearly complement other projects/activities carried out by EU-OSHA. In this regard, the project strongly supports the 2016–17 Healthy Workplaces Campaign. In addition, it has had a clear EU added value by providing for the first time a comprehensive European picture of what is taking place in Europe and all EU Member States (plus EFTA countries) in terms of older workers-related OSH policies and practices developed by policy makers and enterprises, facilitating both the exchange, sharing and comparability of information amongst EU Member States on relevant information related to the topic as well as the possibility to learn from each other. By doing that, the project has successfully attempted to bring the key OSH-dimension to the current European and national policy debates on ageing workforce.

The evaluation points out to the complexity of the research design as one of the main challenges which has affected the implementation of the project from an effectiveness and efficiency viewpoint, despite being methodologically sound and coherent.

The mid-term evaluation on the Multi-annual Strategic Programme 2014-2020 indicates that the majority of EU-OSHA stakeholders consider the MSP as an effective and useful planning document for carrying out the work of the Agency. The MSP has an overall positive effect on the process of short and medium term planning and on the work of the Agency a whole and the current objectives remain current for the current years. The MSP is in line with current OSH policy and will continue to offer added value to EU OSHA and other stakeholders in the coming years and the intervention logic remains relevant.

The draft evaluation report shall be reviewed by the steering committee composed of Bureau members and discussed by the Governing Board at their meeting in June 2017. Assuming that there is no radical change in the final report conclusions, EU-OSHA will continue to use the MSP as the overall strategic framework for the Agency's operations while ensuring prompt adaptation as any substantive strategic document by the European Commission is published or there is another significant policy shift in OSH.

The last overall, general evaluation of EU-OSHA and its 2009-2013 Strategy was produced in November 2011⁷.

Last but not least, at the end of 2016 the European Commission launched a joint evaluation for the four EU Agencies which operate in DG EMPL's remit (Cedefop, ETF, Eurofound, EU-OSHA). The purpose of this evaluation is to assess their relevance, effectiveness, efficiency, coherence and added value, both individually and from a cross-cutting perspective, identifying potential synergies and overlaps in their mandates, objectives and activities. The evaluation is ongoing and it is expected that will help show EU-OSHA's added value and complementarity with the work by the other EU Agencies and the Commission.

⁷ Institute for Employment Studies, Mid-term evaluation of the European Agency for Safety and Health at Work's 2009-2013 Strategy. Available here: http://osha.europa.eu/en/publications/evaluation_reports/mid-term-evaluation-euosh-strategy_2009-2013_en.pdf

Part III Assessment of the effectiveness of the internal control systems

3.1 Risk Management

EU-OSHA carries out an annual risk assessment taking into account the inherent risk environment in which the Agency operates as well as the specific activities and processes in which its work is operationalised. At the corporate level, the assessment exercise involves the Director and the senior management.

For each of the identified risk, the Director appoints a coordinator, who is in charge to draft an action plan, coordinate its implementation and report back to the Management quarterly. The risks, the action plan and records of its implementation are included in a risk register.

The risk register related to 2016 included four risks, two in relation to the external environment, one regarding the internal organization and management of resources and finally one related to the new planning processes and tools.

All risks were ranked as moderate. Overall, the action plan has been followed up adequately and none of the risks has materialised in a way that has impacted negatively the Agency's reputation or the achievement of the strategic or operational objectives.

3.2 Compliance and effectiveness of Internal Control Standards

In 2007 and with subsequent amendments, the Governing Board of the Agency adopted a set of Internal Control Standards (ICSs), based on the European Commission's model and international good practice, aimed to ensure the achievement of the policy and operational objectives. As a result, the Agency established the organisational structure and the internal control systems that are in line with the standards and with the risk environment in which it operates.

As much as for the risks, the Agency carries out an annual assessment of the ICSs. The assessment is based on the degree of the implementation of the standards across the year and takes into account the results of the risk assessment as well as the recommendations of external and internal auditors. Again, the Director and the senior management are involved in the assessment exercise.

On that basis, the Director decides on the ICSs to prioritise in the context of the annual work programme for the planning year. The Director appoints coordinators for each ICS/requirements who are responsible for drafting an action plan, which is monitored quarterly under her supervision.

Whereas the assessment performed at the end of 2015 concluded that overall the ICSs were effectively implemented, room for improvement has been identified in the following areas: staff allocation and mobility (ICS 3), processes and procedures (ICS 8) and information and communication (ICS 12). Actions foreseen for 2016 were largely implemented on time and bearing the expected results.

3.3. Data Protection

Data protection issues continued to be integrated into EU-OSHA's policies in 2016. Issues dealt with related to, for instance, the stakeholder survey, carried out between April and May, and establishing a panel of respondents; conflict of interest forms for new staff members; and policies on e-communication. A series of privacy statements were also developed for the 2016-17 campaign website.

Part IV. Management assurance

4.1 Review of the elements supporting assurance

The Director can rely on the following building blocks of assurance:

- the existing measures to ensure legality and regularity of the Agency's underlying transactions, including comprehensive ex-ante verification, regular checks on segregation of duties and specific measures to prevent and detect fraud and conflict of interest;
- the work of the Internal Audit Service and the Agency's follow up to the audit recommendations;
- the lessons learnt from the reports of the European Court of Auditors for the years prior to the year of this declaration;
- the assessment of the quantitative and qualitative nature of the non-conformities included in the register for 2016;
- the Agency's performance management framework, which includes regular monitoring of performance indicators and planning and follow up to evaluations;
- the declaration of the Internal Control Coordinator grounded on his regular monitoring of the implementation of internal control systems at the Agency, including the self-assessment and follow up to internal control standards and the Agency's risk management policy.

Part II and III are based on a systematic analysis of the evidence available with respect to the building blocks of assurance.

4.2 Reservations

None.

4.3 Overall conclusions on assurance

The Director has reasonable assurance that, overall, suitable controls are in place and working as intended; risks are being appropriately monitored and mitigated; and necessary improvements and reinforcement measures are being implemented. As a result, there have not been reasons to introduce any reservation for the year 2016.

Part V. Declaration of Assurance

I, the undersigned, Christa Sedlatschek, Director of the European Agency for Safety and Health at Work, in my capacity as Authorising officer,

Declare that the information contained in this report gives a true and fair view.

State that I have reasonable assurance that the resources assigned to the activities described in this report have been used for their intended purpose and in accordance with the principles of sound financial management, and that the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.

I confirm that I am not aware of anything not reported here which could harm the interests of the Agency.

Bilbao, 18 May 2017

(signed)

Annexes

Annex I. Core business statistics

	Objective	Indicators	Targets	2015	2016
Mission	We develop, gather and provide reliable and relevant information, analysis and tools to advance knowledge, raise awareness and exchange occupational safety and health (OSH) information and good practice which will serve the needs of those involved in OSH	1) Budget implementation 2) Budget execution 3) Staff capacity 4) Work programme delivery	1) 95% 2) Title 1: 90%; Title 2: 75%; Title 3: 65% 3) 95% 4) 90% 5) 10% increase per year*	1) 98% 2) Title 1: 94%; Title 2: 72%; Title 3: 58% 3) 98% 4) 83% 5) 3.299.931 unique visitors	1) 96,3% 2) Title 1: 94%; Title 2: 69%; Title 3: 54% 3) 97% 4) 84% 5) 2.408.455 unique visitors
Vision	To be a recognised leader promoting healthy and safe workplaces in Europe based on tripartism, participation and the development of an OSH risk prevention culture, to ensure a smart, sustainable, productive and inclusive economy	5) Reach of online users 6) Reach of users through networking 7) Uptake of publications etc. (downloads) 8) Stakeholder assessment: Performance 9) Stakeholder assessment: Quality	6) 10.000 stakeholders reached 7) 5% increase per year* 8) 80% 9) 80%	6) 20.125 7) 50.237 8) 86% ⁸ 9) 84% ⁹	6) 37.926 7) 82.558 8) 86% ¹⁰ 9) 84% ¹¹
Strategic objective 1 – Anticipating change	The provision of credible and good quality data on new and emerging risks that meet the needs of policy-makers, researchers and workplace intermediaries and allow them to take timely and effective action	1) Reach: online users 2) Uptake of electronic information 3) Quality	1) 10% increase per year* 2) 5% increase per year* 3) 80%	1) 41.398 2) 6.654 3) 73% ¹²	1) 77.792 2) 399 3) 73% ¹³

⁸ EU-OSHA Stakeholder Survey 2016

⁹ EU-OSHA Stakeholder Survey 2016

¹⁰ EU-OSHA Stakeholder Survey 2016

¹¹ EU-OSHA Stakeholder Survey 2016

¹² EU-OSHA Stakeholder Survey 2016

¹³ EU-OSHA Stakeholder Survey 2016

* Data between 2015 and 2016 are not directly comparable due to the launch of a new corporate website mid-2015 with a new information structure. This applies to all results for page-views and downloads related to 2016.

	Objective	Indicators	Targets	2015	2016
Strategic objective 2 – Facts & figures	The provision of an accurate and comprehensive picture of current OSH risks, their health effects, and how they can be prevented and managed, to allow a better understanding of these issues among policy-makers and researchers	1) Reach: online users 2) Uptake of electronic information 3) Quality	1) 10% increase per year* 2) 5% increase per year* 3) 80%	1) 1.810.964 2) 16.300 3) 87% ¹⁴	4) 432.528 1) 15.459 2) 87% ¹⁵
Strategic objective 3 – Tools for OSH management	The provision of relevant tools for smaller workplaces to manage health and safety, and the engagement of intermediaries in the further development and dissemination of these tools	1) Reach: online users 2) Quality	1) 10% increase per year* 2) 80%	1) 262.076 2) 90% ¹⁶	1) 123.178 2) 90% ¹⁷
Strategic objective 4 – Raising awareness	To get the occupational safety and health message across to multiple beneficiaries by raising awareness about workplace risks and how to prevent them, together with the Agency's intermediaries, and to ensure that Agency information reaches the intended beneficiaries and intermediaries.	1) Reach: online users 2) Uptake of electronic information 3) Quality 4) Reach: newsletter subscribers	1) 10% increase per year* 2) 5% increase per year* 3) 80% 4) 5% increase	1) 3.354.242 2) 15.498 3) 82% ¹⁸ 4) 7%	1) 1.935.808 2) 29.603 3) 82% ¹⁹ 4) 3%
Strategic objective 5 – Networking knowledge	The mobilisation of the OSH community through new tools to promote and facilitate the generation and maintenance of a body of high quality knowledge	1) Reach: online users 2) Quality	1) 10% increase per year* 2) 80%	1) 1.005.228 2) 71% ²⁰	1) 1.667.312 2) 71% ²¹

¹⁴ EU-OSHA Stakeholder Survey 2016

¹⁵ EU-OSHA Stakeholder Survey 2016

¹⁶ EU-OSHA Stakeholder Survey 2016

¹⁷ EU-OSHA Stakeholder Survey 2016

¹⁸ EU-OSHA Stakeholder Survey 2016

¹⁹ EU-OSHA Stakeholder Survey 2016

²⁰ EU-OSHA Stakeholder Survey 2016

²¹ EU-OSHA Stakeholder Survey 2016

	Objective	Indicators	Targets	2015	2016
Strategic objective 6 – Networking and communication	To develop and implement networking and activities to ensure that the Agency's activities meet the needs of its key stakeholders, to promote tripartism at European and Member State level, to enable networks to take an active part in the Agency's activities.	1) Quality 2) Stakeholders' engagement	1) 80% 2) 80%	1) 92 ²² 2) 72%	3) 96% ²³ 1) 76%
OiRA	Work with intermediaries to provide free of charge, easy-to-use, state-of-art OiRA tools adapted to the sectors in which the companies operate	1) Accumulated Guest Users by end 2016 2) Accumulated risk assessments end 2016	1) 5% increase per year 2) 5% increase per year	1) 22.029 2) 38.540	1) 45.000 (105% increase) 2) 51.821 (45% increase)
HWC 2016-2017	Promote sustainable work and healthy ageing, and highlight the importance of prevention throughout the whole working life.	1) Media partners 2) Distribution of campaign material	1) 15-25 media partners 2) 1.000.000 pieces of campaign materials distributed (1&2 over 2016 and 2017)	1) 34 2) 227.210	1) 35 2) 789.666
OSHwiki		Number of new/revised articles published per year	1) 75	1) 80	1) 178
Strategic networking	Stakeholder engagement	1) Stakeholder engagement	1) 80% of Board members attending meetings	1) 72	1) 61%
Operational networking	Stakeholder engagement	1) Stakeholder engagement	1) 80% of focal points attending meetings	1) 71%	1) 86%

²² Based on satisfaction with seminars and events organised in 2015.

²³ Based on satisfaction with seminars and events organised in 2016

Indicators per activity

Activity / Indicators	Delivery of 2016 outputs foreseen in AMP		Quality	
	Target	Actual 2016	Target (%)	Actual 2016 (%)
1.2 Large-scale foresight	7	0	80	73
2.1 ESENER	2	2	80	86
2.2 Safer and healthier at any age	9	9	80	N/A (1)
2.3 MSE	3	3	80	N/A (1)
2.4 Work-related diseases	2	0	80	N/A (1)
2.5 Costs and benefits	0	0	80	87
3.1 OiRA	3	2	80	90
3.2 Support for OSH 'e-tools'	3	2	N/A	-
4.2 HWC 2014-2015	1	1	N/A	-
4.3 HWC 2016-2017	16	16	80	83
4.4 Awareness Raising Actions	5	5	80	79
4.5 HWC 2018-2019	0	0	80	83 ²⁴
5.1 OSHwiki	3	2	N/A	-
5.2 Other networking knowledge actions	1	1	N/A	-
6.1 Strategic networking	9	9	80	96
6.2 Operational networking	9	9	80	96
6.3 Communications	4	4	80	85

(1) There was not a sufficient amount of outputs available at the moment of measuring

²⁴ Score from previous campaign

Table 6 – Status of outputs at 31-12-2016

Type	Name	Target date	Status	Actual / Foreseen date for finalisation
1.2. Large-scale foresight				
Output: Report	Report foresight-2 phase 1	Q4 2016	Not yet finalised	Q1 2017
Output: Summary of report	Summary Report foresight-2 phase 1	Q4 2016	Cancelled	
Output: Seminar, event etc	Seminar on the three review articles from 2016 with FOPs (1st FOP meeting in 2017)	Q4 2016	Not yet finalised	Q1 2017
Output: Articles	3 consolidated review articles on new and emerging issues commissioned in 2016	Q4 2016	Not yet finalised	Q2 2017
Output: Event summary/Seminar online summary	Seminar online summary - 2017 seminar with FOPs on the three review articles from 2016 on new and emerging issues	Q2 2017	Not yet finalised	Q2 2017
Output: Summary of report	Summary Report of the 2017 seminar with FOPs on the three review articles from 2016 on new and emerging issues	Q4 2017	Not yet finalised	Q4 2017
Output: Event summary/Seminar online summary	Summary Report of the 2016 seminar with FOPs on the three review articles from 2015 on new and emerging issues	Q3 2016	Cancelled	
Output: Report	Report foresight-2 phase 2	Q4 2017	Cancelled	
Output: Summary of report	Summary Report foresight-2 phase 2	Q4 2017	Cancelled	
Output: Report	Final report foresight 2	Q4 2017	Not yet finalised	Q1 2018
Output: Summary of report	Summary Final report foresight 2 (PAPER)	Q4 2017	Not yet finalised	Q1 2018
Output: Report	Ex-post evaluation	Q4 2018	Not yet finalised	Q4 2018
2.1. ESENER				
Output: Report	Overview report	Q1 2016	Finalised	Q1 2016
Output: Seminar, event etc	5 national seminars co-organised with FOPs (number depending on FOP requests)	Q4 2016	Finalised	Q4 2016
Output: Report	Main report on joint analysis ESENER-2 LFS ad-hoc module	Q2 2017	Not yet finalised	Q2 2017
Output: Summary of report	Main report on joint analysis ESENER-2 LFS ad-hoc module	Q2 2017	Not yet finalised	Q2 2017
Output: Report	Main report on worker participation (case studies in 7 countries)	Q2 2017	Not yet finalised	Q2 2017
Output: Report	Country reports on worker participation	Q2 2017	Not yet finalised	Q2 2017
Output: Summary of report	Summary of main report on worker participation (case studies in 7 countries)	Q2 2017	Not yet finalised	Q2 2017
Output: Report	Secondary analysis OSH Management Report	Q1 2018	Not yet finalised	Q1 2018
Output: Summary of report	Secondary analysis OSH Management Report	Q1 2018	Not yet finalised	Q1 2018
Output: Report	Secondary analysis Psychosocial Risk Management Report	Q1 2018	Not yet finalised	Q1 2018

Type	Name	Target date	Status	Actual / Foreseen date for finalisation
Output: Summary of report	Secondary analysis Psychosocial Risk Management Report	Q1 2018	Not yet finalised	Q1 2018
Output: Report	Secondary analysis - Technical assessment of ESENER-2 universe	Q1 2018	Not yet finalised	Q1 2018
Output: Report	Secondary analysis ESENER-2 Evaluation	Q1 2018	Not yet finalised	Q1 2018
2.2. Safer and healthier work at any age				
Output: Event summary/Seminar online summary	Seminar Online Summary-Stakeholder Conference-Brussels, 22 September 2015	Q1 2016	Finalised	Q1 2016
Output: Report	Publication: Analysis report of case studies and qualitative research (WP4)	Q1 2016	Finalised	Q2 2016
Output: Summary of report	Publication: Analysis report of Case studies and qualitative research (WP4)	Q1 2016	Finalised	Q2 2016
Output: Report	Analysis report policies WP2 (policies & strategies)	Q1 2016	Finalised	Q4 2016
Output: Summary of report	Summary of analysis report WP2 (policies & strategies)	Q1 2016	Finalised	Q4 2016
Output: Report	Research review WP3 Rehabilitation	Q1 2016	Finalised	Q3 2016
Output: Summary of report	Summary of research review WP3 Rehabilitation	Q1 2016	Finalised	Q3 2016
Output: Report	Final overall analysis report (WP6)	Q2 2016	Finalised	Q4 2016
Output: Summary of report	Final overall analysis report (WP6)	Q2 2016	Finalised	Q4 2016
2.3. MSEs				
Output: Report	OSH in MSEs - state of play report	Q2 2016	Finalised	Q2 2016
Output: Seminar, event etc	High-level seminar	Q2 2016	Finalised	Q2 2016
Output: Event summary/Seminar online summary	Seminar Online Summary on High-level seminar	Q4 2016	Finalised	Q3 2016
Output: Report	Technical report - comparison of national technical reports on enterprise interviews	Q1 2017	Not yet finalised	Q1 2017
Output: Report	National technical reports (9) - on Enterprise interviews	Q2 2017	Not yet finalised	Q2 2017
Output: Report	National technical reports (9) - on strategy, policy and intervention qualitative research	Q2 2017	Not yet finalised	Q2 2017
Output: Seminar, event etc	Closing seminar	Q4 2017	Not yet finalised	Q4 2017
Output: Report	Technical report - comparison of national technical reports on strategy, policy and intervention qualitative research	Q4 2017	Not yet finalised	Q4 2017
Output: Report	Final report: Analysis of the findings (work packages 1&3)	Q1 2018	Not yet finalised	Q1 2018
Output: Summary of report	Final report: Analysis of the findings (work packages 1&3)	Q1 2018	Not yet finalised	Q1 2018
Output: Event summary/Seminar online summary	Seminar Online Summary on Closing seminar	Q1 2018	Not yet finalised	Q1 2018

Type	Name	Target date	Status	Actual / Foreseen date for finalisation
2.4. Work-related diseases and disabilities				
Output: Report	Feasibility study - development of EU system (occupational cancer risks)	Q4 2017	Not yet finalised	Q4 2017
Output: Summary of report	Summary - Feasibility study (development of EU survey (occupational cancer risks))	Q4 2017	Not yet finalised	Q4 2017
Output: Report	Literature review on rehabilitation and back to work measures for workers affected by cancer, incl. those affected by work-related cancer	Q2 2017	Not yet finalised	Q2 2017
Output: Report	Final report - rehabilitation & back to work measures - workers affected by cancer	Q3 2018	Not yet finalised	Q3 2018
Output: Summary of report	Summary - Final report - rehabilitation & back to work measures - workers affected by cancer	Q3 2018	Not yet finalised	Q3 2018
Output: Report	Literature review - Fumigation in cargo - health risks in ports	Q4 2017	Not yet finalised	Q1 2018
Output: Report	Literature review on alert and sentinel systems	Q3 2017	Not yet finalised	Q3 2017
Output: Summary of report	Executive summary - Final report - Review on alert and sentinel systems	Q3 2018	Not yet finalised	Q3 2018
Output: Report	Final report - Review on alert and sentinel systems	Q3 2018	Not yet finalised	Q3 2018
Output: Event summary/Seminar online summary	Seminar online summary - Workshop on biological agents with the German Ministry of Labour	Q4 2016	Cancelled	
Output: Seminar, event etc	Workshop on biological agents with the German Ministry of Labour	Q4 2016	Cancelled	
Output: Report	Literature review on specific diseases - biological agents	Q4 2017	Not yet finalised	Q4 2017
Output: Summary of report	Executive summary - Final report - review on specific diseases - biological agents	Q3 2018	Not yet finalised	Q3 2018
Output: Report	Final report - Review on specific diseases - biological agents	Q3 2018	Not yet finalised	Q3 2018
2.5. Costs and benefits of OSH				
Output: Report	Report 1 on estimations of the economic costs of work-related diseases and accidents	Q1 2017	Not yet finalised	Q1 2017
Output: Summary of report	Report 1 on estimations of the economic costs of work-related diseases and accidents	Q1 2017	Not yet finalised	Q1 2017
Output: Report	Report 2 on estimations of the economic costs: Development of economic model	Q4 2017	Not yet finalised	Q1 2018
Output: Summary of report	Report 2 on estimations of the economic costs: Development of economic model	Q4 2017	Not yet finalised	Q1 2018

Type	Name	Target date	Status	Actual / Foreseen date for finalisation
Output: Seminar, event etc	Expert workshop	Q4 2017	Not yet finalised	Q4 2018
Output: Event summary/Seminar online summary	Expert workshop - seminar online summary	Q4 2017	Not yet finalised	Q1 2018
3.1. OiRA				
Output: Seminar, event etc	10-15 events organised by EU-OSHA or OiRA partners	Q4 2016	Finalised	Q4 2016
Output: Other	20-25 OiRA sectoral tools published	Q4 2016	Finalised	Q4 2016
Output: Webfeature	revamp of OiRA website	Q4 2016	Not yet finalised	Q1 2017
3.2. Support for OSH 'e-tools'				
Output: Seminar, event etc	Conference/seminar on e-tools	Q3 2016	Finalised	Q3 2016
Output: Event summary/Seminar online summary	Seminar Online Summary conference on e-tools	Q4 2016	Finalised	Q4 2016
Output: Other	National adaptation specific e-tools (probably phone/web app). Decision to be taken end 2015	Q4 2016	Cancelled	
4.2. HWC Manage Stress				
Output: Report	HWC 2014-15 Evaluation report	Q4 2016	Finalised	Q4 2016
4.3. HWC For All Ages				
Output: Other	Core promotion material: Campaign guide, leaflet, poster, GPA flyer etc. in 25 languages	Q1 2016	Finalised	Q1 2016
Output: Seminar, event etc	Campaign kick-off meeting	Q1 2016	Finalised	Q1 2016
Output: Other	E-guide (English master version)	Q1 2016	Finalised	Q1 2016
Output: Seminar, event etc	EU partnership meeting	Q2 2016	Finalised	Q2 2016
Output: Other	Core promotion material: NAPO DVD on 'HW for all ages'	Q2 2016	Finalised	Q2 2016
Output: Other	Multilingual campaign website	Q2 2016	Finalised	Q2 2016
Output: Seminar, event etc	Campaign launch event (press conference)	Q2 2016	Finalised	Q2 2016
Output: Data visualisation	EN - Data visualisation tool - results from OSH overview project 'Safer and healthier work at any age'	Q3 2016	Finalised	Q4 2016
Output: Seminar, event etc	Organisation of 65-75 seminars and 15-25 media & PR activities (ECAP 2016_1st & 2nd round)	Q4 2016	Finalised	Q4 2016
Output: Summary of report	Report summaries (5) of OSH overview project - Safer and healthier work at any age	Q4 2016	Finalised	Q4 2016
Output: Seminar, event etc	2 campaign partner steering group meetings	Q4 2016	Finalised	Q4 2016
Output: Seminar, event etc	GPA Ceremony (2017)	Q2 2017	Not yet finalised	Q2 2017
Output: Report	Joint Agency Report	Q3 2017	Not yet finalised	Q3 2017
4.4. Awareness raising actions				
Output: Seminar, event etc	Stand - Europe Day	Q2 2016	Finalised	Q2 2016
Output: Audiovisual: Video	DVDs of winning films of 2015 DOK Leipzig	Q3 2016	Finalised	Q2 2016

Type	Name	Target date	Status	Actual / Foreseen date for finalisation
Output: Other	Implementation of ARPP scheme 2016 - outputs published/promoted	Q4 2016	Finalised	Q4 2016
Output: Seminar, event etc	2016 ARPP national activities by year-end 2016	Q4 2016	Finalised	Q4 2016
Output: Seminar, event etc	50-80 events over Europe with Agency participation	Q4 2016	Finalised	Q4 2016
Output: Audiovisual: Video	Napo DVD (safety on road transport)	Q3 2017	Not yet finalised	Q3 2017
4.5. HWC 2018-2019				
Output: Data visualisation	Visual presentation of mapping	Q4 2018	Cancelled	
Output: Report	Report presenting results of mapping exercise	Q4 2017	Not yet finalised	Q4 2017
5.1. OSHwiki				
Output: Seminar, event etc	Annual Scientific Committee meeting	Q4 2016	Cancelled	
Output: Articles	75 revised or new OSHwiki articles	Q4 2016	Finalised	Q4 2016
Output: Other	Re-vamping of OSHwiki platform	Q3 2016	Finalised	Q3 2016
5.2. Other networking knowledge actions				
Output: Other	Updated web section on EU legislation	Q1 2017	Not yet finalised	Q1 2017
Output: Other	Updated web section on national OSH strategies and mapping of national strategies;	Q4 2016	Finalised	Q4 2016
6.1. Strategic networking				
Output: Seminar, event etc	Bureau meeting I	Q1 2016	Finalised	Q1 2016
Output: Seminar, event etc	Board meeting I	Q1 2016	Finalised	Q1 2016
Output: Seminar, event etc	AGCPU I	Q1 2016	Finalised	Q1 2016
Output: Seminar, event etc	PRAG I 2016	Q1 2016	Finalised	Q1 2016
Output: Seminar, event etc	Board meeting II	Q2 2016	Finalised	Q2 2016
Output: Seminar, event etc	Bureau meeting II	Q2 2016	Finalised	Q2 2016
Output: Seminar, event etc	AGCPU II	Q3 2016	Finalised	Q2 2016
Output: Seminar, event etc	Bureau meeting III	Q4 2016	Finalised	Q4 2016
Output: Seminar, event etc	PRAG II 2016	Q4 2016	Finalised	Q4 2016
Output: Seminar, event etc	Board meeting I 2017	Q1 2017	Not yet finalised	Q1 2017
6.2. Operational networking				
Output: Seminar, event etc	Focal point meeting I (board reported)	Q1 2016	Finalised	Q1 2016
Output: Seminar, event etc	Focal point visit I	Q1 2016	Finalised	Q1 2016
Output: Seminar, event etc	Focal point visit II	Q2 2016	Finalised	Q2 2016
Output: Seminar, event etc	Focal point meeting II (board reported)	Q2 2016	Finalised	Q2 2016
Output: Seminar, event etc	Focal point visit III	Q3 2016	Finalised	Q4 2016
Output: Seminar, event etc	Focal point visit IV	Q4 2016	Finalised	Q4 2016
Output: Seminar, event etc	EU-OSHA @EEN Annual conference	Q4 2016	Finalised	Q4 2016
Output: Seminar, event etc	Focal point meeting III (board reported)	Q4 2016	Finalised	Q4 2016
Output: Seminar, event etc	8-12 OSH info sessions with EEN - via ARPP, subject to FOP requests	Q4 2016	Finalised	Q4 2016

Type	Name	Target date	Status	Actual / Foreseen date for finalisation
6.3. Communications				
Output: Report	Annual Report 2015	Q2 2016	Finalised	Q2 2016
Output: News release	10-15 press releases covering all activities - by year-end	Q4 2016	Finalised	Q4 2016
Output: Articles	50-70 articles/interviews covering all activities - by year-end	Q4 2016	Finalised	Q4 2016
Output: Webfeature	Online developments in 2016 - continuous improvement of website and social media activities	Q4 2016	Finalised	Q4 2016

Annex II. Statistics on financial management

Table 1 – Implementation of Agency's current appropriations (C1) between 1 January and 31 December 2016

BUDGETARY IMPLEMENTATION - CURRENT APPROPRIATIONS (C1)										
Item		Final Credits	Committed	% Committed	Paid	% Paid	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
1100	BASIC SALARIES	2.722.150	2.658.841,88	97,67 %	2.658.841,88	97,67 %	0	0%	63.308,12	2,33%
1101	FAMILY ALLOWANCES	519.700	519.683,58	100 %	519.683,58	100 %	0	0%	16,42	0%
1102	EXPATRIATION AND FOREIGN-RESIDENCE ALLOWANCES	415.000	407.875,56	98,28 %	407.875,56	98,28 %	0	0%	7.124,44	1,72%
1103	SECRETARIAL ALLOWANCES	4.250	4.205,04	98,94 %	4.205,04	98,94 %	0	0%	44,96	1,06%
1112	LOCAL STAFF	35.000	33.433,49	95,52 %	33.433,49	95,52 %	0	0%	1.566,51	4,48%
1113	CONTRACT AGENTS	1.130.750	1.092.383,76	96,61 %	1.092.383,76	96,61 %	0	0%	38.366,24	3,39%
1120	PROFESSIONAL TRAINING OF STAFF	182.100	180.722,83	99,24 %	73.413,79	40,32 %	107.309,04	58,93%	1.377,17	0,76%
1130	INSURANCE AGAINST SICKNESS	137.500	137.472,81	99,98 %	137.472,81	99,98 %	0	0%	27,19	0,02%
1131	INSURANCE AGAINST ACCIDENTS AND OCCUPATIONAL	24.000	20.256,77	84,40 %	20.256,77	84,40 %	0	0%	3.743,23	15,60%
1132	INSURANCE AGAINST UNEMPLOYMENT	51.100	51.095,75	99,99 %	51.095,75	99,99 %	0	0%	4,25	0,01%

BUDGETARY IMPLEMENTATION - CURRENT APPROPRIATIONS (C1)										
Item		Final Credits	Committed	% Committed	Paid	% Paid	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
1140	CHILDBIRTH AND DEATH ALLOWANCES AND GRANTS	600	0	0 %	0	0 %	0	0%	600	100%
1141	TRAVEL EXPENSES FOR ANNUAL LEAVE	55.000	46.202,99	84,01 %	46.202,99	84,01 %	0	0%	8.797,01	15,99%
1175	INTERIM SERVICES	165.200	165.161,54	99,98 %	137.606,17	83,30 %	27.555,37	16,68%	38,46	0,02%
1177	PMO ADMINISTRATIVE HELP	49.000	49.000	100 %	46.693,40	95,29 %	2.306,60	4,71%	0	0%
1178	INTERAGENCIES SECRETARIAT	1.000	1.000	100 %	0	0 %	1.000	100%	0	0%
1180	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT	26.000	11.875,58	45,68 %	11.506,44	44,26 %	369,14	1,42%	14.124,42	54,32%
1181	TRAVEL EXPENSES	3.000	814,54	27,15 %	814,54	27,15 %	0	0%	2.185,46	72,85%
1182	INSTALLATION RESETTLEMENT AND TRANSFER ALLOW	20.000	11.508,72	57,54 %	11.508,72	57,54 %	0	0%	8.491,28	42,46%
1183	REMOVAL EXPENSES	14.000	0	0 %	0	0 %	0	0%	14.000	100%
1184	TEMPORARY DAILY SUBSISTENCE ALLOWANCES	27.000	19.112,78	70,79 %	19.112,78	70,79 %	0	0%	7.887,22	29,21%
1410	MEDICAL SERVICE	32.000	19.834,11	61,98 %	8.245,84	25,77 %	11.588,27	36,21%	12.165,89	38,02%

BUDGETARY IMPLEMENTATION - CURRENT APPROPRIATIONS (C1)										
Item		Final Credits	Committed	% Committed	Paid	% Paid	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
1420	OTHER WELFARE EXPENDITURE	6.750	6.390,85	94,68 %	2.743,55	40,65 %	3.647,30	54,03%	359,15	5,32%
1522	TRAINEES	24.000	13.796,24	57,48 %	13.796,24	57,48 %	0	0%	10.203,76	42,52%
TOTAL TITLE I		5.645.100	5.450.668,82	96,56 %	5.296.893,10	93,83 %	153.775,72	2,72%	194.431,18	3,44%
2000	RENT	328.710	327.360,21	99,59 %	319.415,26	97,17 %	7.944,95	2,42%	1.349,79	0,41%
2010	INSURANCE	7.600	7.599,92	100 %	7.599,92	100 %	0	0%	0,08	0%
2020	WATER GAS ELECTRICITY AND HEATING	90.500	90.469,28	99,97 %	85.493,62	94,47 %	4.975,66	5,50%	30,72	0,03%
2030	CLEANING AND MAINTENANCE	94.500	93.718,31	99,17 %	44.166,57	46,74 %	49.551,74	52,44%	781,69	0,83%
2040	FITTING-OUT OF PREMISES	20.000	19.964,73	99,82 %	10.076,30	50,38 %	9.888,43	49,44%	35,27	0,18%
2050	SECURITY AND SURVEILLANCE OF BUILDINGS	72.500	72.420,44	99,89 %	52.997,44	73,10 %	19.423	26,79%	79,56	0,11%
2100	I.T. OPERATING EXPENDITURE	134.350	134.111,61	99,82 %	103.257,25	76,86 %	30.854,36	22,97%	238,39	0,18%
2120	SERVICES PROVIDED BY I.T. STAFF	355.600	355.412,45	99,95 %	213.721,50	60,10 %	141.690,95	39,85%	187,55	0,05%
2130	NEW AND REPLACEMENT PURCHASES	88.800	87.947,08	99,04 %	3.829,96	4,31 %	84.117,12	94,73%	852,92	0,96%

BUDGETARY IMPLEMENTATION - CURRENT APPROPRIATIONS (C1)										
Item		Final Credits	Committed	% Committed	Paid	% Paid	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
2210	NEW AND REPLACEMENT FURNITURE PURCHASES FURN	2.900	2.876,75	99,20 %	805,05	27,76 %	2.071,70	71,44%	23,25	0,80%
2232	VEHICLE UPKEEP PETROL AND HIRING MEANS OF TRANSP	2.500	2.375,76	95,03 %	1.430,75	57,23 %	945,01	37,80%	124,24	4,97%
2250	PUBLICATIONS AND SUBSCRIPTIONS	5.000	5.000	100 %	3.607,87	72,16 %	1.392,13	27,84%	0	0%
2300	STATIONERY AND OFFICE SUPPLIES	9.000	8.999,99	100 %	7.373,81	81,93 %	1.626,18	18,07%	0,01	0%
2320	BANK CHARGES	1.000	538,67	53,87 %	538,67	53,87 %	0	0%	461,33	46,13%
2330	LEGAL EXPENSES	14.090	14.090	100 %	7.697,50	54,63 %	6.392,50	45,37%	0	0%
2331	AUDIT SERVICES	17.000	16.718	98,34 %	0	0 %	16.718	98,34%	282	1,66%
2352	INTERNAL CATERING EXPENSES	6.500	6.263,17	96,36 %	5.574,23	85,76 %	688,94	10,60%	236,83	3,64%
2400	POSTAGE AND DELIVERY CHARGES	6.600	4.700,13	71,21 %	2.927,43	44,36 %	1.772,70	26,86%	1.899,87	28,79%
2410	TELEPHONE TELEGRAPH TELEX RADIO AND TV	122.800	122.472,10	99,73 %	85.707,70	69,79 %	36.764,40	29,94%	327,90	0,27%
TOTAL TITLE II		1.379.950	1.373.038,60	99,50 %	956.220,83	69,29 %	416.817,77	30,21%	6.911,40	0,50%

BUDGETARY IMPLEMENTATION - CURRENT APPROPRIATIONS (C1)										
Item		Final Credits	Committed	% Committed	Paid	% Paid	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
3203	COMMUNICATION, CAMPAIGN AND PROMOTION	3.910.235	3.899.686,96	99,73 %	2.962.002,20	75,75 %	937.684,76	23,98%	10.548,04	0,27%
3209	MISSION EXPENSES DUTY TRAVEL EXPENSES AND OTHER	55.500	55.500	100 %	41.426,05	74,64 %	14.073,95	25,36%	0	0%
3300	NETWORKING AND COORDINATION	546.000	438.838,64	80,37 %	149.813,70	27,44 %	289.024,94	52,93%	107.161,36	19,63%
3302	REPRESENTATION EXPENSES	9.000	625,93	6,95 %	625,93	6,95 %	0	0%	8.374,07	93,05%
3304	TRANSLATION OF STUDIES REPORTS AND WORKING	790.015	790.015	100 %	552.443,20	69,93 %	237.571,80	30,07%	0	0%
3309	MISSION EXPENSES DUTY TRAVEL EXPENSES OF NETW	116.000	116.000	100 %	83.901,25	72,33 %	32.098,75	27,67%	0	0%
3400	PREVENTION AND RESEARCH INFORMATION	2.611.000	2.390.230,73	91,54 %	549.342,39	21,04 %	1.840.888,34	70,51%	220.769,27	8,46%
3409	MISSION EXPENSES DUTY TRAVEL EXPENSES OF PRU	121.000	109.000	90,08 %	89.726,22	74,15 %	19.273,78	15,93%	12.000	9,92%
TOTAL TITLE III		8.158.750	7.799.897,26	95,60 %	4.429.280,94	54,29 %	3.370.616,32	41,31%	358.852,74	4,40%
TOTAL BUDGET		15.183.800	14.623.604,68	96,31 %	10.682.394,87	70,35 %	3.941.209,81	25,96%	560.195,32	3,69%

Table 2 - implementation of Agency's earmarked revenues between 1 January and 31 December 2015

BUDGETARY IMPLEMENTATION - EARMARKED REVENUES (R0)												
Item	Heading	Credit		Committed							Carry forward comm. to 2017	Carry over credits to 2017
		Total	2016		2016	2013	2014	2015	2016	Total		
		1	2	3	4	5	6	7	8=4+5+6+7	8=7/1	9=3-7	10=2-3
4700	OLDER WORKERS	2.000.000,00	941.294,82	841.695,88	2.487,85	653.671,47	402.545,86	793.478,20	1.852.183,38	92,61 %	48.217,68	99.598,94
4800	ENPI	373.424,00	138.059,16	69.525,67	0,00	75.499,07	159.865,77	67.022,91	302.387,75	80,98 %	2.502,76	68.533,49
4900	NEW IPA 2015/367-495	410.000,00	410.000,00	215.984,84	0,00	0,00	0,00	110.144,78	110.144,78	26,86 %	105.840,06	194.015,16
Total earmarked revenues		2.783.424,00	1.489.353,98	1.127.206,39	2.487,85	729.170,54	562.411,63	970.645,89	2.264.715,91	81,36 %	156.560,50	362.147,59

Table 3 - Implementation of Agency's appropriations carried forward (C8) between 1 January and 31 December 2015

BUDGETARY IMPLEMENTATION - APPROPRIATIONS CARRIED FORWARD (C8)						
Item	Heading	Credits	Paid	% Paid	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4=1-2	5=4/1
A-1120	PROFESSIONAL TRAINING OF STAFF	93.975,82	86.693,81	92,25 %	7.282,01	7,75 %
A-1175	INTERIM SERVICES	20.175,64	18.218,64	90,30 %	1.957,00	9,70 %
A-1177	PMO ADMINISTRATIVE HELP	1.269,12	456,30	35,95 %	812,82	64,05 %
A-1178	INTERAGENCIES SECRETARIAT	1.000,00	688,17	68,82 %	311,83	31,18 %
A-1180	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT	3.665,81	642,46	17,53 %	3.023,35	82,47 %
A-1410	MEDICAL SERVICE	6.656,65	6.148,54	92,37 %	508,11	7,63 %
A-1420	OTHER WELFARE EXPENDITURE	60,90	60,90	100,00 %	0,00	0,00 %
TOTAL TITLE I		126.803,94	112.908,82	89,04 %	13.895,12	10,96 %
A-2000	RENT	10.420,97	9.430,11	90,49 %	990,86	9,51 %
A-2020	WATER GAS ELECTRICITY AND HEATING	5.304,03	3.538,75	66,72 %	1.765,28	33,28 %
A-2030	CLEANING AND MAINTENANCE	8.161,89	8.161,89	100,00 %	0,00	0,00 %
A-2040	FITTING-OUT OF PREMISES	10.203,43	10.002,27	98,03 %	201,16	1,97 %
A-2050	SECURITY AND SURVEILLANCE OF BUILDINGS	15.743,09	15.741,90	99,99 %	1,19	0,01 %
A-2100	I.T. OPERATING EXPENDITURE	26.343,70	25.517,62	96,86 %	826,08	3,14 %
A-2120	SERVICES PROVIDED BY I.T. STAFF	147.389,06	146.811,67	99,61 %	577,39	0,39 %
A-2130	NEW AND REPLACEMENT PURCHASES	63.131,80	63.131,80	100,00 %	0,00	0,00 %
A-2210	NEW AND REPLACEMENT FURNITURE PURCHASES FURN	14.740,92	14.676,62	99,56 %	64,30	0,44 %
A-2250	PUBLICATIONS AND SUBSCRIPTIONS	77,25	74,25	96,12 %	3,00	3,88 %
A-2300	STATIONERY AND OFFICE SUPPLIES	5.352,56	5.275,95	98,57 %	76,61	1,43 %
A-2331	AUDIT SERVICES	14.000,00	14.000,00	100,00 %	0,00	0,00 %
A-2352	INTERNAL CATERING EXPENSES	859,83	731,76	85,11 %	128,07	14,89 %
A-2400	POSTAGE AND DELIVERY CHARGES	1.509,29	1.052,60	69,74 %	456,69	30,26 %
A-2410	TELEPHONE TELEGRAPH TELEX RADIO AND TELEVISION	41.502,54	40.472,72	97,52 %	1.029,82	2,48 %
TOTAL TITLE II		364.740,36	358.619,91	98,32 %	6.120,45	1,68 %
B3-203	COMMUNICATION, CAMPAIGN AND PROMOTION	844.553,89	827.594,45	97,99 %	16.959,44	2,01 %
B3-209	MISSION EXPENSES DUTY TRAVEL EXPENSES AND OTHER	6.131,65	1.565,46	25,53 %	4.566,19	74,47 %
B3-300	NETWORKING AND COORDINATION	320.863,68	269.089,53	83,86 %	51.774,15	16,14 %
B3-304	TRANSLATION OF STUDIES REPORTS AND WORKING	132.035,85	128.082,50	97,01 %	3.953,35	2,99 %
B3-309	MISSION EXPENSES DUTY TRAVEL EXPENSES OF NETW	28.736,73	5.183,35	18,04 %	23.553,38	81,96 %
B3-400	PREVENTION AND RESEARCH INFORMATION	2.029.214,98	2.024.245,05	99,76 %	4.969,93	0,24 %
B3-409	MISSION EXPENSES DUTY TRAVEL EXPENSES OF PRU	21.515,03	1.813,76	8,43 %	19.701,27	91,57 %
TOTAL TITLE III		3.383.051,81	3.257.574,10	96,29 %	125.477,71	3,71 %
TOTAL C8		3.874.596,11	3.729.102,83	96,24 %	145.493,28	3,76 %

Table 4 – budget transfers and amendments carried out in 2016

Budget Item		Appropriations 2016				
		Initial	Amendment 1	Amendment 2	Transfers	Current
Code	Description	[1]	[2]	[3]	[4]	[5]
1100	Basic Salary	2.965.000	-45.000	-105.500	-92.350	2.722.150
1101	Family allowances	490.000		0	29.700	519.700
1102	Expat+Foreign res. allow.	415.000		0	0	415.000
1103	Secretarial allowances	4.250		0	0	4.250
1112	Local staff	35.000		0	0	35.000
1113	Contract agents	1.130.750		0	0	1.130.750
1120	Profess.training of staff	120.000		38.000	24.100	182.100
1130	Insurance ag. sickness	134.000		0	3.500	137.500
1131	Insurance ag. accidents	24.000		0	0	24.000
1132	Insurance ag. unemploy.	49.000		0	2.100	51.100
1140	Childbirth/death allow.	600		0	0	600
1141	Travel exp. annual leave	55.000		0	0	55.000
1175	Interim Services	150.000		15.000	200	165.200
1177	DG ADMIN admin. help	49.000		0	0	49.000
1178	Inter-agencies secretariat	1.000		0	0	1.000
1180	Misc exp staff recruitm.	26.000		0	0	26.000
1181	Travel expenses	1.500		1.500	0	3.000
1182	Inst, reset & transfer allow	16.000		4.000	0	20.000
1183	Removal expenses	14.000		0	0	14.000
1184	Temp daily subs allow.	10.000		17.000	0	27.000
1410	Medical service	32.000		0	0	32.000
1420	Other welfare serv.	4.000		0	2.750	6.750
1522	Trainees	24.000		0	0	24.000
1...	TOTAL T1 - Staff	5.750.100	-45.000	-30.000	-30.000	5.645.100
2000	Rent	350.000		-20.200	-1.090	328.710
2010	Insurance	7.400		200	0	7.600
2020	Water, gas, elect, heating	100.000		-9.500		90.500
2030	Cleaning & maintenance	68.000		26.500	0	94.500
2040	Fitting-out of premises	20.000		0	0	20.000
2050	Security&Surv. Buildings	58.500		14.000	0	72.500
2090	Administrative expenditure	0				0
2100	IT operating expenditure	140.000			-5.650	134.350
2120	Serv. by IT external providers	269.000	45.000	0	41.600	355.600
2130	New & repl. Purchases	88.800		0	0	88.800
2210	Replacement purchases	25.650		-22.750		2.900
2232	Vehicle upkeep, petrol	2.500		0	0	2.500
2250	Public. & subscriptions	8.000		0	-3.000	5.000
2300	Stationery & office supp.	11.000		-2.000		9.000
2320	Bank charges	1.000		0	0	1.000
2330	Legal expenses	10.000			4.090	14.090
2331	Audit services	26.000		-9.000		17.000
2352	Internal catering serv.	6.500		0	0	6.500

Budget Item		Appropriations 2016				
		Initial	Amendment 1	Amendment 2	Transfers	Current
Code	Description	[1]	[2]	[3]	[4]	[5]
2353	Depart. removals	0		0	0	0
2359	Other expenditure	0		0	0	0
2400	Post. & deliv. charges	10.600		-4.000		6.600
2410	Teleph, telegraph, etc.	132.000		-3.250	-5.950	122.800
2...	TOTAL T2 - Infrastructure	1.334.950	45.000	-30.000	30.000	1.379.950
3203	Comm., Camp. & Promotion	3.910.235			0	3.910.235
3209	Mission CPU	75.500			-20.000	55.500
3300	Networking and Coordination	577.000			-31.000	546.000
3302	Representation	9.000			0	9.000
3304	Translations	695.015			95.000	790.015
3309	Mission NS	160.000			-44.000	116.000
3400	PRU	2.611.000			0	2.611.000
3409	Mission PRU	121.000			0	121.000
3...	TOTAL T3 - Operational	8.158.750		0	0	8.158.750
	GRAND TOTAL	15.243.800		-60.000	0	15.183.800

Table 5 - List of all debit notes cashed in 2016

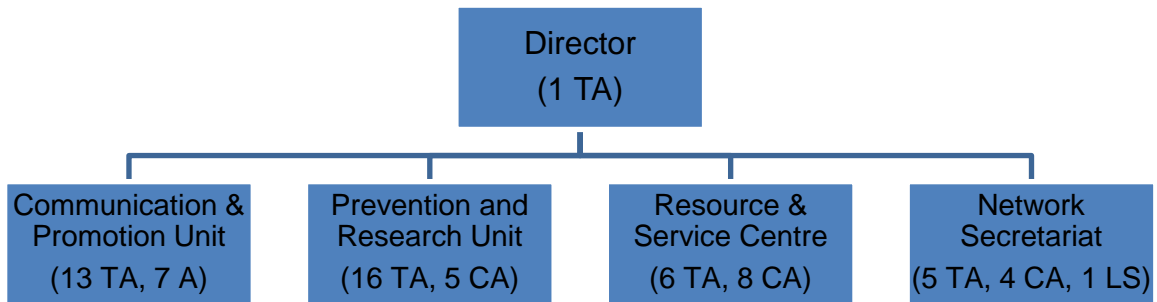
RO Local Key	LE Official Name	RO Contract or File nr	RO Amount (Eur)
OSH.192	EX-STAFF MEMBER	RECOVERY OF BALANCE 2014	821,72
OSH.193	EX-STAFF MEMBER	REIMBURSEMENT TO EU-OSHA OF UNDUE AMOUNT	6.201,41
OSH.194	COMMISSION EUROPEENNE*EUROPEAN COMMISSION	CALL FOR FUNDS 1/2016 - EU SUBSIDY	3.770.925,00
OSH.195	REINO DE ESPANA*ROYAUME D ESPAGNEKINGDOM OF SPAIN	SUBSIDY 2016 FROM SPANISH GOVERNMENT - INSHT	60.100,00
OSH.196	REINO DE ESPANA*ROYAUME D ESPAGNEKINGDOM OF SPAIN	SUBSIDY 2016 OSALAN -BASQUE REGIONAL GOVERNMENT : EUR 40,000	40.000,00
OSH.197	COMMISSION EUROPEENNE*EUROPEAN COMMISSION	CALL FOR FUNDS 2/2016 - EU SUBSIDY	3.770.925,00
OSH.198	COMMISSION EUROPEENNE*EUROPEAN COMMISSION	CALL FOR FUNDS 3/2016 - EU SUBSIDY	3.770.925,00
OSH.200	EUROPEAN UNION AGENCY FOR LAWENFORCEMENT TRAINING	RECOVERY OF BALANCE RAPPEL 201610 CEPOL/OSHA	821,18
OSH.202	REPABLIK SINGAPURA*SINGAPUR KUDIYARASU XINJIAPO GONGHEGUO REPUBLIC OFSINGAPORE	RECORD OF INCOME - SINGAPORE WSH CONFERENCE 2016	3.772,58
OSH.203	COMMISSION EUROPEENNE*EUROPEAN COMMISSION	CALL FOR FUNDS 4/2016 - EU SUBSIDY	3.150.000,00

Sum: 14.574.491,89

Table 6 – % of types of procurement procedures carried out in 2016

Types of procurement procedures				
Procedure	Amount	%	Number of process	%
Negotiated procedure	930,240.32	10.95	41	16
Specifics contracts under FC	6,981,772.44	82.21	155	61
Interinstitutional procedures and SLA	580,926.16	6.84	59	23
Total	8,492,938.92	100.00%	255	100.00%

Annex III. Organisational chart as of 31.12.2016 (authorised posts under the EU budget)



Annex IV. Establishment plan

Function group and grade	2016			
	Authorised under the EU Budget		Filled as of 31/12/2016	
	Permanent posts	Temporary posts	Permanent posts	Temporary posts
AD 16				-
AD 15				-
AD 14		1		1
AD 13		1		2
AD 12		2		1
AD 11		1		1
AD 10		3		2
AD 9		1		1
AD 8		7		7
AD 7		5		5
AD 6		3		3
AD 5				-
AD TOTAL		24		23
AST 11				-
AST 10				-
AST 9		1		1
AST 8				-
AST 7		1		-
AST 6		3		2
AST 5		4		8
AST 4		4		2
AST 3		3		2
AST 2		1		1
AST 1				-
AST TOTAL		17		16
AST/SC 6		0		0
AST/SC 5		0		0
AST/SC 4		0		0
AST/SC 3		0		0
AST/SC 2		0		0
AST/SC 1		0		0
AST/SC TOTAL		0		0
TOTAL		41		39
GRAND TOTAL	41		39	

Key functions	Type of contract at EU_OSHA (official, TA or CA)	Function group, grade of recruitment	Indication whether the function is dedicated to administrative support and coordination, operational or neutral
<i>Head of Unit (Level 2 in the structure taking the Director as level 1)</i>	TA	AD9	Operational
<i>Senior Officer, Senior Specialist (Senior Project Manager)</i>	TA	AD8	Operational
<i>Officer, Specialist (Project Manager)</i>	TA and CA	AD6, FG IV	Operational
<i>Officer, Specialist (HR Officer, ICT Officer)</i>	TA, CA	AST 3, FG III	Neutral, Administrative support and coordination
<i>Junior Officer</i>	N/A	N/A	N/A
<i>Senior Assistant</i>	N/A	N/A	N/A
<i>Junior Assistant (Assistant Project Manager)</i>	TA and CA	AST 1 to 3 FG II to III	Operational / administrative support and coordination
<i>Head of Administration (Head of Unit)</i>	TA	AD10	Administrative support and coordination
<i>Head of Human Resources (HR Manager)</i>	TA	AD7	Administrative support and coordination
<i>Head of Finance</i>	N/A	N/A	N/A
<i>Head of IT (ICT Manager)</i>	TA	AD6	Administrative support and coordination, Operational
<i>Secretary, Assistant to the Head of Unit</i>	TA and CA	AST3 FG II to FG III	Operational / Administrative support and coordination
<i>Mail Clerk</i>	N/A	N/A	N/A
<i>Webmaster - Editor</i>	CA	FG III	Operational, Administrative support and coordination
<i>Data Protection Officer</i>	TA	AST3	Operational, Administrative support and coordination (OSH project officer has been appointed as DPO)
<i>Accounting Officer</i>	TA	AST5	Neutral
<i>Internal Auditor</i>	N/A No IAC – IAS is the Agency's internal auditor	N/A	N/A
<i>Secretary to the Director (Personal Assistant to the Director)</i>	TA	AST3	Operational

Benchmarking against previous year results

Job Type (sub) category	Year 2014 (%)	Year 2015 (%)	Year 2016 (%)
Administrative support and Coordination	23.5	20.4	17.5
<i>Administrative Support</i>	13.6	13.4	12.9
<i>Coordination</i>	9.9	7.0	4.6
Operational	64.1	66.2	68.1
<i>General operational</i>	5.4	6.8	5.8
<i>Programme management</i>	53.7	54.0	56.5
<i>Top level Operational Coordination</i>	4.2	4.6	4.9
<i>Evaluation & Impact assessment</i>	0.7	0.8	0.9
Neutral	12.4	13.4	14.3
<i>Finance/control</i>	11.1	12.0	12.9
<i>Linguistic</i>	1.2	1.4	1.4

Annex V. Human and financial resources by activity

In this Annex, information is provided on the actual consumption of human and financial resources by activity (Activity Based Costing – ABC) as compared with the planned resources (Activity Based Budgeting – ABB). The activity structure is defined in the annual management plan. The data is based on the Agency's financial monitoring systems and the time register where staff register the time spent against the activities.

An explanation is provided in relation to deviations between planned and actual resources above or below 2% of the total operational budget – Title 3 (€8,158,750; threshold: €163,175) or above or below 30% of the operational budget – Title 3 of the concerned activities and of the staff time (expressed in full-time equivalents).

Activity Based Budgeting 2016 by activity	Cost	FTE
1.2. Large-scale foresight	640,858	2,2
2.1. European Survey of Enterprises on New & Emerging Risks (ESENER)	706,540	4,7
2.2. OSH overview : Older workers	365,398	2,4
2.3. OSH overview: Micro and small enterprises	1,103,202	3,6
2.4. OSH overview : Work-related diseases	1,051,423	3,6
2.5. OSH overview: Costs and benefits of OSH	603,579	3,4
3.1. Online interactive Risk Assessment (OiRA) tool	1,157,781	5,4
3.2. Support for OSH e-Tools	137,258	0,9
4.2. Healthy Workplace Campaign (HWC) 2014-2015 "Healthy Workplaces Manage Stress"	84,111	0,1
4.3. Healthy Workplace Campaign (HWC) 2016-2017 "Healthy Workplaces for All Ages"	4,162,086	13,8
4.4. Awareness raising actions	1,022,613	3,3
4.5 Healthy Workplaces Campaign (HWC) 2018-2019	360,403	2,0
5.1. OSHwiki	378,436	1,9
5.2. Other networking knowledge actions	219,903	1,5
6.1. Strategic Networking	1,006,708	4,6
6.2. Operational Networking	822,165	5,0
6.3. Communications	1,421,336	7,5
	15,243,800	66,0

Activity Based Costing 2016 by activity	Cost	FTE
1.2. Large-scale foresight	579,933	1,3
2.1. European Survey of Enterprises on New & Emerging Risks (ESENER)	643,502	3,3
2.2. OSH overview : Older workers	396,396	2,6
2.3. OSH overview: Micro and small enterprises	969,763	2,3
2.4. OSH overview : Work-related diseases	1,008,334	2,9
2.5. OSH overview: Costs and benefits of OSH	343,020	2,4
3.1. Online interactive Risk Assessment (OiRA) tool	1,067,192	4,6
3.2. Support for OSH e-Tools	40,841	0,2
4.2. Healthy Workplace Campaign (HWC) 2014 - 2015 "Healthy Workplaces Manage Stress"	145,659	0,5
4.3. Healthy Workplace Campaign (HWC) 2016 - 2017 "Healthy Workplaces for All Ages"	4,144,263	12,4
4.4. Awareness raising actions	852,356	2,0
4.5. Healthy Workplace Campaign (HWC) 2018 - 2019	478,875	2,0
5.1. OSHwiki	367,672	2,0
5.2. Other networking knowledge actions	161,447	1,1
6.1. Strategic Networking	1,045,851	5,2
6.2. Operational Networking	850,526	5,5
6.3. Communications	1,527,975	8,0
	14,623,604	58,3

Deviations between ABB 2016 and ABC 2016

1.2 Large-scale foresight: Due to staff shortage in 2016, the work on the activity started later than foreseen and therefore less than expected staff time has been consumed.

2.1 ESENER: The procurement related to one of the in-depth follow up study (OSH Management) had to be relaunched and contract was only signed in late 2016. As a result, the work started later than expected and less staff time than planned was consumed.

2.3: Micro and small enterprises: Due to some delays from the contractor's side, a number of deliverables scheduled for 2016 had to be postponed to early 2017 and therefore less staff time than expected was consumed.

2.5 Costs and benefits of OSH: The procurement planned for a deliverable under the activity (cost estimations) was cancelled and the Agency shifted the focus on the data visualisation then. Due to the cancelled procurement, less staff time than planned was consumed.

3.2 Tools for OSH solutions: The main action under this activity - "e-tools seminar" - was eventually held at the Agency's premises, thereby resources were saved there. All the objectives foreseen for the activities were reached with less than expected staff time.

4.3 Healthy workplaces campaign - 2018-2019 on dangerous substances: In the framework of the preparation of the campaign concept paper in consultation with the relevant stakeholder groups (including Governing Board and Focal Points) additional information needs were identified and therefore additional content products were commissioned.

4.4. Awareness raising actions: It was possible to carry out the activity with fewer staff resources than foreseen.

5.2 Other networking knowledge actions: The originally planned research coordination workshop was cancelled due to reprioritisations following unforeseen staff absences.

6.2 Operational networking: The Agency was expected to bear the costs of an event related to the Enterprise Europe Network – whose costs were eventually paid by the Commission. For this reason, less resources than planned were consumed.

It should be noted that the difference between the total of 66 FTEs in the ABB and the 58.3 in the ABC is explained by non-occupied posts, sick leave, other forms of leave and working arrangements as well as the TA post cut from the establishment plan 2017 which became vacant in mid-2016.

Annex VI. List of Governing Board members as of 31.12.2016

Governments

Members	Country	Alternates
Ms Véronique CRUTZEN	Belgium	Ms Nadine GILIS
Ms Darina KONOVA	Bulgaria	Ms Vaska SEMERDZHIEVA
Mr Zdravko MURATTI	Croatia	Mr Jere GAŠPEROV
Mr Jaroslav HLAVÍN	Czech Republic	Mr Zdeněk ŠMERHOVSKÝ
Ms Charlotte SKJOLDAGER	Denmark	Ms Annemarie KNUDSEN
Mr Kai SCHÄFER	Germany	Ms Ellen ZWINK
Ms Maret MARIPUU	Estonia	Ms Eva PÕLDIS
Mr Paul CULLEN	Ireland	Ms Marie DALTON
Mr Ioannis KONSTANTAKOPOULOS	Greece	Mr Georgios GOURZOULIDIS
Ms Dolores LIMÓN TAMÉS	Spain	Ms Mercedes TEJEDOR
Mr Frédéric TEZE	France	Mr Arnaud PUJAL
Mr Romolo DE CAMILLIS	Italy	Ms Alessandra PERA
Mr Anastassios YIANNAKI	Cyprus	Mr Aristodemos ECONOMIDES
Mr Renārs LŪSIS Coordinator	Latvia	Ms Jolanta GEDUŠA
Ms Aldona SABAITIENĖ	Lithuania	Ms Vilija KONDROTIENĖ
Mr Marco BOLY	Luxembourg	Mr John SCHNEIDER
Ms Katalin BALOGH	Hungary	Mr Gyula MADARÁSZ
Mr Melhino MERCIECA	Malta	Mr Mark GAUCI
Mr Rob TRIEMSTRA	Netherlands	Mr Martin DEN HELD
Ms Gertrud BREINDL Vice-Chairperson	Austria	Ms Anna RITZBERGER-MOSER
Ms Danuta KORADECKA	Poland	Ms Joanna FAŁDIGA
Mr Antonio SANTOS	Portugal	Mr Carlos PEREIRA
Mr Dantes Nicolae BRATU	Romania	Ms Anca Mihaela PRICOP
Mr Nikolaj PETRIŠIČ	Slovenia	Ms Vladka KOMEL
Ms Lucia SABOVA DANKOVA	Slovakia	Ms Romana ČERVIENKOVÁ

Members	Country	Alternates
Mr Leo SUOMAA	Finland	Mr Wiking HUSBERG
Ms Erna ZELMIN-EKENHEM	Sweden	Ms Boel CALLERMO
Mr Clive FLEMING	United Kingdom	Mr Stuart BRISTOW
Mr Eyjólfur SÆMUNDSSON (Observer)	Iceland	Awaiting new name
Mr Robert HASSLER (Observer)	Liechtenstein	Mr Elmar FRICK (Observer)
Mr Yogindra SAMANT (Observer)	Norway	Ms Thorfrid HANSEN (Observer)

Employers

Members	Country	Alternates
Mr Kris DE MEESTER	Belgium	Mr Thierry VANMOL
Mr Georgi STOEV	Bulgaria	Awaiting new name
Mr Nenad SEIFERT	Croatia	Mrs Admiria RIBICIC
Ms Nora ŠEJDOVÁ Awaiting official appointment	Czech Republic	Mr Martin RÖHRICH
Mr Henrik BACK MORTENSEN	Denmark	Ms Lena SØBY
Mr Eckhard METZE	Germany	Mr Stefan ENGEL
Ms Marju PEÄRNBERG	Estonia	Ms Piia SIMMERMANN
Mr Michael GILLEN	Ireland	Mr Carl ANDERS
Mr Christos KAVALOPOULOS	Greece	Ms Natascha AVLONITOU
Ms Marina GORDON ORTIZ	Spain	Ms Laura CASTRILLO NÚÑEZ
Mr Patrick LÉVY	France	Ms Nathalie BUET
Ms Fabiola LEUZZI	Italy	Awaiting new name
Mr Emilios MICHAEL	Cyprus	Mr Polyvios POLYVIOU
Ms Ilona KIUKUCĀNE	Latvia	Mr Aleksandrs GRIGORJEVS
Mr Vaidotas LEVICKIS	Lithuania	Mr Jonas GUZAVIČIUS
Mr François ENGELS	Luxembourg	Mr Pierre BLAISE
Mr Géza BOMBERA	Hungary	Mr Dezső SZEIFERT
Mr Lawrence MIZZI	Malta	Mr Brian ZAHRA

Members	Country	Alternates
Mr Mario VAN MIERLO	Netherlands	Mr R. VAN BEEK
Ms Christa SCHWENG Chairperson	Austria	Ms Julia SCHITTER
Mr Rafal HRYNYK	Poland	Awaiting new name
Mr Marcelino PENA COSTA	Portugal	Mr Luis HENRIQUE
Mr Ovidiu NICOLESCU	Romania	Ms Daniela SÂRBU
Mr Igor ANTAUER	Slovenia	Ms Karmen FORTUNA
Ms Silvia SUROVÁ	Slovakia	Mr Róbert MEITNER
Mr Jan SCHUGK	Finland	Ms Riitta WÄRN
Ms Bodil MELLBLOM	Sweden	Mr Ned CARTER
Ms Rachel SMITH	United Kingdom	Mr Terry WOOLMER
Mr Jón Rúnar PÁLSSON (Observer)	Iceland	Awaiting new name
Mr Jürgen NIGG (Observer)	Liechtenstein	Ms Brigitte HAAS (Observer)
Ms Ann Torill BENONISEN (Observer)	Norway	Awaiting new name

Workers

Members	Country	Alternates
Mr Herman FONCK	Belgium	Ms Caroline VERDOOT
Mr Aleksandar ZAGOROV	Bulgaria	Mr Ivan KOKALOV
Ms Gordana PALAJSA	Croatia	Mr Marko PALADA
Ms Radka SOKOLOVÁ	Czech Republic	Mr Václav PROCHÁZKA
Mr Jan KAHR FREDERIKSEN	Denmark	Ms Maria BJERRE
Ms Sonja KÖNIG	Germany	Mr Moriz-Boje TIEDEMANN
Ms Aija MAASIKAS	Estonia	Mr Argo SOON
Ms Dessie ROBINSON	Ireland	Mr Sylvester CRONIN
Mr Andreas STOIMENIDIS	Greece	Mr Ioannis ADAMAKIS
Mr Pedro J. LINARES	Spain	Ms Marisa RUFINO
Mr Abderrafik ZAIGOUCHE	France	Ms Edwina LAMOUREUX
Ms Cinzia FRASCHERI	Italy	Mr Marco LUPI

Members	Country	Alternates
Mr Nikos SATSIAS	Cyprus	Mr Stelios CHRISTODOULOU
Mr Ziedonis ANTAPSONS	Latvia	Mr Mārtiņš PUŽULS
Ms Inga RUGINIENĖ	Lithuania	Mr Ričardas GARUOLIS
Mr Jean-Luc DE MATTEIS	Luxembourg	Mr Robert FORNIERI
Mr Károly GYÖRGY Vice-Chairperson	Hungary	Awaiting new name
Mr Anthony CASARU	Malta	Mr Alfred LIA
Mr Rik VAN STEENBERGEN	Netherlands	Mr Wim VAN VEELLEN
Ms Julia NEDJELIK-LISCHKA	Austria	Mr Alexander HEIDER
Ms Agnieszka MIŃKOWSKA	Poland	Mr Dariusz GOC
Mr Fernando GOMES (Awaiting official appointment)	Portugal	Ms Vanda CRUZ
Mr Corneliu CONSTANTINOAIA	Romania	Ms Mihaela DARLE
Ms Lučka BÖHM	Slovenia	Ms Katja GORIŠEK
Mr Peter RAMPASEK	Slovakia	Mr Róbert STAŠKO
Ms Paula ILVESKIVI	Finland	Mr Erkki AUVINEN
Ms Karin FRISTEDT	Sweden	Ms Christina JÄRNSTEDT
Mr Hugh ROBERTSON	United Kingdom	Ms Liz SNAPE
Mr Björn Ágúst SIGURJÓNSSON (Observer)	Iceland	Ms Helga JÓNSDÓTTIR (Observer)
Mr Sigi LANGENBAHN (Observer)	Liechtenstein	Ms Christine SCHÄDLER (Observer)
Ms Marianne SVENSLI (Observer)	Norway	Mr Jon Olav BERGENE (Observer)

European Commission

Member	Alternate
Mr Stefan OLSSON Employment, Social Affairs and Inclusion DG	Ms Charlotte GREVFORS ERNOULT Employment, Social Affairs and Inclusion DG
Mr Jesús ALVAREZ Vice-Chairperson Employment, Social Affairs and Inclusion DG	Awaiting new name
Mr Andrzej RUDKA Enterprise and Industry DG	Awaiting new name

Observers

Member	Alternate
Mr Juan MENÉNDEZ-VALDÉS European Foundation for the Improvement of Living and Working Conditions	Ms Erika MEZGER European Foundation for the Improvement of Living and Working Conditions
Mr Herman FONCK Chairperson of the Board of the European Foundation for the Improvement of Living and Working Conditions	
Ms Rebekah SMITH, Coordinator BUSINESSEUROPE	Ms Valerie CORMAN Conseil National du Patronat Français (CNPF)
Ms Esther LYNCH, Coordinator European Trade Union Confederation (ETUC)	

Annex VII. Decisions taken by the Governing Board in 2016

Date	Decision	Written procedure/meeting
28/01/2016	Amendment Annual Management Plan 2016	Governing Board meeting
28/01/2016	Bureau mandate OiRA	Governing Board meeting
28/01/2016	Amending I to Budget 2016	Governing Board meeting
28/01/2016	Draft Programming Document 2017-2019	Governing Board meeting
28/01/2016	Draft Budget and establishment plan 2017	Governing Board meeting
02/06/2016	Staff Regulations implementing rules on reclassification of Contract Agents	Governing Board meeting
02/06/2016	Staff Regulations implementing rules on reclassification of Temporary Agents	Governing Board meeting
02/06/2016	Staff Regulations implementing rules on part time	Governing Board meeting
02/06/2016	Staff Regulations implementing rules on working time	Governing Board meeting
02/06/2016	Extension of the Director of EU-OSHA's Mandate	Governing Board meeting
02/06/2016	Revised draft Programming Document 2017-2019	Governing Board meeting
02/06/2016	Revised draft Budget and establishment plan 2017	Governing Board meeting
02/06/2016	Opinion on the Annual Accounts for 2015	Governing Board meeting
02/06/2016	Annual Report 2015	Governing Board meeting
02/06/2016	Analysis and Assessment of Annual Activity Report 2015	Governing Board meeting
03/08/2016	Opt out – Staff Regulations implementing rules of promotion of officials and teleworking	Written procedure
11/11/2016	Modification of the establishment plan 2016	Written procedure
07/12/2016	Amending II to Budget 2016	Written procedure
07/12/2016	Programming Document 2017-2019	Written procedure
07/12/2016	Budget and establishment plan 2017	Written procedure

Annex VIII. Materiality criteria

Materiality is the basis for defining significant weaknesses in both qualitative and quantitative terms. Determining whether a weakness should be reported in the form of reservation in the Annual Activity Report is a matter of judgement of the Authorising Officer. He/she should identify the overall impact of a certain weakness and determine whether it can lead to a reservation and influence the conclusions on assurance. The materiality criteria provide the basis for this assessment of the Authorising Officer.

The materiality criteria used by EU-OSHA and the method used to assess their significance are presented below.

Weaknesses that are likely to lead to a reservation fall within the scope of the declaration of assurance and relate to the reasonable assurance of:

- uses of resources
- sound financial management
- legality and regularity of operations.

Examples of possible weaknesses that may qualify for a reservation include (non-exhaustive list):

- significant occurrence of errors in the underlying transactions (legality and regularity) detected during the controls or supervision exercises;
- significant control system weaknesses;
- insufficient audit coverage and/or inadequate information from internal control systems;
- critical issues outlined by the European Court of Auditors, the Internal Audit Service and the OLAF;
- significant reputational events.

Determining whether a certain weakness is material involves a judgment in qualitative and quantitative terms.

From a qualitative point of view, the significance of a weakness is judged on the basis of:

- nature and scope of the weakness;
- duration of the weakness;
- existence of satisfactory compensatory measures (mitigating controls);
- existence of provably effective corrective actions (action plans).

From a quantitative point of view, a weakness is considered material if the financial impact (monetary value of the identified problem, amount considered erroneous, amount considered at risk) is greater than 2% of the authorised commitments for the reporting year.

When a weakness is considered qualitatively and/or quantitatively material, a reservation should be formulated and reported in the Annual Activity Report.

The reservation should include a description of the nature of the weakness and the scope and should be quantified, if possible, in budgetary terms. The impact on the overall assurance declaration should be described. Mitigating and corrective measures should also be set out in the Annual Activity Report.

Annex IX. Follow up to evaluation recommendations

HWC 2014-2015 on work-related stress and psychosocial risks

Recommendation	Comment on the recommendation	Decision	Action plan	Timeframe	Status
Take special measures to support FOPs in reaching micro and small enterprises. Support measures should focus on the link between FOPs and social partners (employee and employer organisations) in each Member State as well as other stakeholder groups that can influence OSH management in micro and small enterprises.	During the consultation with relevant stakeholders (TARAG and FOPs) the Agency was advised that for SMEs it should focus on measures to promote the dissemination of good practices to and among them and to use the ECAP/ARPP system and the communications partnership project for this purpose. As regards cooperation with social partners both the Healthy Workplaces Good Practice Awards (GPA) and the ECAP/ARPP scheme should be used to further promote and support the participation of social partners in the campaign. EU-OSHA's Governing Board and Bureau have also highlighted the need to ensure that social partners are properly involved in the definition and implementation of the actions related to the HWC, based on the model of the portfolio approach.	Follow up	<p>* amend the ECAP/ARPP offer to allow the organisation of good practice exchange visits at national level, where bigger companies invite SMES to their premises to share OSH practices with and among them.</p> <p>* involve the Agency's OSH ambassadors even more in the campaign, for example, by creating personal profiles of each ambassador on the HWC 2018-19 campaign website.</p> <p>* ensure that ECAP/ARPP and GPA scheme processes encourage and facilitate the involvement of social partners within the focal point network in the definition and implementation of the actions related to the HWC via the ECAP/ARPP and GPA scheme (include it in relevant checklists)</p>	Q4 2017	Ongoing and on track
Focus even more on disseminating tailored, action-oriented materials that address national contexts even better.	This is a very challenging recommendation, as the needs of workplaces and in particular of SMES are very diverse. As already pointed out in the evaluation, the production of half completed products that national focal points then could adapt themselves, is for the majority of member states very difficult to implement, as most of the national focal points do not have the necessary resources. Therefore, this recommendation was implemented in the HWC 2016-17 by developing an improved online e-guide for OSH management in the context of an ageing workforce (in 32 country versions) and will be considered for future campaigns.	Follow up	* create an interactive and user-friendly tool, which provides enterprises of all sizes with practical guidance on how to deal with the challenges related to the campaign topic.	Q4 2016	Finalised
Provide online material that better addresses the specific needs of micro and small enterprises.	As mentioned above this recommendation has been already taken into account in the ongoing HWC 2016-17 and an improved online e-guide for OSH management in the context of an ageing workforce (in 32 country versions) was developed.	Follow up	* create an interactive and user-friendly tool, which provides enterprises of all sizes with practical guidance on how to deal with the challenges related to the campaign topic. (as above)	Q4 2016	Finalised

Recommendation	Comment on the recommendation	Decision	Action plan	Timeframe	Status
Keep the topic alive and make sure materials remain available after the campaign has ended.	After the official closing of the HWC 2014-15 campaign, there is still a great interest in the topic of 'stress and psychosocial risks'. The Agency receives a lot of invitations to conferences and expert meetings and also the media is still very interested in the topic. Therefore, the Agency will continue to work on this topic in the coming years.	Follow up	<ul style="list-style-type: none"> * include the issue of psychosocial risks in the Programming Document 2019-21 * regularly update the section on 'psychosocial risks' on the corporate website * finalise and disseminate the analyses of the secondary data of ESENER 2 (ready in Q4 2017) * participate in meetings and events on the campaign topic 	Q4 2017	Ongoing and on track
Add more campaign targets that are ambitious, yet realistic to reach, monitor and measure.	Currently, a campaign handbook is in preparation for which all campaign related projects and working processes are under review. Part of this exercise is the identification of more meaningful targets and key performance indicators for the campaign in addition to the ones already in place for corporate reporting.	Follow up	<ul style="list-style-type: none"> * revised targets and KPIs for the campaign 	Q4 2017	Ongoing and on track
Carefully consider how to approach and commit the national media in raising awareness of campaign messages	In general, it is very difficult to make the media interested in OSH, although the topic of 'stress and psychosocial risks' received more interest than usual in many member states. In the past years EU-OSHA has built up a network of national campaign media partners and provides in the framework of the ECAP scheme media training to its national focal points, however it does not have the resources to directly engage with the national mainstream media. Therefore, the Agency will try to further facilitate the exchange of good practices in this field.	Follow up	<ul style="list-style-type: none"> * facilitate good practice exchange between national focal points on how best to communicate with the national media. 	Q1 2018	Ongoing and on track
Facilitate the exchange of good practices and knowledge further by providing a platform where FOPs and stakeholders can share thoughts and experiences on materials, methods and communication forms used in the different countries.	The importance of acting as a facilitator for the exchange of good practice between the Agency's key stakeholders has increased with each campaign. The Agency will try to further reinforce this aspect of its campaigns by creating an online platform for the exchange of good practices for its national focal points and official campaign partners (OCPs). In addition, it will facilitate the organisation of regular good practice exchange seminars and study visits for its national focal points. The Governing Board has also stressed the importance of encouraging peer learning by fostering knowledge and know how sharing across focal points.	Follow up	<ul style="list-style-type: none"> * to create an online platform for the exchange of good practices in the back-office of the campaign website. * include in the ECAP/ARPP offer the possibility of organising FOP visits * organise regular good practice exchange seminars for national focal points, where they can share their campaign related experiences, also in the context of regular focal point meetings. 	Q1 2018	Ongoing and on track

Annex X. Declaration by the Internal Control Coordinator relating to the Annual Activity Report 2016

I, the undersigned Andrew Smith,

In my capacity as ad interim Internal Control Coordinator

Declare that I have reported my advice and recommendations to the Director on the overall state of the internal control systems at the Agency.

I hereby certify that the information provided in Part II and III of the present Annual Activity Report and in annexes is, to the best of my knowledge, accurate and exhaustive.

Bilbao, 18 May 2017

(signed)

Annex XI Final accounts

ACCOUNTS FOR 2016

INCLUDING THE BUDGETARY IMPLEMENTATION REPORT

CERTIFICATION TEXT FOR ANNUAL ACCOUNTS OF THE EU-OSHA

The annual accounts of the EU-OSHA for the year 2016 have been prepared in accordance with the Financial Regulation applicable to the general budget of the European Union and the accounting rules adopted by the Commission's Accounting Officer, as are to be applied by all the institutions, agencies and joint undertakings.

I acknowledge my responsibility for the preparation and presentation of the annual accounts of the EU-OSHA in accordance with art 68 of the General Financial Regulation.

I have obtained from the authorising officer, who certified its reliability, all the information necessary for the production of the accounts that show the EU-OSHA's assets and liabilities and the budgetary implementation.

I hereby certify that based on this information, and on such checks as I deemed necessary to sign off the accounts, I have a reasonable assurance that the accounts present fairly, in all material aspects, the financial position, the results of the operations and the cash-flow of the EU-OSHA.

Bilbao, 2nd May 2017

(signed)

Juan Carlos del Campo Benito
Accounting Officer

Adopted on 5th May 2017

(signed)

Christa Sedlatschek
Director

DECISION OF THE GOVERNING BOARD 2017/13

OPINION OF THE GOVERNING BOARD OF 1 JUNE 2017 ON THE ANNUAL ACCOUNTS OF EU-OSHA FOR 2016

THE GOVERNING BOARD

Having regard to Council Regulation (EC) No 2062/94 of 18 July 1994, in particular article 14 thereof,

Having regard to EU-OSHA's Financial Regulation, in particular Article 99 thereof,

Whereas:

- (1) The European Court of Auditors delivered its observations based on the report from the external auditor, Ernst & Young, on the provisional accounts during their audit in EU-OSHA, which took place from 13-17 March 2017.
- (2) The Director bears the responsibility for drawing up the final accounts and needs to forward them to the Governing Board for an opinion.
- (3) By 1 July 2017 at the latest, the final accounts for 2016 should be sent, together with the opinion of the Governing Board, to the Commission, the Court of Auditors, the European Parliament and the Council.

HAS DECIDED TO GIVE THE FOLLOWING OPINION:

On the basis of the European Court of Auditors' observations on the accounts of EU-OSHA for 2016, the Governing Board has obtained reasonable assurance in order to conclude that the said accounts, taken as a whole, represent a true and fair view of the implementation of the EU-OSHA budget and, in the opinion of the Governing Board, properly reflect the activities undertaken by EU-OSHA in 2016.

Done at Luxembourg, 1 June 2017

(signed)

Károly György
The Chairperson

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1 BUDGETARY IMPLEMENTATION REPORT FOR 2016

1.1 INTRODUCTION

A. Legal framework – Financial regulation

This report on the implementation of the budget has been prepared in accordance with Article 97 of the Financial Regulation of the Agency adopted on 15th January 2014.

B. Management information systems

The budget accounts are maintained by ABAC.

ABAC/ SAP are used as software for general accounting.

Various budgetary and financial reports are produced using the Business Object system.

1.2 REVENUES

Revenue entered in the 2016 budget is shown in the table below.

	2016 Revenue entered in the budget	2016 Actual revenue
100/101/102 - European Commission subsidy	15.083.700	14.462.775
200 - Grant from the Basque Regional Government	40.000	40.000,00
202 - Grant from the Spanish Government	60.100	60.100,00
221 - "Older workers" project (earmarked)	941.294,82(1)	0,00
222 – ENPI Project (earmarked)	138.059,16(1)	0,00
223 – NEW IPA 367-495	410.000(1)	0,00
520 – Bank interest and others	p.m.	795,74
540 - Miscellaneous revenue	p.m.	3.772,58
Total	16.673.153,98	14.567.443,32

(1) Reinscription in the budget from 2015.

1.3 EXPENDITURES – GENERAL TABLE

Title	2015					2016					2016/2015	
	Credits	Committed	%	Payments	%	Credits	Committed	%	Payments	%	Comparative rates of execution	
	1	2	3=2/1	4	5=4/1	6	7	8=7/6	9	10=9/6	11=8/3	12=10/5
1	5.491.200	5.287.680	96,3%	5.160.876	94,0%	5.645.100	5.450.669	96,6%	5.296.893	93,8%	100,3%	99,8%
2	1.426.755	1.389.802	97,4%	1.025.062	71,8%	1.379.950	1.373.039	99,5%	956.221	69,3%	102,1%	96,4%
3	8.292.805	8.157.093	98,4%	4.774.041	57,6%	8.158.750	7.799.897	95,6%	4.429.281	54,3%	97,2%	94,3%
Total	15.210.760	14.834.575	97,5%	10.959.979	72,1%	15.183.800	14.623.605	96,3%	10.682.395	70,4%	98,8%	97,6%

1.4 BUDGET OUTTURN ACCOUNT

	2016	2015
REVENUE		
Balancing Commission subsidy	14.462.775,00	14.732.995,00
Other subsidy from Commission (earmarked) (Phare, IPA,...)	0,00	594.828,00
Fee income	4.568,32	78.678,07
Other income	100.100,00	100.100,00
TOTAL REVENUE (a)	14.567.443,32	15.506.601,07
EXPENDITURE		
Title I: Staff		
Payments	5.296.893,10	5.160.876,28
Appropriations carried over	153.775,72	126.803,94
Title II: Administrative Expenses		
Payments	956.220,83	1.025.061,77
Appropriations carried over	416.817,77	364.740,36
Title III Operating Expenditure		
Payments	4.429.280,94	4.774.041,03
Appropriations carried over	3.370.616,32	3.383.051,81
Title IV Earmarked revenues		
Payments	970.645,89	620.813,41
Appropriations carried over	518.708,09	1.489.353,98
TOTAL EXPENDITURE (b)	16.112.958,66	16.944.742,58
RESULT FOR THE FINANCIAL YEAR (a-b)	-1.545.515,34	-1.438.141,51
Cancellation of unused payment appropriations carried over from previous year	145.493,28	87.910,81
Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	1.489.353,98	1.515.339,39
Exchange differences for the year (gain +/loss -)		
BALANCE OF THE RESULT ACCOUNT FOR THE FINANCIAL YEAR	89.331,92	165.108,69
Balance year N-1	165.108,69	16.436,27
Positive balance from year N-1 reimbursed in year N to the Commission	-165.108,69	-16.436,27
Result used for determining amounts in general accounting	89.331,92	165.108,69
Commission subsidy - agency registers accrued revenue and Commission accrued expense	14.373.443,08	
Pre-financing remaining open to be reimbursed by agency to Commission in year N+1	89.331,92	

1.5 BUDGET 2016. AMENDING AND BUDGET TRANSFERS

Budget Item		Appropriations 2016				
		Initial	Amendment 1	Amendment 2	Transfers	Current
Code	Description	[1]	[2]	[3]	[4]	[5]
1100	Basic Salary	2.965.000	-45.000	-105.500	-92.350	2.722.150
1101	Family allowances	490.000		0	29.700	519.700
1102	Expat+Foreign res. allow.	415.000		0	0	415.000
1103	Secretarial allowances	4.250		0	0	4.250
1112	Local staff	35.000		0	0	35.000
1113	Contract agents	1.130.750		0	0	1.130.750
1120	Profess.training of staff	120.000		38.000	24.100	182.100
1130	Insurance ag. sickness	134.000		0	3.500	137.500
1131	Insurance ag. accidents	24.000		0	0	24.000
1132	Insurance ag. unemploy.	49.000		0	2.100	51.100
1140	Childbirth/death allow.	600		0	0	600
1141	Travel exp. annual leave	55.000		0	0	55.000
1175	Interim Services	150.000		15.000	200	165.200
1177	DG ADMIN admin. help	49.000		0	0	49.000
1178	Inter-agencies secretariat	1.000		0	0	1.000
1180	Misc exp staff recruitm.	26.000		0	0	26.000
1181	Travel expenses	1.500		1.500	0	3.000
1182	Inst, reset & transfer allow	16.000		4.000	0	20.000
1183	Removal expenses	14.000		0	0	14.000
1184	Temp daily subs allow.	10.000		17.000	0	27.000
1410	Medical service	32.000		0	0	32.000
1420	Other welfare serv.	4.000		0	2.750	6.750
1522	Trainees	24.000		0	0	24.000

Budget Item		Appropriations 2016				
		Initial	Amendment 1	Amendment 2	Transfers	Current
Code	Description	[1]	[2]	[3]	[4]	[5]
1...	TOTAL T1 - Staff	5.750.100	-45.000	-30.000	-30.000	5.645.100
2000	Rent	350.000		-20.200	-1.090	328.710
2010	Insurance	7.400		200	0	7.600
2020	Water, gas, elect, heating	100.000		-9.500		90.500
2030	Cleaning & maintenance	68.000		26.500	0	94.500
2040	Fitting-out of premises	20.000		0	0	20.000
2050	Security&Surv. Buildings	58.500		14.000	0	72.500
2090	Administrative expenditure	0				0
2100	IT operating expenditure	140.000			-5.650	134.350
2120	Serv. by IT external providers	269.000	45.000	0	41.600	355.600
2130	New & repl. Purchases	88.800		0	0	88.800
2210	Replacement purchases	25.650		-22.750		2.900
2232	Vehicle upkeep, petrol	2.500		0	0	2.500
2250	Public. & subscriptions	8.000		0	-3.000	5.000
2300	Stationery & office supp.	11.000		-2.000		9.000
2320	Bank charges	1.000		0	0	1.000
2330	Legal expenses	10.000			4.090	14.090
2331	Audit services	26.000		-9.000		17.000
2352	Internal catering serv.	6.500		0	0	6.500
2353	Depart. removals	0		0	0	0
2359	Other expenditure	0		0	0	0
2400	Post. & deliv. charges	10.600		-4.000		6.600
2410	Teleph, telegraph, etc.	132.000		-3.250	-5.950	122.800
2...	TOTAL T2 - Infrastructure	1.334.950	45.000	-30.000	30.000	1.379.950
3203	Comm., Camp. & Promotion	3.910.235			0	3.910.235
3209	Mission CPU	75.500			-20.000	55.500

Budget Item		Appropriations 2016				
		Initial	Amendment 1	Amendment 2	Transfers	Current
Code	Description	[1]	[2]	[3]	[4]	[5]
3300	Networking and Coordination	577.000			-31.000	546.000
3302	Representation	9.000			0	9.000
3304	Translations	695.015			95.000	790.015
3309	Mission NS	160.000			-44.000	116.000
3400	PRU	2.611.000			0	2.611.000
3409	Mission PRU	121.000			0	121.000
3...	TOTAL T3 - Operational	8.158.750		0	0	8.158.750
	GRAND TOTAL	15.243.800		-60.000	0	15.183.800

1.6 TRANSFER OF APPROPRIATIONS 2016

#	Ref.	Title	from to	item	Current appropriations	Transfer	New appropriations	Total transfer	Date of decision
TR/01/16	OSH.4167	Title 2	from to	2000 2010	350.000,00 7.400,00	- 200,00 200,00	349.800,00 7.600,00	200,00	15/01/2016

Justification : Wider coverage of insurance for Miribilla building leads to an increase of total general insurance costs for 2016. Therefore further appropriations (EUR 200,00) are necessary. The new total appropriations for budget item is EUR 7,600.

TR/02/16	OSH.4178	Title 2	from to	2000 2020 2030	349.800,00 100.000,00 68.000,00	- 20.000,00 6.500,00 26.500,00	329.800,00 93.500,00 94.500,00	26.500,00	20/07/2016
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legal and financial obligations.

TR/03/16	OSH.4181	Title 1	from to	1100 1181 1182 1184	2.920.000,00 1.500,00 16.000,00 10.000,00	- 22.500,00 1.500,00 4.000,00 17.000,00	2.897.500,00 3.000,00 20.000,00 27.000,00	22.500,00	06/09/2016
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Justification : Anticipated departure of one temporary agent colleague generates costs for covering end of services & resettlement for which the current appropriations are not sufficient. Identified need of respectively EUR 1,500 (end of services) and EUR 4,000 (resettlement) have been identified. Moreover, the appointment of 2 new temporary agents implies an increase in the appropriations for the daily subsistence allowances (+EUR 17,000) not foreseen in the initial budget.

TR/04/16	OSH.4184	Title 1	from to	1100 1175	2.897.500,00 150.000,00	- 15.000,00 15.000,00	2.882.500,00 165.000,00	15.000,00	28/09/2016
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Justification : Specific/further needs in interim staff for covering support tasks for units RSC, CPU and PRU have been identified for the last quarter of the year 2016. This corresponds to an increase of EUR 15,000 of the budget dedicated to interim services i.e. budget item 1175-C1. The related new total appropriations is therefore EUR 165,000.

TR/05/16	OSH.4188	Title 2	from to	2210 2410 2050	25.650,00 132.000,00 58.500,00	- 10.750,00 3.250,00 14.000,00	14.900,00 128.750,00 72.500,00	14.000,00	26/10/2016
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Justification : Further appropriations are necessary (EUR 14,000) for covering the continuity of the security services for EU-OSHA for the period November 16 - March 17 i.e. until completion of related tender procedure. The new total for the budget item 2050-C1 is EUR 72,500.

TR/06/16	OSH.4190	Title 1	from to	1100 1120	2.882.500,00 120.000,00	- 38.000,00 38.000,00	2.844.500,00 158.000,00	38.000,00	10/11/2016
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Justification : Further appropriations are necessary (EUR 38,000) for covering for covering various training courses for which current commitment appropriations do not suffice. As follow-up of the Management Development Programme run in 2015, trainings foresee group and individual coaching and further language classes. The new total for the budget item 1120-C1 is EUR 158,000.

TR/07/16	OSH.4193	Title 2	from	2100	140.000,00	-	5.650,00	134.350,00	11.600,00	23/11/2016
				2410	128.750,00	-	5.950,00	122.800,00		
			to	2120	314.000,00	-	11.600,00	325.600,00		

Justification : Further appropriations are necessary (EUR 11,600) in order to extend contractual relationships for the 'Service Desk' and offer further support to the campaign process and to the development of the Customer Relationship Management tool. The new total for the budget item 2120-C1 is EUR 325,600.

TR/08/16	OSH.4200	Title 2	from	2000	329.800,00	-	1.090,00	328.710,00	4.090,00	25/11/2016
				2250	8.000,00	-	3.000,00	5.000,00		
			to	2330	10.000,00	-	4.090,00	14.090,00		

Justification : Further appropriations are necessary (EUR 4,090) in order to fully cover the provision of further support and assistance to EU-OSHA in a legal case. The new total for the budget item 2330-C1 is EUR 14,090.

TR/09/16	OSH.4203	Title 1	from	1100	2.844.500,00	-	62.050,00	2.782.450,00	62.050,00	06/12/2016
			to	1101	490.000,00	-	29.700,00	519.700,00		
				1120	158.000,00	-	24.100,00	182.100,00		
				1130	134.000,00	-	3.400,00	137.400,00		
				1132	49.000,00	-	2.100,00	51.100,00		
				1420	4.000,00	-	2.750,00	6.750,00		

Justification : Year-end status for staff (and where applicable family situation) makes possible final needs in appropriations for some staff related expenditure such like family allowances (BL 1101), employer's contribution to social security (BL 1130 & 1132) and welfare expenditure (BL 1420). Moreover, additional needs in professional trainings (HR management system Allegro, powerful presentation and "Mindfulness", coaching sessions) have been identified (BL 1120). The transfer for a total amount of EUR 62,050 have been carried via the transaction OSH.4203 summarized above.

TR/10/16	OSH.4215	Title 1	from	1100	2.752.450,00	-	30.300,00	2.722.150,00	30.300,00	14/12/2016
			to	1130	137.400,00	-	100,00	137.500,00		
		Title 2	to	1175	165.000,00	-	200,00	165.200,00		
			to	2120	325.600,00	-	30.000,00	355.600,00		

Justification : A decreased weighting factor applicable to salaries makes available appropriations for transfers to other budget items where needs have been identified, mainly IT services. In accordance with the provisions of the article 27 of the Agency's Financial Regulation, a transfer of appropriations (EUR 30,000) is carried out between titles of the budget and more specifically between items BL "1100 - Salaries" and BL "2120 - Services provided by I.T. external providers". The purposes of this transfer are to anticipate the Office365 migration through Microsoft Premier services and to prepare, as follow-up action of the IAS assessment of September 2016, the data process for the DataVisualisation tools. The new total for the budget item 2120-C1 is EUR 355,600.

Budget items "1130 - Insurance against sickness" and "1175 - Interim services" are adjusted by respectively EUR 100 and EUR 200 in order to align the budget appropriations on the actual expenditure 2016.

TR/11/16	OSH.4218	Title 3	from	3209	75.500,00	-	20.000,00	55.500,00	95.000,00	15/12/2016
				3300	577.000,00	-	31.000,00	546.000,00		
				3309	160.000,00	-	44.000,00	116.000,00		
			to	3304	695.015,00	-	95.000,00	790.015,00		

Justification : less missions than initially planned in 2016 and less resources demanding evaluation exercises led to available appropriations for commitment of the necessary services of translation of all priority options of the "Older workers" info sheets and the reprotoxic reports.

The new total for the budget item 3304-C1 is EUR 790,015.

TOTAL TRANSFERS 2016					319.240,00		319.240,00	
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1.7 BUDGETARY IMPLEMENTATION - CURRENT APPROPRIATIONS (C1)										
Item		Final Credits	Committed	% Committed	Paid	% Paid	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
A-1100	BASIC SALARIES	2.722.150,00	2.658.841,88	97,67 %	2.658.841,88	97,67 %	0,00	0,00%	63.308,12	2,33%
A-1101	FAMILY ALLOWANCES	519.700,00	519.683,58	100,00 %	519.683,58	100,00 %	0,00	0,00%	16,42	0,00%
A-1102	EXPATRIATION AND FOREIGN-RESIDENCE ALLOWANCES	415.000,00	407.875,56	98,28 %	407.875,56	98,28 %	0,00	0,00%	7.124,44	1,72%
A-1103	SECRETARIAL ALLOWANCES	4.250,00	4.205,04	98,94 %	4.205,04	98,94 %	0,00	0,00%	44,96	1,06%
A-1112	LOCAL STAFF	35.000,00	33.433,49	95,52 %	33.433,49	95,52 %	0,00	0,00%	1.566,51	4,48%
A-1113	CONTRACT AGENTS	1.130.750,00	1.092.383,76	96,61 %	1.092.383,76	96,61 %	0,00	0,00%	38.366,24	3,39%
A-1120	PROFESSIONAL TRAINING OF STAFF	182.100,00	180.722,83	99,24 %	73.413,79	40,32 %	107.309,04	58,93%	1.377,17	0,76%
A-1130	INSURANCE AGAINST SICKNESS	137.500,00	137.472,81	99,98 %	137.472,81	99,98 %	0,00	0,00%	27,19	0,02%
A-1131	INSURANCE AGAINST ACCIDENTS AND OCCUPATIONAL	24.000,00	20.256,77	84,40 %	20.256,77	84,40 %	0,00	0,00%	3.743,23	15,60%
A-1132	INSURANCE AGAINST UNEMPLOYMENT	51.100,00	51.095,75	99,99 %	51.095,75	99,99 %	0,00	0,00%	4,25	0,01%
A-1140	CHILDBIRTH AND DEATH ALLOWANCES AND GRANTS	600,00	0,00	0,00 %	0,00	0,00 %	0,00	0,00%	600,00	100,00%
A-1141	TRAVEL EXPENSES FOR ANNUAL LEAVE	55.000,00	46.202,99	84,01 %	46.202,99	84,01 %	0,00	0,00%	8.797,01	15,99%

1.7 BUDGETARY IMPLEMENTATION - CURRENT APPROPRIATIONS (C1)										
Item		Final Credits	Committed	% Committed	Paid	% Paid	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
A-1175	INTERIM SERVICES	165.200,00	165.161,54	99,98 %	137.606,17	83,30 %	27.555,37	16,68%	38,46	0,02%
A-1177	PMO ADMINISTRATIVE HELP	49.000,00	49.000,00	100,00 %	46.693,40	95,29 %	2.306,60	4,71%	0,00	0,00%
A-1178	INTERAGENCIES SECRETARIAT	1.000,00	1.000,00	100,00 %	0,00	0,00 %	1.000,00	100,00%	0,00	0,00%
A-1180	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT	26.000,00	11.875,58	45,68 %	11.506,44	44,26 %	369,14	1,42%	14.124,42	54,32%
A-1181	TRAVEL EXPENSES	3.000,00	814,54	27,15 %	814,54	27,15 %	0,00	0,00%	2.185,46	72,85%
A-1182	INSTALLATION RESETTLEMENT AND TRANSFER ALLOW	20.000,00	11.508,72	57,54 %	11.508,72	57,54 %	0,00	0,00%	8.491,28	42,46%
A-1183	REMOVAL EXPENSES	14.000,00	0,00	0,00 %	0,00	0,00 %	0,00	0,00%	14.000,00	100,00%
A-1184	TEMPORARY DAILY SUBSISTENCE ALLOWANCES	27.000,00	19.112,78	70,79 %	19.112,78	70,79 %	0,00	0,00%	7.887,22	29,21%
A-1410	MEDICAL SERVICE	32.000,00	19.834,11	61,98 %	8.245,84	25,77 %	11.588,27	36,21%	12.165,89	38,02%
A-1420	OTHER WELFARE EXPENDITURE	6.750,00	6.390,85	94,68 %	2.743,55	40,65 %	3.647,30	54,03%	359,15	5,32%
A-1522	TRAINEES	24.000,00	13.796,24	57,48 %	13.796,24	57,48 %	0,00	0,00%	10.203,76	42,52%
TOTAL TITLE I		5.645.100,00	5.450.668,82	96,56 %	5.296.893,10	93,83 %	153.775,72	2,72%	194.431,18	3,44%

1.7 BUDGETARY IMPLEMENTATION - CURRENT APPROPRIATIONS (C1)										
Item		Final Credits	Committed	% Committed	Paid	% Paid	Carry forward	% Carry forward	Cancelled credits	% Canceled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
A-2000	RENT	328.710,00	327.360,21	99,59 %	319.415,26	97,17 %	7.944,95	2,42%	1.349,79	0,41%
A-2010	INSURANCE	7.600,00	7.599,92	100,00 %	7.599,92	100,00 %	0,00	0,00%	0,08	0,00%
A-2020	WATER GAS ELECTRICITY AND HEATING	90.500,00	90.469,28	99,97 %	85.493,62	94,47 %	4.975,66	5,50%	30,72	0,03%
A-2030	CLEANING AND MAINTENANCE	94.500,00	93.718,31	99,17 %	44.166,57	46,74 %	49.551,74	52,44%	781,69	0,83%
A-2040	FITTING-OUT OF PREMISES	20.000,00	19.964,73	99,82 %	10.076,30	50,38 %	9.888,43	49,44%	35,27	0,18%
A-2050	SECURITY AND SURVEILLANCE OF BUILDINGS	72.500,00	72.420,44	99,89 %	52.997,44	73,10 %	19.423,00	26,79%	79,56	0,11%
A-2100	I.T. OPERATING EXPENDITURE	134.350,00	134.111,61	99,82 %	103.257,25	76,86 %	30.854,36	22,97%	238,39	0,18%
A-2120	SERVICES PROVIDED BY I.T. STAFF	355.600,00	355.412,45	99,95 %	213.721,50	60,10 %	141.690,95	39,85%	187,55	0,05%
A-2130	NEW AND REPLACEMENT PURCHASES	88.800,00	87.947,08	99,04 %	3.829,96	4,31 %	84.117,12	94,73%	852,92	0,96%
A-2210	NEW AND REPLACEMENT FURNITURE PURCHASES FURN	2.900,00	2.876,75	99,20 %	805,05	27,76 %	2.071,70	71,44%	23,25	0,80%
A-2232	VEHICLE UPKEEP PETROL AND HIRING MEANS OF TRANSP	2.500,00	2.375,76	95,03 %	1.430,75	57,23 %	945,01	37,80%	124,24	4,97%
A-2250	PUBLICATIONS AND SUBSCRIPTIONS	5.000,00	5.000,00	100,00 %	3.607,87	72,16 %	1.392,13	27,84%	0,00	0,00%

1.7 BUDGETARY IMPLEMENTATION - CURRENT APPROPRIATIONS (C1)										
Item		Final Credits	Committed	% Committed	Paid	% Paid	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
A-2300	STATIONERY AND OFFICE SUPPLIES	9.000,00	8.999,99	100,00 %	7.373,81	81,93 %	1.626,18	18,07%	0,01	0,00%
A-2320	BANK CHARGES	1.000,00	538,67	53,87 %	538,67	53,87 %	0,00	0,00%	461,33	46,13%
A-2330	LEGAL EXPENSES	14.090,00	14.090,00	100,00 %	7.697,50	54,63 %	6.392,50	45,37%	0,00	0,00%
A-2331	AUDIT SERVICES	17.000,00	16.718,00	98,34 %	0,00	0,00 %	16.718,00	98,34%	282,00	1,66%
A-2352	INTERNAL CATERING EXPENSES	6.500,00	6.263,17	96,36 %	5.574,23	85,76 %	688,94	10,60%	236,83	3,64%
A-2400	POSTAGE AND DELIVERY CHARGES	6.600,00	4.700,13	71,21 %	2.927,43	44,36 %	1.772,70	26,86%	1.899,87	28,79%
A-2410	TELEPHONE TELEGRAPH TELEX RADIO AND TELEVISION	122.800,00	122.472,10	99,73 %	85.707,70	69,79 %	36.764,40	29,94%	327,90	0,27%
TOTAL TITLE II		1.379.950,00	1.373.038,60	99,50 %	956.220,83	69,29 %	416.817,77	30,21%	6.911,40	0,50%
B3-203	COMMUNICATION, CAMPAIGN AND PROMOTION	3.910.235,00	3.899.686,96	99,73 %	2.962.002,20	75,75 %	937.684,76	23,98%	10.548,04	0,27%
B3-209	MISSION EXPENSES DUTY TRAVEL EXPENSES AND OTHER	55.500,00	55.500,00	100,00 %	41.426,05	74,64 %	14.073,95	25,36%	0,00	0,00%
B3-300	NETWORKING AND COORDINATION	546.000,00	438.838,64	80,37 %	149.813,70	27,44 %	289.024,94	52,93%	107.161,36	19,63%
B3-302	REPRESENTATION EXPENSES	9.000,00	625,93	6,95 %	625,93	6,95 %	0,00	0,00%	8.374,07	93,05%

1.7 BUDGETARY IMPLEMENTATION - CURRENT APPROPRIATIONS (C1)										
Item		Final Credits	Committed	% Committed	Paid	% Paid	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
B3-304	TRANSLATION OF STUDIES REPORTS AND WORKING	790.015,00	790.015,00	100,00 %	552.443,20	69,93 %	237.571,80	30,07%	0,00	0,00%
B3-309	MISSION EXPENSES DUTY TRAVEL EXPENSES OF NETW	116.000,00	116.000,00	100,00 %	83.901,25	72,33 %	32.098,75	27,67%	0,00	0,00%
B3-400	PREVENTION AND RESEARCH INFORMATION	2.611.000,00	2.390.230,73	91,54 %	549.342,39	21,04 %	1.840.888,34	70,51%	220.769,27	8,46%
B3-409	MISSION EXPENSES DUTY TRAVEL EXPENSES OF PRU	121.000,00	109.000,00	90,08 %	89.726,22	74,15 %	19.273,78	15,93%	12.000,00	9,92%
TOTAL TITLE III		8.158.750,00	7.799.897,26	95,60 %	4.429.280,94	54,29 %	3.370.616,32	41,31%	358.852,74	4,40%
TOTAL BUDGET		15.183.800,00	14.623.604,68	96,31 %	10.682.394,87	70,35 %	3.941.209,81	25,96%	560.195,32	3,69%

1.8 BUDGETARY IMPLEMENTATION - APPROPRIATIONS CARRIED FORWARD (C8)

Item	Heading	Credits	Paid	% Paid	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4=1-2	5=4/1
A-1120	PROFESSIONAL TRAINING OF STAFF	93.975,82	86.693,81	92,25 %	7.282,01	7,75 %
A-1175	INTERIM SERVICES	20.175,64	18.218,64	90,30 %	1.957,00	9,70 %
A-1177	PMO ADMINISTRATIVE HELP	1.269,12	456,30	35,95 %	812,82	64,05 %
A-1178	INTERAGENCIES SECRETARIAT	1.000,00	688,17	68,82 %	311,83	31,18 %
A-1180	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT	3.665,81	642,46	17,53 %	3.023,35	82,47 %
A-1410	MEDICAL SERVICE	6.656,65	6.148,54	92,37 %	508,11	7,63 %
A-1420	OTHER WELFARE EXPENDITURE	60,90	60,90	100,00 %	0,00	0,00 %
TOTAL TITLE I		126.803,94	112.908,82	89,04 %	13.895,12	10,96 %
A-2000	RENT	10.420,97	9.430,11	90,49 %	990,86	9,51 %
A-2020	WATER GAS ELECTRICITY AND HEATING	5.304,03	3.538,75	66,72 %	1.765,28	33,28 %
A-2030	CLEANING AND MAINTENANCE	8.161,89	8.161,89	100,00 %	0,00	0,00 %
A-2040	FITTING-OUT OF PREMISES	10.203,43	10.002,27	98,03 %	201,16	1,97 %
A-2050	SECURITY AND SURVEILLANCE OF BUILDINGS	15.743,09	15.741,90	99,99 %	1,19	0,01 %
A-2100	I.T. OPERATING EXPENDITURE	26.343,70	25.517,62	96,86 %	826,08	3,14 %
A-2120	SERVICES PROVIDED BY I.T. STAFF	147.389,06	146.811,67	99,61 %	577,39	0,39 %
A-2130	NEW AND REPLACEMENT PURCHASES	63.131,80	63.131,80	100,00 %	0,00	0,00 %
A-2210	NEW AND REPLACEMENT FURNITURE PURCHASES FURN	14.740,92	14.676,62	99,56 %	64,30	0,44 %
A-2250	PUBLICATIONS AND SUBSCRIPTIONS	77,25	74,25	96,12 %	3,00	3,88 %
A-2300	STATIONERY AND OFFICE SUPPLIES	5.352,56	5.275,95	98,57 %	76,61	1,43 %
A-2331	AUDIT SERVICES	14.000,00	14.000,00	100,00 %	0,00	0,00 %
A-2352	INTERNAL CATERING EXPENSES	859,83	731,76	85,11 %	128,07	14,89 %
A-2400	POSTAGE AND DELIVERY CHARGES	1.509,29	1.052,60	69,74 %	456,69	30,26 %
A-2410	TELEPHONE TELEGRAPH TELEX RADIO AND TELEVISION	41.502,54	40.472,72	97,52 %	1.029,82	2,48 %
TOTAL TITLE II		364.740,36	358.619,91	98,32 %	6.120,45	1,68 %
B3-203	COMMUNICATION, CAMPAIGN AND PROMOTION	844.553,89	827.594,45	97,99 %	16.959,44	2,01 %
B3-209	MISSION EXPENSES DUTY TRAVEL EXPENSES AND OTHER	6.131,65	1.565,46	25,53 %	4.566,19	74,47 %
B3-300	NETWORKING AND COORDINATION	320.863,68	269.089,53	83,86 %	51.774,15	16,14 %
B3-304	TRANSLATION OF STUDIES REPORTS AND WORKING	132.035,85	128.082,50	97,01 %	3.953,35	2,99 %
B3-309	MISSION EXPENSES DUTY TRAVEL EXPENSES OF NETW	28.736,73	5.183,35	18,04 %	23.553,38	81,96 %
B3-400	PREVENTION AND RESEARCH INFORMATION	2.029.214,98	2.024.245,05	99,76 %	4.969,93	0,24 %
B3-409	MISSION EXPENSES DUTY TRAVEL EXPENSES OF PRU	21.515,03	1.813,76	8,43 %	19.701,27	91,57 %
TOTAL TITLE III		3.383.051,81	3.257.574,10	96,29 %	125.477,71	3,71 %
TOTAL C8		3.874.596,11	3.729.102,83	96,24 %	145.493,28	3,76 %

1.9 BUDGETARY IMPLEMENTATION - EARMARKED REVENUES (R0)

Item	Heading	Credit		Committed							Carry forward comm. to 2017	Carry over credits to 2017
		Total	2016		2016	2013	2014	2015	2016	Total		
		1	2	3	4	5	6	7	8=4+5+6+7	8=7/1	9=3-7	10=2-3
B- 4700	OLDER WORKERS	2.000.000,00	941.294,82	841.695,88	2.487,85	653.671,47	402.545,86	793.478,20	1.852.183,38	92,61 %	48.217,68	99.598,94
B- 4800	ENPI	373.424,00	138.059,16	69.525,67	0,00	75.499,07	159.865,77	67.022,91	302.387,75	80,98 %	2.502,76	68.533,49
B- 4900	NEW IPA 2015/367-495	410.000,00	410.000,00	215.984,84	0,00	0,00	0,00	110.144,78	110.144,78	26,86 %	105.840,06	194.015,16
Total earmarked revenues		2.783.424,00	1.489.353,98	1.127.206,39	2.487,85	729.170,54	562.411,63	970.645,89	2.264.715,91	81,36 %	156.560,50	362.147,59

2 FINANCIAL STATEMENTS

Reporting entity.

EU-OSHA was created by the Council Regulation (EC) 2062/94 of 18 July 1994 establishing a European Agency for Safety and Health at Work.

Basis for preparation

As a general rule, all aspect of the financial accounts have been drawn up in accordance with the Financial Regulation applicable to EU-OSHA adopted by EU-OSHA's Governing Board on 15th January 2014. Also the Regulation 966/2012 (General Financial Regulation) is applicable. Pursuant the article 145 of this general Financial Regulation, the financial statement shall comprise:

- The balance sheet
- The statement of financial performance
- The statement of changes on net assets
- The cash-flow table
- Notes to the financial statements

According to the ABAC standards and to the instructions given by the Commission accountant, the accounts are presented under accrual basis²⁵. According to the existing tools, and since ABAC was implemented in 2008, the accounts are produced during the year in a limited accrual basis, and by the end of the year the closing of the accounts are adapted to be presented in a full accrual basis. This adaptation consists mainly in:

- Consideration of impact of fixed assets and depreciation
- Consideration of impact of pre-financings
- Withdrawal of carry forwards and introduction of real debts (payables and accrued expenses)
- Withdrawal of the impact of the accrual operation of the last year.

These accounts are presented in respect of the accounting principles, explained as follows:

Currency

The accounts are established in Euros (€).

Going concern basis.

EU-OSHA is deemed to have been established for an indefinite duration.

Prudence.

Assets and income have not been overstated; liabilities and expenses have not been understated. No hidden reserves or undue provisions have been created.

Consistent accounting methods.

The accounting methods and valuation must not be changed from one year to the other.

²⁵ "In accrual accounts, transactions are recognized when they occur... even if the payments (are) to be made the following year".

The calculation of the depreciation starts the day of “mise en service”. The depreciation rates are those established in the ABAC rules, and will be detailed in the specific item.

Comparability of information.

The financial statements show all the amounts in the corresponding item for the previous year. When the presentation of the classification of one of the components is changed, the corresponding amounts for the previous year shall be made comparable and reclassified.

Materiality and aggregation.

All the operations which are significant for the information have been taken into account in the financial statements. Items that are material by virtue of their size but with the same nature can be aggregated. Amounts negligible can also be aggregated.

No-netting principle.

Receivables and debts have not been offset against each other, nor may changes or incomes, save where charges and income derive from the same transaction, from similar transactions or from hedging operations and provided they are not individually material.

Reality over appearance.

Accounting events recorded in the financial statements are presented by reference to their economic nature.

Accrual-based accounting principle

Transactions and events shall be entered in the accounts when they occur and not when amounts are actually paid or recovered. They shall be booked to the financial years to which they relate.

Concerning the operations financed by earmarked revenues (RO) the cash principle has been kept. The effect of this in the whole accounts is negligible.

Valuation of assets and liabilities

Assets and liabilities shall be valued at purchase price or production cost. However, the value of non-financial fixed assets and formation expenses shall be written down for depreciation. In addition a write-down may be applied where the value of an asset decreases and an increase in the value of a liability may be covered by a provision.

Note related to Payroll charges

All salary calculations giving the total staff expenses included in the Statement of financial performance of the Agency are externalized to the Office for administration and payment of individual entitlements (also known as the Paymaster's Office-PMO) which is a central office of the European Commission.

The PMO's mission is to manage the financial rights of permanent, temporary and contractual staff working at the Commission, to calculate and to pay their salaries and other financial entitlements. The PMO provides these services to other EU institutions and agencies as well. The PMO is also responsible for managing the health insurance fund of the Institutions, together with processing and paying the claims of reimbursement from staff members. The PMO also manages the pension fund and pays the pensions of retired staff members. PMO is being audited by the European Court of Auditors.

The Agency is only responsible for the communication to the PMO of reliable information allowing the calculation of the staff costs. It is also responsible to check that this information has been correctly handled in the monthly payroll report used for accounting payroll costs. It is not responsible for the calculation of the payroll costs performed by PMO.

2.1 BALANCE SHEET

The balance sheet gives a description of assets and liabilities at year-end. Assets are presented according to their liquidity...liabilities according to the extents to which they are due.

	Annexe n°	2016	2015	Variation
ASSETS				
A. NON CURRENT ASSETS				
Intangible assets		13.058,74	20.441,59	-7.382,85
Property, plant and equipment	A1	511.526,58	593.145,55	-81.618,97
Land and buildings		239.096,99	287.734,76	-48.637,77
Plant and equipment		31.060,83	49.355,38	-18.294,55
Computer hardware		121.058,99	125.107,45	-4.048,46
Furniture and vehicles		106.207,77	108.697,43	-2.489,66
Other fixtures and fittings		14.102,00	22.250,53	-8.148,53
Long-term receivables	A2	9.315,00	9.315,00	0,00
TOTAL NON CURRENT ASSETS		533.900,32	622.902,14	-89.001,82
B. CURRENT ASSETS				
Short-term pre-financing	A3	8.635,04	39.875,00	-31.239,96
Short-term receivables		2.283.877,35	1.326.057,42	957.819,93
Sundry receivables	A4	13.131,44	31.987,40	-18.855,96
Deferred Charges	A5	6.030,00	0,00	6.030,00
Accrued income with consolidated EU entities	A6	2.264.715,91	1.294.070,02	970.645,89
Cash and cash equivalents	A7	4.596.910,72	5.561.886,19	-964.975,47
TOTAL CURRENT ASSETS		6.889.423,11	6.927.818,61	-38.395,50
TOTAL		7.423.323,43	7.550.720,75	-127.397,32
LIABILITIES				
A. NET ASSETS				
Accumulated surplus/deficit		3.143.458,92	2.752.874,83	390.584,09
Economic outturn for the year - profit+/loss-		19.664,82	390.584,09	-370.919,27
TOTAL NET ASSETS		3.163.123,74	3.143.458,92	19.664,82
B. CURRENT LIABILITIES				
Accounts payable		4.307.199,69	4.407.261,83	-100.062,14
Current payables	L1	72.671,71	20.575,94	52.095,77
Sundry payables	L2	25.355,92	24.175,25	1.180,67
Other		1.289.416,14	1.413.977,95	-124.561,81
Accrued charges		1.262.529,14	1.389.915,95	-127.386,81
Accrued charges with consolidated EU entities	L3	26.887,00	24.062,00	2.825,00
Pre-financing received from consolidated EU entities	L4	2.872.755,92	2.948.532,69	-75.776,77
TOTAL CURRENT LIABILITIES		4.260.199,69	4.407.261,83	-147.062,14
TOTAL		7.423.323,43	7.550.720,75	-127.397,32

2.2 STATEMENT OF FINANCIAL PERFORMANCE

This financial statement sets out all revenue and expenditure incurred during the year, even if the related movement of cash will only take place in later years.

	2016	2015	Variation
Revenues from administrative operations	3.772,58	132,02	3.640,56
Other operating revenue	15.444.403,84	15.299.006,11	145.397,73
TOTAL OPERATING REVENUE	15.448.176,42	15.299.138,13	149.038,29
Administrative expenses	-6.950.089,34	-6.870.334,77	-79.754,57
All Staff expenses	-5.101.317,01	-4.934.172,81	-167.144,20
Fixed asset related expenses	-175.236,30	-168.204,32	-7.031,98
Other administrative expenses	-1.673.536,03	-1.767.957,64	94.421,61
Operational expenses	-8.478.636,45	-8.043.539,93	-435.096,52
Other operational expenses	-8.478.636,45	-8.043.539,93	-435.096,52
TOTAL OPERATING EXPENSES	-15.428.725,79	-14.913.874,70	-514.851,09
SURPLUS/(DEFICIT) FROM OPERATING ACTIVITIES	19.450,63	385.263,43	-365.812,80
Financial revenues	580,87	5.320,66	-4.739,79
Financial expenses	-366,68	0,00	-366,68
SURPLUS/ (DEFICIT) FROM NON OPERATING ACTIVITIES	214,19	5.320,66	-5.106,47
SURPLUS/(DEFICIT) FROM ORDINARY ACTIVITIES	19.664,82	390.584,09	-370.919,27
ECONOMIC OUTTURN FOR THE YEAR	19.664,82	390.584,09	-370.919,27

Ventilation of the operational incomes

Concept	2016	2015
Subvention Commission	14.373.443,08	14.567.886,31
Grants Spanish authorities	100.100,00	100.100,00
Accrued incomes IPA III	0,00	29.750,78
Accrued incomes new IPA 2015/367-495	110.144,78	0,00
Accrued incomes project Older Workers	793.478,20	402.545,86
Accrued incomes project ENPI	67.022,91	159.865,77
Accrued incomes CdT	0,00	38.779,00
Other operational incomes	214,87	78,39
TOTAL	15.444.403,84	15.299.006,11

2.3 BUDGETARY VERSUS ECONOMIC OUTTURN: COMPARISON

	Items included in economic, but not in budgetary outturn	Items included in budgetary, but not in economic outturn	TOTAL
Earmarked (RO) operations			
Project Old Workers			-147.816,62
Prefinancing received	-2.000.000,00	-147.816,62	
Outstanding cost statements	1.852.183,38		
Project ENPI			-71.036,25
Prefinancing received	-373.424,00	-71.036,25	
Outstanding cost statements	302.387,75		
Project NEW IPA			-299.855,22
Prefinancing received	-410.000,00	-299.855,22	
Outstanding cost statements	110.144,78		
Adjustement of expenses			518.708,09
Elimination carry over 16-17		518.708,09	
Carry over Old Workers	147.816,62		
Carry over ENPI	71.036,25		
Carry over NEW IPA	299.855,22		
Economic Outturn Account			0,00
No earmarked operations			
Budget Outturn 2016		89.331,92	89.331,92
Outturn to reimburse to the EC	-89.331,92		-89.331,92
Prefinancing given			-38.739,96
Prefinancing paid 2016		8.635,04	
Prefinancing 2015 cleared 2016	-47.375,00		
Impact on fixed assets			-89.001,82
Purchase		86.234,48	
Depreciation	-175.236,30		
Reversal of accrual operations			1.323.594,75
Expenses	1.323.594,75		
Incomes			
Amounts paid C8			-3.729.102,83
Paid C8	-3.729.102,83		
Adjustement of expenses			2.698.407,96
Elimination carry over		3.941.209,81	
Accrued expenses 2016	-1.191.532,94		
Amounts payables 2016 with conforme aux faits	-71.844,85		
Amounts payables 2015 with conforme aux faits	20.575,94		
Cancellation unused C8		-145.493,28	-145.493,28
Economic Outturn Account	-3.960.253,15	3.979.917,97	19.664,82

2.4 CASH-FLOW TABLE (INDIRECT METHOD)

	2016	2015
Cash Flows from ordinary activities		
Surplus/(deficit) from ordinary activities	19.664,82	390.584,09
Operating activities		
Adjustments		
Amortization (intangible fixed assets) +	7.731,65	10.443,45
Depreciation (tangible fixed assets) +	164.628,94	157.770,87
(Increase)/decrease in Short term Pre-financing	31.239,96	-32.375,00
(Increase)/decrease in Long term Receivables	0,00	-5.115,00
(Increase)/decrease in Short term Receivables	-957.819,93	-179.966,30
(Increase)/decrease in Receivables related to consolidated EU entities	0,00	43.564,19
Increase/(decrease) in Accounts payable	-71.285,37	129.396,90
Increase/(decrease) in Liabilities related to consolidated EU entities	-75.776,77	328.649,32
Net cash Flow from operating activities	-881.616,70	804.503,33
Cash Flows from investing activities		
Increase of tangible and intangible fixed assets (-)	-86.234,48	-189.316,06
Proceeds from tangible and intangible fixed assets (+)	2.875,71	
Net cash flow from investing activities	-83.358,77	-189.316,06
Net increase/(decrease) in cash and cash equivalents	-964.975,47	615.187,27
Cash and cash equivalents at the beginning of the period	5.561.886,19	4.946.708,92
Cash and cash equivalents at the end of the period	4.596.910,72	5.561.886,19
Note: Bank interest generated.	2016	2015
	580,87	6.194,76

2.5 STATEMENT OF CHANGES ON NET ASSETS

Net assets	Accumulated Surplus (+) / Deficit (-)	Economic result of the year	Net assets (total)
Balance as of 31 December 2015	2.752.874,83	390.584,09	3.143.458,92
Balance as of 1 January 2016	2.752.874,83	390.584,09	3.143.458,92
Allocation of the Economic Result of Previous Year	390.584,09	-390.584,09	0,00
Economic result of the year		19.664,82	19.664,82
Balance as of 31 December 2016	3.143.458,92	19.664,82	3.163.123,74

2.6 OFF – BALANCE ITEMS:

CONTINGENT LIABILITIES AND COMMITMENTS FOR FUTURE FUNDING

This item consists in amounts that have low risk to finish in real liabilities. The items accounted are:

Commitments for future funding	2016	2015
RAL - Commitments against appropriations not yet consumed	2.639.745,46	2.499.521,14
Operating lease	1.340.112,93	1.608.042,57
TOTAL	3.979.858,39	4.107.563,71

Operating lease	Charges paid during the year	Charges still to be paid			
		<1yearr	1-5 years	>5 years	Total charges to be paid
	A	B	C	D	E=B+C+D
Buildings	290.721,84	290.721,84	803.788,92	245.602,17	1.340.112,93

2.7 NOTES TO THE FINANCIAL STATEMENTS

2.7.1 A1: FIXED ASSETS.

Intangible fixed assets

2016	Total Computer Software
Gross carrying amounts 01.01.2015	190.494,82
Additions	348,80
Gross carrying amounts 31.12.2015	190.843,62
Accumulated amortization and impairment 01.01.2015	-170.053,23
Amortization	-7.731,65
Accumulated amortization and impairment 31.12.2015	-177.784,88
Net carrying amounts 31.12.2015	13.058,74

Tangible fixed assets

2016	Buildings	Plant and Equipment	Computer hardware	Furniture and vehicles	Other Fixtures and Fittings	Total
Gross carrying amounts 01.01.2015	375.507,41	427.091,65	629.750,61	490.663,01	39.339,86	1.962.352,54
Additions	0,00	1.192,96	64.077,55	20.615,17	0,00	85.885,68
Disposals		-32.605,68		-45.895,50		-78.501,18
Gross carrying amounts 31.12.2015	375.507,41	395.678,93	693.828,16	465.382,68	39.339,86	1.969.737,04
Accumulated amortization and impairment 01.01.2015	-87.772,65	-377.736,27	-504.643,16	-381.965,58	-17.089,33	-1.369.206,99
Depreciation	-48.637,77	-19.487,51	-68.126,01	-20.229,12	-8.148,53	-164.628,94
Disposals		32.605,68		43.019,79		75.625,47
Accumulated amortization and impairment 31.12.2015	-136.410,42	-364.618,10	-572.769,17	-359.174,91	-25.237,86	-1.458.210,46
Net carrying amounts 31.12.2015	239.096,99	31.060,83	121.058,99	106.207,77	14.102,00	511.526,58

FIXED ASSETS. DEPRECIATION RATES

Asset type	Depreciation rate, consolidation manual	Depreciation rate used by reporting entity	Comments if differs from the Common rates (see column A)
Intangible assets			
Software for personal computers and servers	25%	25,0	
Tangible assets			
Buildings	4%	11/21 totally depreciated	Duration of the renting contract
Furniture and vehicles			
Office, laboratory and workshop furniture	10%	10,0%	
Electrical office equipment, printing and mailing equipment	25%	25,0%	
Transport equipment (vehicles and accessories)	25%	25,0%	
Computer hardware			
Computers, servers, accessories, data transfer equipment, printers, screens	25%	25,0%	
Copying equipment, digitising and scanning equipment	25%	25,0%	
Other fixtures and fittings			
Telecommunications equipment	25%	25,0%	
Audio-visual equipment	25%	25,0%	

2.7.2 A2: LONG TERM RECEIVABLES

Amounts paid in concept of guarantees

	2016	2015
Guarantees given: cash guarantee for office in Brussels	9.315,00	9.315,00

2.7.3 A3: PREFINANCING GIVEN 2016

Item	Commitment	Payment number	Concept	LE Key List	Committed 2016	Pre-financing paid 2016	RAL 2016	Estimation expenses incurred by the final beneficiary in 2016
4900	5859	15.319	IPA WORKSHOP	6000232243	22.158,47	6.647,54	15.510,93	
3203	5870	15.423	MONITORING Q4 2016 UNDER FWC EUOSHA/2016/0002/L2	6000332235	3.975,00	1.987,50	1.987,50	3.975,00
TOTAL					26.133,47	8.635,04	17.498,43	3.975,00

2.7.4 A4: SUNDRY RECEIVABLES

	2016	2015
To be recovered to staff / agencies (HB 45202000/49970000)	13.131,44	31.987,40

2.7.5 A5: DEFERRED CHARGES

Insurances for 2017 paid end 2016

	2016	2015
Invoices 2017 paid end 2016	6.030,00	0,00

2.7.6 A6: ACCRUED INCOMES CONSOLIDATED ENTITIES

	2016	2015
Outstanding cost statements NEW IPA project	110.144,78	0,00
Outstanding cost statements delegation agreement Older Workers	1.852.183,38	1.058.705,18
Outstanding cost statements ENPI project	302.387,75	235.364,84
TOTAL	2.264.715,91	1.294.070,02

2.7.7 A7: CASH AND CASH EQUIVALENTS

The Agency held 2 bank accounts.

	2016	2015
Bank accounts	4.593.910,72	5.558.886,19 (1)
Petty cash	3.000,00	3.000,00
TOTAL	4.596.910,72	5.561.886,19

Including 892,03 bank interest cashed 4/1/16, value date 31/12/15.

Credit quality of financial assets	
Counterparties with external credit rating	4.596.910,72
Prime and high grade	4.211.225,37
Upper medium grade	382.685,35
Non-investment grade	3.000,00

2.7.8 L1: CURRENT PAYABLES

The amounts correspond to pending invoices arrived in 2015 and pending of payment at the year end, with the "conforme aux faits"

	2016	2015
Pending invoices arrived during the year	72.671,71	20.575,94

2.7.9 L2: SUNDRY PAYABLES

The amount corresponds to miscellaneous amounts concerning staff (HB accounts 45202000, 45290000, 45493000)

	2016	2015
TOTAL	25.355,92	24.175,25

2.7.10 L3: DEFERRALS AND ACCRUALS

This amount corresponds to pending amounts owed, whose invoices did not arrive up to 31/12/14. Also the estimated expenses of pre-financing given (See note A3) are included.

	2016	2015
Outstanding cost statements for year N, to be arrived the year N+1, not covered by prefinancing (eligible expenses) – see note A3	1.987,50	0,00
Pending invoices, not arrived up to 31/12 of the year	1.156.230,84	1.292.032,75
Untaken annual leave	104.310,80	97.883,20
TOTAL	1.262.529,14	1.389.915,95

With consolidated entities:

	2016	2015
Translation Centre	26.887,00	24.062,00

2.7.11 L4: PRE-FINANCING RECEIVED FROM CONSOLIDATED EC ENTITIES

The amount corresponds to the amounts owed to the Commission for the following items:

	2016	2015
Budget outturn (see table)	89.331,92	165.108,69
Older workers project	2.000.000,00	2.000.000,00
ENPI project	373.424,00	373.424,00
NEW IPA (2015/367-495)	410.000,00	410.000,00
TOTAL	2.872.755,92	2.948.532,69

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The European Agency for Safety and Health at Work (EU-OSHA) contributes to making Europe a safer, healthier and more productive place to work. The Agency researches, develops, and distributes reliable, balanced, and impartial safety and health information and organises pan-European awareness raising campaigns. Set up by the European Union in 1994 and based in Bilbao, Spain, the Agency brings together representatives from the European Commission, Member State governments, employers' and workers' organisations, as well as leading experts in each of the EU Member States and beyond.

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