

## AGREED MINUTES

<b>Meeting:</b>	MEETING OF THE BUREAU OF THE GOVERNING BOARD
<b>Date:</b>	Tuesday, 3 November 2015
<b>Time:</b>	11:00 – 13:00
<b>Venue:</b>	Palacio Euskalduna, meeting room C1, Bilbao

### 1. Draft Agenda

The Chair welcomed the attendees and asked new members of the Bureau to introduce themselves.

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 Chair introduced the draft Agenda, which was adopted.

The Chair reminded that there would be a Bureau wrap-up meeting before the plenary session of the Board on 5 November. These minutes also include the discussions and conclusions reached during the wrap-up meeting.

CONCLUSION: The draft agenda was adopted with no other issues under AOB.

### 2. Draft minutes

The draft minutes were circulated together with the meeting documentation. There were no comments to the minutes, which were therefore adopted.

CONCLUSIONS: The minutes were adopted.

### 3. Governing Board meeting preparation

The Chair recalled that as per usual practice the Board meeting will follow the same format. On 4<sup>th</sup> November in the afternoon, the Agency staff would first introduce the different Agenda items at the groups' meetings and time would be allowed for discussions with the members. On the 5<sup>th</sup> in the morning, the Board would convene in plenary.

The Commission recalled that the new Director of DG EMPL B, Mr Stefan Olsson, would participate in the plenary session and address the Board.

#### 3.1. Adoption of the draft agenda

The Governments representatives informed that the Dutch member would update the Board on the preparation of the Dutch presidency under "Any other business".

#### 3.2. Director's progress report

The Director introduced the progress report which includes the main developments in relation to the implementation of annual management plan 2015 since March. In particular, the Director highlighted that despite the fact that the Agency suffered from some unexpected absences – in particular in the Prevention and Research Unit – the implementation rate is broadly on track. Over 52% of the outputs due in 2015 were already delivered and budget implementation is at almost 90% - expectations for the end of the year being at 98.5%.

For certain activities, some outputs needed to be either cancelled or re-scheduled to a later date. This is the case for the start of the second large-scale foresight and the high-level seminar foreseen for “Micro and small enterprises”. For “Work-related diseases”, a framework contract was signed and specific contracts to implement the activity are expected to be signed soon.

Under this item, the Commission agreed to update the Board on the latest developments on the revision of the Agency’s founding regulation.

This item is for information

### 3.3. Amending budget II 2015

There has been a need to prepare a second amendment to the budget 2015. The main reason is that there has been a decrease of € 60.000 in the revenues. This is due to a lower than expected contribution from the Basque Government.

Further to internal consultation with other services, the Commission informed that DG BUDG had remarked about the transfer of appropriations to communication activities and questioned whether this is really needed. The Agency explained that there are good reasons for this. There has been the launch of the new corporate website earlier this year, which means that for some time there has been the need to maintain two websites in parallel. The Agency is also increasingly working on online tools and on stakeholders’ management strategies which entails important infrastructure investments.

This item is for adoption

### 3.4 Amendment to the establishment plan 2015

The Agency’s Financial Regulation foresees at article 38 that the Board can modify the establishment plan of the Agency up to 10% if three conditions are met:

- The volume of staff appropriations corresponding to a full financial year is not affected
- The limit of the total number of posts authorised by the establishment plan is not exceeded
- The Agency has taken part in a benchmarking exercise with other bodies of the Union as initiated by the Commission’s screening exercise.

These three conditions were met in 2015 and the Agency would like to make use of this flexibility arrangement to complete the reclassification exercise. To do that, the Agency needs to replace two posts in the category AD 6 – AD 8 with as many in the category AD 12– AD 13.

The Bureau had no comment on this item.

This item is for adoption

### 3.5 Draft annual management plan 2016

The Director gave an overview on the main developments since March. The version submitted to the Board included the feedback given by the Board in March as well as during the consultation phase – by the Commission and ECHA.

The Agency included a project on cargo fumigants under “Work related diseases” to follow up on a request from the Sectoral Social Committee on Ports, as previously agreed by the Board. The text on the Healthy Workplaces Campaign 2018-2019 will need to align to the latest discussions on the concept paper. The performance indicators for this activity have not yet been defined. They will be in the course of 2016 – the Agency took note of the request from the Bureau to be more specific about the timeframe. In relation to the indicator on the degree of implementation of the work

programme, it was clarified that this refers to the number of the due outputs delivered as foreseen. This will be explained in a footnote to the text.

The document includes a reference to the Pre-accession Instrument (IPA) and to the European Neighbourhood Programme (ENP). The Agency is about to sign a new agreement with the Commission in relation to IPA. At the moment, it is unclear whether ENP will be continued.

The Commission confirmed that the annual management plan is in line with the expectations as per the EU OSH strategic framework but asked the Agency to reduce its establishment plan by one more post, as foreseen in the Budget circular 2016 and the Commission Communication on programming of human and financial resources for decentralised agencies 2014 -2020.

The Bureau inquired into the measures that the Agency has at its disposal to meet the challenges of staff shortage due to unforeseen absences or further cuts in the establishment plan by the budgetary authority. The Director replied that the Agency performs an analysis of the actions and projects that require a heavy staff consumption and takes into account external constraints. The planning and work then is adjusted accordingly. In relation to the possibility of the reduction of one additional post in the establishment plan, the Agency prepared a contingency plan. Such post would be taken out from the Communication and Promotion Unit. In particular, the scope of the support to campaigning and communication activities would be affected. ICT and website services would need to be outsourced. However, at the moment the Agency is not considering either cancelling or postponing any activity.

The Workers' representatives expressed their disappointment with the Commission's delay to renew the IPA programme and with the decision to discontinue the ENPI programme. In the current global political situation, these two programmes turn out to be particularly relevant and it is a pity not to build further on the good work done by the Agency.

The Bureau reported that the groups had comments both on the wording and on the content of certain sections of the annual management plan, which would be detailed in the plenary. The Agency will amend the document as per the Board's suggestion and then launch a written procedure with the Board for the final adoption. This will have to take place before the end of the year.

At the Bureau's request, the Agency will launch a written procedure in November for the final adoption the annual management plan amended as per the Board's comments.

### 3.5 Draft budget and establishment plan 2016

The Director recalled that the budgetary procedure now is at the conciliation phase between the Parliament and the Council. If an agreement is reached on the EU budget, this should be around mid-November.

#### Budget

In comparison to the draft budget adopted in March, the new draft foresees a decrease of € 30.790 due to a reduction in the percentage of EEA-EFTA contribution vis-à-vis the EU subsidy, amounting to a total of € 15.243.800. This is an automatic calculation made on the basis of a coefficient. The decrease affects Title 3.

The budget will need to be further amended. The appropriations related to the new IPA are unknown at this stage. The appropriations and expenditure of the ENP would also need to be included.

#### Establishment plan

The establishment plan and the number of contract staff that have been established in accordance to the Multi-annual staff policy plan 2016-2019 already submitted to the Commission.

The total number of staff will be 67 and distributed as follow:

- 42 Temporary Agents
- 24 Contract Agents
- 1 Local Agent

In the draft submitted for adoption by the Board, the Agency has taken into account the agreement reached by the Parliament and the Council in the Multi-annual financial framework 2014-2020 which does not foresee an additional 5% cut in the establishment plan as envisaged by the Commission. The Temporary agent post in the establishment plan remain 42.

Should the budgetary authority decide along the lines of the Commission's proposal, the Agency would then amend the establishment plan. In any case, it will have to be amended to reflect the modifications in the establishment plan 2015 if adopted by the Board.

The Government representatives remarked that not all Governments would be able to adopt the budget and establishment plan as submitted by the Agency, considering that they are not in line with the comments from the Commission. The Commission will abstain but this is a usual practice so as not to interfere with the deliberation of the budgetary authority.

This item is for adoption.

### 3.6 Performance indicators

In November 2013, the Board adopted a set of performance indicators to assess the achievement the strategic objectives and the mission/vision of the Agency upon the adoption of the Multi-annual Strategic Programme 2014-2020.

A new set of indicators is now submitted for adoption. This proposal is based on the lessons learned during the 2014 and 2015 (ongoing) monitoring exercise. The following aspects were taken into consideration: ensuring data quality (incl. reasonable collection methods), measuring what is relevant and communicating clearly about achievements. The proposal is highly inspired by the work done in other Agencies.

The proposal foresees indicators at three levels: fewer, easier to collect key performance indicators for the mission/vision, indicators for the strategic objectives and indicators for the activities.

The Bureau observed that for the indicator related to the budget execution – in particular for Title 1 – the target is too low. The Agency agreed to establish a more ambitious target. For the indicator related to the reach of online users, the baseline will be established in 2016, so no data will be collected next year. This should be specified in the text.

This item is for adoption.

### 3.7 Single Programming Document 2017-2019 – preliminary draft

A preliminary draft of the Single Programming Document was submitted to the Board for discussion. The draft includes information on the general context, the multi-annual objectives and the multi-annual programming as well as an overview on the human resources. The Board will be called to adopt a complete draft document at the meeting in January 2016.

As a sub-item, the concept paper on the Healthy Workplaces Campaign 2018-2019 (dangerous substances) was also included for discussion. This will be discussed thoroughly during the interest groups meetings. The Bureau expressed its satisfaction as the document had improved since the previous draft presented at the September meeting.

This item is for discussion.

### 3.8 IAS report on OiRA

The Internal Audit Service audited the Agency on its core business – in particular, OiRA and e-tools. The report and the recommendations were already presented at the September meeting. Now the Board will be asked to take note of the report and the action plan that the Agency prepared to implement the recommendations included therein.

This item is for information.

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As there was no other business to discuss, the Chair thanked the participants and closed the meeting.

	<b>Name</b>	<b>Representing</b>
1	ALVAREZ Jesús	European Commission
2	BATEN Jan	Government
3	BREINDL Gertrud	Government
4	DE MEESTER Kris	Employers
5	ENGELS François	Employers
6	GYÖRGY Károly	Workers
7	KEMPA Viktor	Workers
8	LŪSIS Renārs	Government
9	LYNCH Esther	ETUC
10	METZE Eckhard	Employers
11	NEDJELIK-LISCHKA Julia	Workers
12	OLSSON Stefan	European Commission
13	PONCE Aida	ETUI
14	SCHWENG Christa	Employers
15	SMITH Rebekah	Employers
16	SEDLATSCHEK Christa	EU-OSHA
17	BEJER Jesper	EU-OSHA
18	COCKBURN William	EU-OSHA
19	MURILLO Françoise	EU-OSHA
20	O'BRIEN Brenda	EU-OSHA
21	PICCIOLI Ilaria	EU-OSHA
22	SMITH Andrew	EU-OSHA