



## MINUTES

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| <b>Meeting:</b> | MEETING OF THE BUREAU OF THE GOVERNING BOARD     |
| <b>Date:</b>    | Wednesday, 13 May 2015                           |
| <b>Time:</b>    | 09:30 – 15:00                                    |
| <b>Venue:</b>   | Julia meeting room – Agency's premises in Bilbao |

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

The Chair welcomed the attendees, and, especially, Mr Jordi Curell, new Director of EMPL B, who was joining the Bureau for the first time. Mr Curell briefly introduced himself and recalled his long-standing career at the Commission, and, in particular, at DG Employment, beside six years working at DG Education and Culture. He thanked the Bureau for their welcome and expressed hopes for future cooperation.

The Chair introduced the draft Agenda and asked all Bureau members whether they might have a potential conflict of interest with any of the items to be discussed, in compliance with the Agency's policy on management of conflict of interest. No Bureau member declared any.

The Commission proposed to discuss the blueprint for the revision of the Agency's founding regulation. The Chair proposed that this item could be dealt with under point 3 – Director's progress report, which was agreed.

CONCLUSION: The draft agenda was adopted.

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

There had been a few comments to the draft minutes of the last Bureau meeting in March. These were incorporated and included in the version presented to the Bureau. No further comments were made at the meeting.

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

### 3. Director's progress report (B/15/02)

The Director introduced this item.

The Director referred Bureau members to the progress report circulated. She also highlighted that the implementation of the great majority (ca. 90%) of the outputs foreseen in 2015 was on track and 15% were already finalized. Ca. 80% of Focal Points mandatory and portfolio tasks were on time and almost 10% were already launched.

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

Roadmap related to the follow up of the Inter-institutional Working Group

The Agency took action on all the issues it was expected to. Work is underway and from now on the Agency will update the Bureau on an *ad hoc* basis.



### Latvian Presidency conference in Riga and Healthy workplaces good practice awards

On 27 April 2015, the Healthy Workplaces Good Practice Awards ceremony was held at the Latvian Presidency Conference on Occupational Safety and Health in Riga.

In this context, eleven innovative and outstanding examples of management of psychosocial risks and stress were awarded, from organisations of different sizes and sectors throughout Europe. The awards have helped demonstrate the success of the Healthy Workplaces Manage Stress campaign at the workplace level.

### Court of auditors 2014 audit

The Court of Auditors had not yet released the preliminary findings from the audit carried out at early 2015 on a sample of 2014 transactions. However, there were expectations that the outcome of the audit would be positive as usual.

### Internal Audit Service audit on “Tools on OSH management and impact assessment” and follow up on previous recommendations

The IAS audited the Agency on a part of its core business. The audit topic was “Tools for OSH management and impact assessment”. The IAS also performed a follow-up to the recommendations of previous audits that remained open. The Agency had worked towards the closure of these recommendations and the IAS appreciated that.

The report from the audit will be available in the coming weeks. The Bureau will get more information at the September meeting.

### Seat Agreement with Spain

The implementation of the Seat agreement is underway. The Spanish Foreign Ministry released a first batch of accreditations of staff members and a second one will be dispatched soon.

### ENPI (European Neighbourhood and Partnership Instrument)

On 28 January 2015, EU-OSHA hosted a workshop in Bilbao to discuss new and existing initiatives in the EU and beyond aimed at preventing health problems associated with silica and artificial stone. The workshop included representatives from the European Commission (DG EMPL), the UK, Italy, Spain, the ILO, the WHO and the European Network on Silica (NEPSI). The workshop was organised with the support of the European Commission as part of EU-OSHA's ENP project and included a Delegation from Israel who presented new research in the area of silica related to artificial stone. The workshop was an opportunity to bring together parties from the EU and its neighbourhood to discuss an issue that continues to be of concern and also to highlight an emerging concern related to the use of artificial stone<sup>1</sup>.

The current ENP project finishes in January 2016. On 23 April 2015, EU Agencies met with DG Neighbourhood and Enlargement Negotiations (DG NEAR) and were informed that there would be no automatic continuation of funding for agencies' activities with ENP partner countries. Any further projects will be demand driven and will require Agencies to demonstrate the value for ENP partner countries in continued collaboration.

In order to begin this process, Agencies were advised that an outline of their existing projects and potential future activities should be sent to the responsible Directors at both DG NEAR and the External Action Service (EEAS) in order to begin the process.

The anticipated delay between the end of the existing project and any future project will be at least 6 months. This will create a number of issues with regards to human resources, maintaining/re-establishing existing ENP networks, and managing the expectations from our ENP partners. It will

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<sup>1</sup> Given the interest shown by Bureau members, a copy of the seminar online summary of the workshop was distributed at the meeting.



also be important for EU-OSHA to liaise closely with EU Delegations and the ILO who have an expectation and desire for further collaboration.

As a follow up, the Agency is envisaging the following options:

- Correspondence from EU-OSHA Director to Directors of DG NEAR and EEAS.
- A coordinated agencies' letter sent from Eurofound in their role as Coordinator of the Heads of Agencies network to the European Commission to raise administrative and procedural concerns with the current process.
- Provide comment to the ENPI consultation document which is open until end of June 2015 to ensure OSH is included.
- Requests for support from line DGs, including both the B3 Unit and colleagues in the international relations department of DG EMPL.

#### Inter-institutional Working Group 2

The inter-institutional working group on the future of the EU Agencies has resumed its work. The third meeting is planned on 2 June and it will mainly focus on the budgetary process for the Agencies.

The Coordination of the Agencies asked to be invited to contribute to the discussions.

#### Europe day – 9 May

9 May marked the 65<sup>th</sup> anniversary of the Schuman declaration and the start of European integration. Many EU Institutions opened their doors to the public for the entire day. EU-OSHA went out into Bilbao to raise awareness on the importance of effectively managing stress and psychosocial risks at the workplace through its Europe-wide campaign Healthy Workplaces Manage Stress.

#### New evaluation policy and procedure

The Agency has adopted a new policy and procedure on evaluation.

The objectives are:

- To learn more about the impact and results of previous and ongoing activities and improve where needed
- To communicate on an informed basis
- To design future activities

The new policy and procedure also meet the requirements from the new Financial Regulation and foresee a role for the Board to monitor the implementation of the recommendations from the evaluations.

#### Recruitment situation at the Agency

To date, the following positions have been filled:

- Pre-accession Project Manager (FGIV, short-term) in Network Secretariat: the selection procedure has been completed, the letter of offer will be sent to the selected candidate based on the progress of the signature of the IPA Agreement.
- Project Manager (FGIV, long-term) in PRU: the selected candidate previously on short-term employment started the new contract on 1 January.
- Project Manager (FGIV, short-term) in PRU: the selected candidate took up duties on 1 January.
- Communication Officer (AST3, short-term) in CPU: the selected candidate will take up duties on 16 May.



On-going vacancies include:

- ICT Officer (FGIII, long-term contract) in CPU
- Head of Unit (AD9 and above, long-term contract) for PRU– internal and inter-agency job market agreement – long-term contract

*Follow up to the 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<sup>2</sup>*

The acting Head of Prevention and Research Unit informed that the Agency had followed up on the Sectoral Social Dialogue Committee proposal in writing<sup>3</sup>, suggesting a project along the lines discussed by the Board. The project foresees a compilation of existing information at the national level – Focal Points will support – and of existing Agency resources on the topic. The work by Chemex will be also taken into account and complementarity to the Commission's undertakings in this area will be ensured.

*E-tools and monitoring tool at national level for OSH*

Asked to clarify the definition of "e-tools", the acting Head of the Prevention and Research Unit explained that e-tools, differently from e-guides, require an input of information (e.g., for measurement purposes). This is a high potential area – but it is important to take into account some key aspects to ensure transferability, such as multilingualism and involvement and engagement of stakeholders.

With regard to the monitoring tool for OSH, the Agency is assisting the Commission to draft the technical specifications and will follow up with the Commission on the role it should play in the implementation phase. Once this is fully clarified, the draft 2016 annual management plan should be amended accordingly.

The Chair gave the floor to the Commission for an update on the blueprint for the revision of the Agency's founding regulation.

*Blueprint for the revision of the Agency's founding regulation.*

The Director of EMPL B informed that the blueprint foresees three strands of amendments:

1. Technical changes (purpose, mandate and name of the Agency);
2. Adaptations to new practices (e.g., alignment to data protection requirements and other issues addressed by the inter-institutional working group, including: conflict of interest, anti-fraud, shifting of the role of appointing authority from the Director to the Board etc.);
3. Governance arrangements. This is the area where more substantial amendments are proposed and that he would explain in more detail.

The challenge related to (3) was to reconcile tripartism with the need, clearly expressed by the inter-institutional working group, to maintain the size of the Board within a reasonable limit. Given the current political and economic context, the institutions are looking at how best to reach efficiency gains from a global perspective. To adapt to that context and implement the recommendations from the inter-institutional working group, the proposal by the Commission foresees that the Board should be composed by one member per Member State representing the government and seven members each from the Employers' and Workers' associations, to be selected by the relevant European Social Partners. Coordination meetings with social partners from all Member States, organised twice a year and facilitated by the Agency – for instance, prior to Governing Board meetings - would ensure the smooth flow of information between the Agency and Board members

<sup>2</sup> A question on this issue was raised upon adoption of the Agenda (item 1). The reply is reported here for ease of reference.

<sup>3</sup> The letter sent by the Agency to the Sectoral Social Committee was distributed to Bureau members at the meeting.



from the Employers and Workers' groups on the one side and the rest of national social partners on the other.

Regarding the timeline, the Commission has requested the views on the blueprint of the Advisory Committee that will be expressed at its meeting on 21 May. The Council and Parliament will then receive the Commission's proposal of a revised Founding Regulation in the third quarter of 2015 and inter-institutional negotiations will follow

#### COMMENTS FROM THE BUREAU:

Workers: Social partners are not only members of the Board, but also stakeholders of the Agency. They are the intermediaries that would be called to implement the actions foreseen in the work programme of the Agency. The proposal by the Commission seems to take neither the particular nature of this Agency into due account, nor the key role played by tripartism in OSH. Another aspect that has been neglected is the importance of tripartite dialogue at the Board – with such a disparity in the representation from each group, it will lose momentum.

No consensus was reached during the pre-negotiation phase and the Advisory Committee will probably oppose the proposal. Nevertheless, there does not seem to be room for an extra round of negotiations, which puts the legitimacy of this process into question.

There is a concrete risk of disengagement from social partners. If the purpose was to reduce the size of the Board, that should not be to the detriment of social partners only. Governments should also be affected.

The proposed arrangements would also bring about more responsibilities and tasks for the European level social partners and probably the need to establish stronger consultation structures. This will entail a cost in terms of human and financial resources – who will pay for that?

Employers: There is understanding about the need for more efficient governance structures and decision making processes. However, the proposal by the Commission does not address the real substance of tripartism, which is to establish a balance across the constituencies. The Agency would not be considered as a tripartite structure any longer. It is doubtful that stakeholders from the social partners would remain as engaged as they have been so far if they are excluded from the governance structure. Being members of a tripartite Board on OSH is also about exchanging different philosophies and viewpoints, it is an asset for the social Europe as a whole.

A more technical issue is about the appointment of the social partners' representatives. The proposal foresees that the European Social Partners organisations will appoint Board members – but some experienced Board members are not part of those. Much expertise would be lost.

The blueprint also includes a provision about the duration of the mandate of the Chair and the vice-chairs, which should last two years and not be renewable. This is against the current practice and not addressing the needs of a tripartite Board,

Governments: Such a governance structure is likely to have consequences at the national level, e.g. regarding the activities of the Focal Points as the communication flow across the different groups and levels will get disrupted with the new governance arrangements. The proposal should be discussed bearing in mind the implications that it can bring about when it comes to the implementation of the activities of the Agency within the Member States. The success of the work depends on the engagement of social partners, it is important to ensure that they are involved in a proper way.

Also, the proposal foresees that the Board should meet once a year – it meets twice at present – and the Bureau currently meets three or four times per year, not six. The blueprint should be reconsidered on these issues. The Board should meet more than once to avoid that members get disengaged.



#### CLARIFICATIONS FROM THE COMMISSION

Should there be a concrete risk of stakeholders' disengagement, that risk should be addressed. The proposal by the Commission already includes tangible mitigating measures, including a coordinator meeting twice a year to ensure that the voice of the social partners that would not be part of the Agency's governance structures is heard and taken into due account.

Adaptations to the Agency's specificities are still possible, provided that the framework established by the inter-institutional working group remains.

However, the democratic nature of this process cannot be put into question, considered that democratically elected bodies are involved and are steering it.

#### 4. Update on Advisory Groups, Focal Points and Brussels liaison office

Regarding Focal Points, the Director informed that the next Focal Point meeting would take place on 10 June. The main issues on the Agenda will be the Annual management plan for 2016 and the implementation of the current one. On the following day, Focal Points will be engaged in a seminar where three review articles on the world of work on "Crowdsourcing", "Performance-enhancing drugs" and "Robotics" will be discussed.

Already in February, Focal Points participated in a seminar on "Improving OSH in Micro and Small Enterprises in Europe". Focal Points for the 9 countries (BE, DE, DK, EE, FR, IT, RO, SE and UK) selected for an in-depth study received more detailed information on the qualitative in-depth interviews and dialogue workshops and discussed how best to cooperate in these activities.

The Agency also received the national campaign activity reports from all FOPs who had participated in the 2014 European Campaign Assistance Package (ECAP), providing a very positive picture of the implementation of the campaign in its first year. The second round of the 2015 ECAP was launched on 30 April.

Last but not least, the Director and other staff members attended a Focal point network meeting in Croatia and another one in Germany.

The Head of the Communication and Promotion Unit informed that the forthcoming Advisory Group on Communication and Promotion would take place on 29-30 June. Among the issues to be discussed, there will be the launch of the Agency's new website – due by mid-June – as well as the data visualisation tool for ESENER 2 – to be finalised in time for the launch on 23 June. The external evaluation of NAPO for teacher toolkit is also available and will be also addressed at the meeting. The preparation of the 2016-2017 campaign has already started. There will be an update on the work done so far and the final campaign strategy – to be discussed by the Bureau under item 11 – will also be presented.

The acting Head of the Prevention and Research Unit gave an overview of the issues discussed at the last Prevention and Research Advisory Group meeting, held on 3-4 March. These included a presentation on the progress of various activities – ESENER 2, Older workers, OiRA, e-tools, costs and benefits of OSH, Micro and Small enterprises, as well as the work done in relation to the two campaigns. Other issues discussed were the preparation to the Latvian presidency conference and the mapping of the national strategies.

The Brussels Office Manager updated on the latest activities of the Agency in relation to European networking. The landscape in Brussels has changed with the new Commission and the different working arrangements. The Agency has been following up this from close. Within the Advisory Committee, the Agency is contributing to the working parties on to the strategy and on the OSH information systems, newly established. Revitalising the Sectoral Social Dialogue in Brussels is also a priority to the Agency.

The Parliament is currently preparing its opinion, expected for October, on the Commission's Communication on the EU OSH strategic framework. The work of the Agency – in particular the ESENER data – turns out to be particularly useful for Parliamentarians at this stage. To this





purpose, the Agency is organising the official launch of ESENER II on June 23 – the venue remains to be decided, depending on the security arrangements at the Parliament. Also on the same day, there will be a formal exchange of views at the EMPL Committee regarding ESENER 2 and the EU OSH strategic framework.

Work is underway also as regards the final conference on the Older Workers EP Pilot Project scheduled on 22 September. The programme foresees the presentation of the key findings of the research as well as a panel with academics with sound expertise in the field who would provide an expert reaction to such findings. The Commission will then officially communicate the results of the project to the Parliament.

#### COMMENTS FROM THE BUREAU:

Regarding the Focal Point seminar due on 11 June, the Bureau expressed doubts on whether the Focal points should be the right addressees. Focal Points are active at the operational level and their role is to act as the link between the Agency and the stakeholders involved at the national level. In general, they are not experts on the topics.

#### CLARIFICATIONS FROM THE AGENCY:

The acting Head of the Prevention and Research Unit clarified that these topics were selected because the Large-scale foresight identified that there was a need for further analysis but this could not be tackled in the frame of the activity. Articles were therefore commissioned to academics with sound expertise in the field. The Focal point seminar will serve a platform for debate and discussions about the operational implications of the future world of work. Well ahead of the meeting, the Agency encouraged Focal Points to consult at national level and to share said articles and the set of questions prepared by the Agency that would serve as the basis for the debate. That is a pilot - there will be an assessment of the outcome of the discussions held at the seminar before considering future initiatives of this kind.

The Agency will send the articles and the questions to Bureau members.

#### ACTION N. 1

The Agency will send the articles related to “Crowdsourcing”, “Performance enhancing drugs” and “The future world of work and robotics” as well as the invitation and the questions sent to the Focal Points to Bureau members for reference.

## 5. Analysis and Assessment of the 2014 Annual Activity Report (B/15/03)

The Director recalled that the Annual Activity Report is a key document for the discharge process in the European Parliament and Council.

The report indicates the results of the operations by reference to the objectives set in the management plan, 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.

When the report was presented in March, the Board agreed in principle to the analysis and assessment, but there were some data and information that were not yet available at that time. For this reason, the Board mandated the Bureau to adopt it on their behalf at their meeting in May,



when the final version would be ready. The final draft of the Annual Activity Report includes updated and final information on the performance indicators and activity based costing figures.

On the basis of the building blocks of assurance and the evidence available, the Director signed a declaration of assurance with no reservation. By 1 July, the report together with the Board's analysis and assessment should be transmitted to the Parliament, the Commission, the Council and the Court of Auditors.

CONCLUSIONS: The Bureau adopted the analysis and assessment of the 2014 Annual Activity Report as proposed by the Agency.

#### ACTION N. 2

By 1 July, the Agency will send the Activity Report 2014 to the Parliament, Council, Commission, Court of Auditors and Internal Audit Service on behalf of the Chair as foreseen in the Agency's Financial regulation (article 47).

### 6. Update on planning for 2016 (FOPs tasks, Advisory Committee) (B/15/04)

The Annual management plan 2016 implements the third year of the Agency's Multi-annual Strategic Programme 2014-2020. The Director recalled that no new activities are foreseen compared to 2015 except from the new campaign 2018-2019. As of 2014, it is based on the principles of activity based management and budgeting.

The Board approved a draft management plan in March and the Agency sent it out for consultation to the Commission (DG EMPL), the Advisory Committee, Eurofound, ECHA and EIGE. To date, the Agency received no feedback. As per the Financial Regulation, the management plan was also sent to then Commission together with budget as an input to the EU budgetary procedure.

The Board will adopt the final draft in November 2015. The draft presented to the Board will include the feedback received during the consultation. The Focal Points tasks are being defined and will be discussed at their next meeting on 10 June. The Agency will also hold an internal planning seminar to ensure coherent planning across all activities and to discuss new possible activities for 2017-2019. Also in November, the Board will be called to decide on the new activities proposed by the Agency on the basis of an ex ante assessment.

### 7. Discharge 2013 (B/15/05)

The Head of Resource and Service Centre explained that in the plenary session on 29 April 2015 the European Parliament had granted the discharge to the Director in respect of the implementation of its budget for the financial year 2013.

The Parliament's observations forming part of the discharge decision include very positive opinions on the work of the Agency, acknowledged the positive trends triggered by the Agency's activities and invited for some additional measures to be taken.

Together with the discharge decisions for each Agency, the European Parliament also adopted a resolution with some horizontal observations and requests to all regulatory Agencies. This resolution includes a number of issues of relevance to the Board. In particular, it acknowledges the effort made by the Agencies to already reduce their human resources by 5% across five years (2014-2019). It also includes observations on how conflict of interest is managed across the agencies.





## 8. Opinion on Annual Accounts 2014 (B/15/06)

The Head of Resource and Service Centre explained that, as per the Financial Regulation, the Director shall send the final accounts to the Governing Board, who shall give an opinion on these accounts.

The accounts have been audited for the first time by a private company as required. In their opinion, the company stated that “the Agency’s accounts present fairly, in all material respects, its financial position as of 31 December 2014”. The contradictory procedure with the Court of Auditors is just initiated and the Court of Auditors’ observations can therefore not be provided at this stage – they will be provided later to the Board. It is expected that the opinion of the Court of Auditors will confirm the opinion of the private company.

The Board should adopt an opinion on the accounts by written procedure and on the basis of the recommendation from the Bureau. The Bureau is invited to give a positive recommendation about the Agency’s accounts for 2014.

The Agency’s Accountant, also attending the meeting for this Agenda item, stressed that the Agency complies with the Financial Regulation and follows the templates and practices in use at other agencies. The Bureau can rely on a variety of building blocks of assurance to issue its positive recommendations to the Board, including the opinion of the Court of Auditors and the principles of sound financial management that underlie all Agency’s operations.

CONCLUSIONS: The Bureau agreed to provide a positive recommendation to the Governing Board in relation to the opinion on the Agency’s accounts for 2014.

## 9. Rules for expert reimbursement (B/15/07)

The Director recalled that the Agency had submitted a revised set of rules for expert reimbursement at the Board meeting in March. The purpose was to align to the ones in force in other agencies. The rules suggest to treat government experts the same way as private experts when it comes to subsistence and accommodation costs. With this measure, the Agency intended to secure a broad participation from Member States delegates to the meetings, be these Focal Point or Board, Bureau and Advisory Groups meetings.

At the Board meeting in March, there were different understandings of the conclusions reached. Social partners challenged this proposal arguing that equal treatment of the groups should be applied within the Board. The Commission proposal for the revision of the Agency’s founding regulation foresees 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. This was perceived as a statement for the records by some and as a provision to be included in the rules by others.

For this reason, the Agency proposed to submit this item for the Agenda of the Bureau meeting – the purposes being to clarify the conclusions reached at the Board meeting and find a way forward.

COMMENTS FROM THE GROUPS:

Workers: The same amount of resources should be allocated for each of the groups represented at the Board. If, as per the Commission’s proposal, in the future there will be seven members from the workers and seven from the employers sitting in the Board, then only the same numbers of



delegates from the Governments could be reimbursed. It would be up to the Governments to decide how to allocate the reimbursements.

Employers: Governments should not be entitled to reimbursement because the responsibility for the implementation of the OSH legislation is on the Member States – so these should cater for the costs.

Governments: There are increasing restrictions in Member States when it comes to participation to meetings that have a financial implication. Looking at equal treatment retrospectively, the Governments have never been reimbursed under the current rules. In addition, the Commission's proposal foresees two meetings a year for national social partners to compensate for their reduced representation at the Board – and these shall obtain reimbursement by the Agency.

CONCLUSIONS: The Bureau confirmed the adoption of the new rules on the condition that these would be valid until the entry into force of the amendments to the Agency's founding regulation. The rules would then need to be revised.

## 10. Presentation of ESENER II results (B/15/08)

The acting Head for Prevention and Research Unit informed that ESENER II was completed on schedule at the end of 2014, building on the expertise of ESENER I and following a two-year work. The Bureau was regularly informed of the developments of the survey and the meeting was the opportunity to present the results. The presentation addressed the main milestones, the key methodological aspects, the key findings and the channels foreseen for promotion, dissemination and exploiting of the results, including the data visualisation tool that is being refined.

### COMMENTS FROM THE BUREAU:

The Bureau welcomed this presentation and thanked the Agency for the excellent work done. There are positive news emerging from the survey, such as that risk assessment has been consolidated as a practice in small and medium enterprises across Europe. There was also general agreement that media should be engaged to disseminate the results from ESENER II. The specific comments from each group and the Commission are reported below.

Workers: The survey offers many and interesting data that would serve as an ideal basis for furthering the research at the Member State level. Certain specific correlations could be discovered and light can be shed on aspects that have not been fully addressed so far. This could be included in the portfolio offer for Focal Points. Also, more qualitative aspects could be addressed – what is the quality of the risk assessment like? This could tell more about the shortcomings and pitfalls and help tackle them.

Employers: The OSH community tends to focus on the negative aspects, but the survey this time highlights a positive trend and this should be stressed and communicated to the media.

Governments: The data collected are a useful source of information and evidence of a positive trend. Media are important but the political level, too. A more in-depth analysis at the national level would be desirable, although that may entail boosting the sample.

Commission: This piece of work is very much welcomed. It is particularly relevant as it brought down the threshold of the small and medium enterprises interviewed to those employing five or more workers. Discussions will follow on how to ensure that this work can fit into the ex post evaluation on OSH directives.



#### CLARIFICATIONS FROM THE AGENCY:

The Agency will include the positive aspects highlighted by the survey when presenting the findings to the media and elsewhere. The activity also foresees a number of follow-up secondary analysis. It is at this stage when qualitative aspects can be addressed and more targeted research undertaken. The current sample does not allow to carry out a comparison across sectors or establishments size within a specific country– but it is reliable when it comes to comparisons across Member States.

#### 11. “Healthy Workplaces for all Agencies” campaign 2016-2017 – campaign strategy (B/15/09)

The Head of the Communication and Promotion Unit informed that as part of its 2014 Annual Management Plan, the Agency had drafted a campaign strategy for the 2016-2017 Healthy Workplaces campaign. This strategy was based on the campaign concept paper and discussions at the pre-Board seminar as well as at Bureau and Board meetings and takes into account the recommendations of evaluations of previous campaigns.

In early 2015, the draft strategy was discussed with the Advisory Group on Communication and Promotion and with the national focal points and subsequently revised in line with the consensus emerging from those meetings. This included modifying the tagline of the campaign from ‘Healthy Ageing at Work’ to ‘Healthy Workplaces for All Ages’ and removing a number of proposed campaigning messages from the document.

The document includes the following specific strategic objectives:

- Promote sustainable work and healthy ageing right from the start and the importance of prevention throughout the whole working life;
- Assist employers and workers (including small and micro enterprises) by providing information and tools for managing OSH in the context of an ageing workforce;
- Facilitate exchange of information and good practice in this area.

The document also defines the main target audiences and intermediaries; the slogan and title; campaign messages and selected tools and strategies for a successful implementation.

#### COMMENTS FROM THE BUREAU:

There was a general agreement that some issues would need further clarifications. In particular, the Employers requested that the campaign messages should be more targeted and the Workers asked to address how the effects of aging are understood and managed by the enterprises. A reflection on intergenerational solidarity should also be included.

CONCLUSIONS: The Bureau will provide written comments on the “Health Workplaces for all ages” campaign strategy as proposed by the Agency. The Agency will incorporate the comments and organise a written procedure for the adoption of the document by the Bureau.

#### ACTION N. 3

The Bureau will provide feedback on the “Healthy workplaces for all ages” campaign by 29 May 2015. The Agency will then launch a written procedure within the Board to ensure its adoption.



## 12. Future Bureau meeting schedule (B/15/10)

In March, the Governing Board decided on the future schedule of Board meetings in order to adapt to the new planning requirements. The Board decided to meet in January to discuss about the draft single programming document and in May to accomplish with their accountability responsibilities (adoption of the analysis and assessment of the Annual Activity Report, adoption of the opinion on accounts etc.). This meeting schedule was agreed as a pilot.

In parallel, the need emerged to re-schedule the Bureau meetings across the year so as to ensure that all the necessary measures are taken for the proper governance of the Agency in-between Board meetings and monitor the implementation of the work.

The Agency suggested that a Bureau meeting should always take place before Board meetings, so there should be one in January and one in May. In addition, it proposed that another Bureau meeting should take place in October to monitor the work of the Agency in general and in particular to oversee the preparation of the final draft of the Single Programming Document.

In principle, there was agreement on the Agency's proposal – however, the exact date of the meeting should be determined at the later stage between September, October and November, depending on Bureau members' availability.

CONCLUSIONS: The Bureau agreed to hold, as of 2016, a Bureau meeting before every Board meeting (in January and in May) and a third meeting in September/October/November to monitor the implementation of the work programme and oversee the preparation of the Single Programming Document.

## 13. Any other business

### Bureau meeting on 23 September 2015<sup>4</sup>

Bureau members will be invited to attend the final conference on the "Older Workers project", which will take place in Brussels on 23 September. For this reason, there was agreement to hold the September Bureau meeting in Brussels at the Agency's premises instead of Luxembourg as previously agreed.

CONCLUSIONS: The next Bureau meeting will be held on 23 September 2015 at the Agency's premises in Brussels.

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<sup>4</sup> This issue was raised under point 4 of the Agenda but reported here for ease of reference.



## LIST OF PARTICIPANTS

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