



## MINUTES

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| <b>Meeting:</b> | MEETING OF THE BUREAU OF THE GOVERNING BOARD                                                |
| <b>Date:</b>    | Tuesday, 17 March 2015                                                                      |
| <b>Time:</b>    | 17:00 h – 19.00 h                                                                           |
| <b>Venue:</b>   | Hotel Melia Bilbao – Gehry meeting room<br>Calle Lehendakari Leizaola, 29, E - 48001 Bilbao |

### 1. Draft Agenda (B/15/A1)

The Chair welcomed the attendees.

Asked by the Chair, in compliance with the Agency's policy on management of conflict of interest, to declare whether they may have a potential conflict of interest with any of the items in the agenda, no Bureau member reported any.

The Chair introduced the draft Agenda, which was adopted.

The Chair reminded that there would be a wrap-up meeting upon completion of the groups' meetings on the following day. These minutes also include the discussions and conclusions reached during the wrap-up meeting.

CONCLUSION: The draft agenda was adopted.

### 2. Draft minutes of last Bureau meeting 11 November (B/13/M4)

There had been no comments on the draft minutes of the last Bureau meeting.

CONCLUSION: The draft minutes were adopted without any further comments.

### 3. Preparation of Board meeting (G/14/A1)

The Chair recalled that the Board meeting will follow the same format inaugurated at the previous meeting. The Agency staff will introduce the different Agenda items at the groups meetings. The Board will then convene in plenary in the afternoon.

#### 3.1. Adoption of the draft agenda

Since the last Board meeting, the Agency and the Board had lost two beloved colleagues who passionately contributed to fostering occupational safety and health across Europe. These were Eusebio Rial-González, Head of the Prevention and Research Unit at the Agency, and Martina Schroeder, member of the Agency's Board as workers' representative for Germany. They both passed away last December. The Bureau decided to devote some time at the beginning of the Board meeting (plenary session) to their memory.

The order of the agenda had changed slightly. In particular, item 9 "Draft budget and establishment plan 2016" became item 6 all the rest would follow. Also, item 12 "Election of Chair, Vice-Chairs and Bureau" will be dealt with last.



The Commission would update on the following issues under item 3 “Analysis and assessment of Annual Activity Report 2014”:

- Commission’s Communication on EU OSH strategic framework
- Schedule related to the revision of the Agency’s founding regulation
- Appointment of new Director of DG EMPL B (Employment and Social Legislation, Social Dialogue)

### 3.2. Adoption of the minutes from the 12-13 November Board meeting

There were no comments.

### 3.3. Analysis and assessment of the 2014 Annual Activity Report

The Director introduced this item. The Annual Activity Report is a requirement as per the Financial Regulation and is a key document for the discharge procedure. The version presented to the Board is not yet final. There are some data that need to be included, such as the findings and observations from the Court of Auditors that are not yet available and updated figures in relation to the activity based costing.

The Director also clarified that for the first time, the Board was provided a guideline document to check the completeness and accuracy of the draft analysis and assessment of the report. The document was created by the inter-agency performance network to help the Boards ensure that all criteria and aspects are covered.

#### The Board should:

- a) take note of the AAR;
- b) provide comments and feedbacks on the analysis and assessment;
- c) mandate the Bureau to finalize the analysis and assessment on the basis of the final draft at the June meeting.

### 3.4. Agency’s 2014 Annual Report

The Director explained that the Annual Report is a requirement as per the Founding Regulation. Apart from the Agency’s key stakeholders, the addressee of the Annual Report is the general public.

#### The Board should adopt the Annual Report.

### 3.5. Amending Budget 2015

The Director recalled that the budget adopted by the Board in November did not include the income related to some activities that are financed via earmarked funds (namely, the ENPI - European Neighbourhood Programme and the EP Pilot Project Health and Safety at Work of Older Workers, delegated to the Commission, whose exact amount was unknown at the time as it was the results of carry forward at year end. The Director also informed the about the need to amend the Annual Management Plan 2015 as the Agency will soon have to sign an agreement with DG European Neighbourhood Policy and Enlargement Negotiations (DG NEAR) on the new IPA (Pre-Accession assistance Instrument) programme. This new activities should be reflected in the AMP 2015.

#### The Board should adopt the amending budget I 2015 and the amendment to the Annual Management Plan 2015.



### 3.6. Draft budget and establishment plan 2016 and draft MSPP 2016-2018

Shortly before the Bureau/Board meeting, the Commission had provided the Agency with feedback on the Multi-annual Staff Policy Plan 2016-2018.

The Commission referred to the Communication on programming of human and financial resources for decentralised agencies 2014-2020 and the Budgetary Circular for 2016 which require that “cruising speed” Agencies should reduce their posts on their establishment plan by an additional 5% in addition to the 5% cut they already implemented as an austerity measure like all other EU institutions and bodies. The additional 5% cut is meant to contribute to a redeployment pool for newly established Agencies. “Cruising speed” Agency would, in total, suffer from a 10% staff reduction. Consequently the Agency should cut two more posts, one in 2016 and one in 2017. The Parliament and the Council have not yet endorsed the Commission’s approach in relation to the additional 5% cut. This will be discussed in autumn in the framework of the discussions on the approval of the EU budget for 2016. For this reason, the figures related to the establishment plan for 2016 and 2017 do not take into account the additional cuts. Cutting additional posts in the establishment plan would have a significant impact on the achievements of its objectives.

The Bureau considered the possibility that the Board could agree on the draft budget and establishment plan for 2016 as well as the multi-annual staff policy plan 2016-2018 as submitted by the Agency. If any further cut should be confirmed by the budgetary authority later in the year, the Board should take this decision into account for the final adoption of the Budget and establishment plan for 2016 at the November meeting.

*The Board should adopt the draft budget and the establishment plan for 2016 and the Multi-annual Staff Policy Plan 2016-20178.*

### 3.7 Theme for the Healthy Workplaces Campaign 2018-2019

At the last Board meeting, the Board agreed on a shortlist of themes, which included proposals from the Agency as well as from the three interest groups:

- dangerous substances (Agency)
- managing OSH in the health and social care sector (Agency)
- creating a safety culture at the workplace (governments)
- how to communicate OSH – let’s talk OSH (employers)
- the role of gender in OSH (workers).

In preparation for the Board meeting, the Agency developed further these five proposals into five working papers.

The Commission said that their preferred campaign theme would be “dangerous substances”, as it would be in line with the EU OSH strategic framework insofar as it will contribute to the prevention of work related diseases. The other themes proposed by the interest groups were also very valuable and the Commission suggested that they could be integrated into the campaign. Being the overarching theme “dangerous substances”, the campaign could address aspects related to communication, gender and prevention culture. The Agency confirmed that this concept would be workable.

The Governments, the workers and the employers in principle welcomed this idea and confirmed the approach after the discussions within the groups. The employers however asked to address more target groups - with gender being just one of those. It was pointed out that although the three topics added since the November meeting were submitted by members of the interest groups, they are not made on behalf of each of the groups.

The consensus formula that would be proposed to the Board for agreement is “establishing a prevention culture on dangerous substances while targeting specific groups of workers”. It is understood that this should cover also, but not only, gender issues.



The Board should decide on the Healthy workplaces campaign theme 2018-2019.

3.8 Request from the Sectoral Social Dialogue Committee (SSDC) for ports for inclusion in the Agency's Annual Management Plan of a project on cargo-related health and safety risks for workers

The Sectoral Social Dialogue Committee (SSDC) for Ports asked the Agency to consider including in the Annual Management Plan 2016 a project related to a structured review of all risks for human health coming from the exposure to fumigants. This should include recommendations on how such risks can be minimized.

All groups and the Commission agreed with the Director that it is a positive sign for OSH in Europe to receive these sort of requests. This means that the Agency is seen as a resource to those working in the field. Since the Agency operates with limited resources and even more so at times of cuts, the Bureau agreed that the Agency should not commit to a full-scale project. This would entail postponing or reducing activities that are already foreseen. Nevertheless, the Agency could scope out the possibility of a less resource-intensive project as it seemed important to revert to the SSDC with a positive reply. The Agency should present a final proposal on this at the Board meeting in November.

The Board is invited to discuss the different options.

3.9. Draft Annual Management Plan 2016

The Director informed that the Annual Management Plan 2016 implements the third year of the Multi-annual Strategic Programme 2014-2020. There are no new activities compared to the current Annual Management Plan, with the exception of the new Healthy workplaces campaign 2018-2019, whose theme the Board would be requested to agree at the meeting. The Board will have to adopt the final draft at the November meeting.

The Board should adopt the Annual Management Plan 2015 with all its annexes with any amendment considered necessary.

3.10. Revised rules for expert reimbursement

The Agency submitted a revised set of rules for reimbursement of experts to the Board with the aim to bring those in line with the ones in force at other Agencies.

The rules for reimbursement would apply to persons, not employed by EU-OSHA, invited to participate in meetings organised by EU-OSHA in an expert capacity, excluding members of institutions and other bodies of the European Union, including Board, Bureau Members and Advisory Groups members.

The revised rules provide that Governments' experts should be entitled to the same treatment as private experts when it comes to accommodation and subsistence costs. The rules should apply to events starting on or after 1 May 2015, if adopted.

The workers stated that they were in favour of the principle of equal treatment, but they wished this would be applied within the Board at every dimension. The revised founding regulation is expected to foresee a reduction in the size of the Board to the detriment of the representation of the social partners but not of the Governments. The interests of the three groups would not be represented equally.

The Board should adopt the revised rules for expert reimbursement.



### 3.11. Future planning schedule

With the new Financial Regulation, the schedule of the planning procedure needs to be adapted and consequently the dates of the Board meetings. At the last meeting in November, the Agency had prepared two proposals for the Board to consider. These proposals were based on the decisions that the Board should adopt throughout the year and the related timeline.

- Option 1: Meeting I in January (to adopt the draft programming document for the following year) and meeting II in May coinciding with the ACSH meeting (to take the decisions related to accountability). The adoption of the Single Programming Document would be taken by written procedure.
- Option 2: Meeting I in May coinciding with the ACSH meeting (to take the decisions related to accountability) and meeting II in November/December (to discuss an outline of the draft programming document for the year n+2 and adopt the single programming document for the following year).

The Agency analysed the implications of the two options. The Director explained that planning far ahead implies risks of data quality and the pressure on the staff also becomes very high, therefore the Agency's recommended option would be the first one.

The Governments expressed some concerns about the meeting in May, as this would come in an already busy period, whereas all groups in general were concerned about not attending the closing event of the campaign in November, should the Board meeting not take place any longer around those dates. The Director confirmed that the next Board meeting would take place in November 2015, whereas for the future the Agency could in any case bear the costs of Board members who wished to travel to the closing event.

All groups tended to support the Agency's preferred option, provided that this would be a pilot exercise that could be reconsidered after an assessment. The Commission also seconded this approach.

The Board should decide on the future planning schedule.

### 3.12. Director's appraisal – designation of reporting officers

The Director recalled that the mandate of the current reporting officers were linked to the appraisal for the period 1 January to 31 December 2013 and therefore there was a need to appoint new reporting officers.

To make the process more efficient, the Agency suggested that the Board should appoint four reporting officers for an indefinite time period. The Board can review the appointment annually when reviewing the composition of the Bureau.

Board members who are likely to become Chairpersons of the Board in the foreseeable future, i.e. particularly chairs and vice-chairs from the interest groups, should not be appointed as reporting officers as the Chairperson of the Board will serve as appeal assessor in the process.

The Board should designate reporting officers.



### 3.13 Election of Chair, Vice-Chairs and other Bureau members

The Chair informed that, according to the rotation system, the chairing of the Board would be taken over by the Governments' group.

The Board is invited to:

- a) Elect its Chair and three vice-chairs. According to the rotation system, the next chair will come from the Governments' group. The other groups shall appoint a vice-chair.
- b) Confirm the names of the coordinators (one from each of the three groups)
- c) Designate Members and Alternates for the Bureau. Each group and the Commission can appoint one additional Bureau Member. Each group may designate three alternates.

## **4. Communication Strategy**

This item was on the agenda of the Bureau meeting in November 2014 but was not worked through due to lack of time.

The Head of the Communication and Promotion Unit introduced the strategy, cf. [presentation](#). In particular, he stressed that the proposed strategy is consistent with the required actions regarding communications included in the Inter-institutional Working Group's roadmap for the agencies' future development and with the proposed revisions to the Agency's founding regulation.

EU-OSHA's communications, and the Agency itself, have to be considered in the context of the broader EU landscape – the objectives and perceptions of the other institutions (Commission, EP, Council, other agencies) and of the European project itself. As well as satisfying its own objectives, The Agency's communications must be complementary and supportive of higher-level EU communications and strategic goals.

The document sets out the external communications strategy of the Agency over the period 2014 to 2020. The overall aims of the strategy are to build and maintain awareness of the importance of occupational safety and health within the framework established by the Agency's Multi-annual strategic programme 2014-2020 and to promote the Agency's mission and vision.

The Bureau welcomed this initiative. The Commission asked to refer to the EU OSH strategic framework wherever appropriate, and, in particular, to include it as an "opportunity" under the SWOT analysis that underpins the strategy. Likewise, the workers suggested including accession countries as an "opportunity" and tripartism as a "strength". Multilingualism and clear guidelines on printed material should also be addressed in this context. The Head of Communication and Promotion Unit replied that the strategy will serve as a reference framework and confirmed that these issues would be addressed during the implementation phase.

CONCLUSIONS: The Bureau adopted the Agency's communication strategy 2014-2020 with the comments made at the meeting.

#### **ACTION N. 1**

The Agency will revise the Agency's communication strategy 2014-2020 as per the comments made by the Bureau.



## 5. Any Other Business

As there was not any other business to discuss, the Chair thanked all participants and closed the meeting.

### LIST OF ATTENDEES

|    | <b>Name</b>         | <b>Representing</b> |
|----|---------------------|---------------------|
| 1  | ALVAREZ Jesús       | European Commission |
| 2  | BATEN Jan           | Government          |
| 3  | BÖHM Lučka          | Workers             |
| 4  | BREINDL Gertrud     | Government          |
| 5  | DE MEESTER Kris     | Employers           |
| 6  | GYÖRGY Károly       | Workers             |
| 7  | KEMPA Viktor        | Workers             |
| 8  | MOITINHO Teresa     | European Commission |
| 9  | NIEMIEC Józef       | Workers             |
| 10 | PETRICEK Tatjana    | Government          |
| 11 | SCHWENG Christa     | Employers           |
| 12 | SMITH Rebekah       | Employers           |
| 13 | SEDLATSCHEK Christa | EU-OSHA             |
| 14 | BEJER Jesper        | EU-OSHA             |
| 15 | COCKBURN William    | EU-OSHA             |
| 16 | MURILLO Françoise   | EU-OSHA             |
| 17 | O'BRIEN Brenda      | EU-OSHA             |
| 18 | PICCIOLI Ilaria     | EU-OSHA             |
| 19 | SMITH Andrew        | EU-OSHA             |