

## MINUTES

<b>Meeting:</b>	MEETING OF THE EXECUTIVE BOARD OF THE MANAGEMENT BOARD
<b>Date:</b>	Wednesday, 20 January 2021 (Executive Board meeting) Friday, 22 January 2021 (wrap-up Executive Board meeting)
<b>Venue:</b>	Virtual

*These notes include the comments made by the interest groups and the Commission both at the official Executive Board meeting prior to the Management Board first plenary session and the informal wrap-up meeting, which takes place after the interest group meetings with the view of consolidating positions and views for the second and final plenary session. As much as possible, they are meant to complement the discussions, viewpoints and decisions as these are reported in the Management Board meeting minutes.*

### 1. ADOPTION OF THE DRAFT AGENDA

The Chair welcomed the attendees and introduced the timeline and the agenda arrangements for the Management Board meeting.

She explained that the meeting would be spread across three days. The first day would start with an Executive Board meeting and would then continue with a plenary session of the Management Board. In the first plenary session, the main objective would be to agree the agenda and for the Agency to present the different items and provide clarification upon request – so as to allow informed discussions within the interests groups. On the second day, the interest groups would meet to discuss the various agenda items. Whereas it was not foreseen that the Agency's representatives would attend these meetings, the coordinator or the vice-Chair could contact with the Agency to arrange for Agency's staff to join the meetings at a convenient time. Finally, on the third and last day, the Executive Board would reconvene to draw conclusions from the interest groups discussions. It would be followed by a new plenary of the Management Board, where the Management Board would be expected to go through the agenda items, provide comments and feedback as required and finally take decisions where appropriate.

The Chair introduced the draft Agenda and took note that the Agency would recap on some practical arrangements related to the functionalities of the multilingual meeting platform that would host the Management Board meeting under "Any other business".

In compliance with EU-OSHA's policy on prevention and management of conflict of interest, the Chair recalled that Executive Board members should declare whether they may have a conflict of interest with any of the items of the Agenda. If there is any conflict of interest, the member in question should abstain from participating and leave the meeting when the item at stake is discussed. In particular, she stressed that, under item 4, the Executive Board will review, discuss and decide upon a number of issues related to the recruitment of the next Executive Director.

CONCLUSION: The Executive Board adopted the draft agenda.

## 2. ADOPTION OF DRAFT MINUTES

The draft minutes from the November meeting were circulated previously. No comments were received.

CONCLUSION: The Executive Board adopted the minutes of the November 2020 meeting.

## 3. MANAGEMENT BOARD MEETING PREPARATION

The Chair referred to the draft Management Board agenda. Upon suggestion by EU-OSHA, the Chair informed that agenda item 6 – “Internal Audit Service multi-annual audit plan” would be brought forward by one slot to ensure a smooth on-boarding of the IAS representatives to the meeting.

The Chair recalled that, for the plenary on 22 January, it was important to ensure that the quorum would be reached so as to enable the Management Board to take the necessary decisions and deliberations. Executive Board members were therefore encouraged to inform the members in their group to delegate their votes to another member from his/her interest group in case of non-attendance.

Discussions at the Executive Board related to the different agenda items focussed in particular on item no 4 – “Implementation of action plan in response to the EC evaluation of DG EMPL Agencies”, where there were a number of proposals that the Management Board was required to provide feedback on. Another item that was further discussed was item 7 – “Draft Single Programming Document 2022-2024” and the ex-ante evaluation of a new OSH overview on OSH and the Healthcare sector. The main points from the groups and the Commission on these two items and on the others are included in the Management Board meeting minutes.

As a general remark, the Executive Board found that the agenda for the Management Board meeting was demanding in terms of amount of documents requiring review and items covered, resulting into a too long meeting. It asked the Agency – in particular for virtual meetings – to ensure for the future a manageable meeting length; finish meeting by 16.00 CET; consider splitting the meeting into separate sessions. Whereas access to multilingual meeting facilities was welcomed, the functionalities of the platform contracted by EU-OSHA may not match the needs for meetings where discussions are based on a more dynamic interaction and where participants can intervene without restrictions.

*EU-OSHA took note of the remarks and will follow up accordingly. In particular, the Agency will assess the performance and effectiveness of meeting platform based on the feedback provided by meeting participants. To do that, a specific question will be included in the post-meeting survey.*

CONCLUSION: This item was for discussion

## 4. ARRANGEMENTS FOR THE SELECTION OF THE NEXT EU-OSHA EXECUTIVE DIRECTOR<sup>1</sup>

The Chair recalled that during the first half of 2021, the Management Board would be invited to select an Executive Director from a shortlist of candidates submitted by the Commission. The Commission would update the Management Board on the status of the recruitment procedure at the plenary, cf. Management Board meeting minutes.

According to the rules of procedure, the Executive Board is responsible for setting up the selection procedure.

The Agency had prepared a note to address some practical issues related to the procedure, including meeting organisation, voting arrangements, questioning etc. and asked the Executive Board to discuss

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<sup>1</sup> <sup>1</sup> Kris de Meester (Employers) left the meeting before the Executive Board started working through the issues covered under item no 4.

and decide upon them. A decision on the selection and appointment of the Executive Director requires a two-thirds majority of members with the right to vote.

As it is most likely that the session will have to be organised as a virtual meeting, EU-OSHA will provide a technical solution that can guarantee confidentiality during the session, and anonymous and secure voting. Finally, EU-OSHA stressed that any information related to the selection procedure and the shortlisted candidates is confidential.

Finally, The Chair recalled that the Management Board would need to confirm who the Management Board observer to the pre-selection panel would be. This issue should be discussed within the groups and the outcome reported at the Management Board meeting plenary on January 22, cf. Management Board meeting minutes.

CONCLUSIONS: The Executive Board agreed on the following:

- The selection of Executive Director would take place as a separate session, even if it coincided with a scheduled Management Board meeting.
- The Agency would forward to the Management Board members the information on the candidates and the procedure leading to the establishment of the shortlist provided by the Commission.
- Before the actual session begins and in order to ensure a smooth running of the session and the voting, the meeting platform and the voting software would be tested with those who will be attending. Likewise, the Agency will organise an information session with the Management Board members to explain in details how the voting procedure works.
- The session would be divided into three parts:
  1. Introduction: The Chairperson of the Management Board will introduce the item and the structure of the presentations/interviews and the procedure for the vote.
  2. Presentations/Interviews: 30 minutes are allocated for each candidate. Each candidate will be asked to prepare a 10 minutes presentation followed by questions and clarifications during the following 20 minutes. The order of the presentations/interviews will be decided in alphabetical order according to the candidates' last name.

The topic for the presentation would have to be agreed by the interest groups coordinator and a Commission representative in the coming weeks. The Executive Board would have to agree on the questions to be asked at a meeting shortly before the session starts. In general, all candidates should be asked the same questions. The questions will be asked by the Chairperson and the two deputy-chairpersons from the interest groups.

After the presentation/interview of the last candidate, 30 minutes are foreseen for an exchange in the Management Board on the views on each of the candidates.

3. Voting: Voting will take place at the end of the procedure. The voting procedure is described in the rules of procedure, article 19.
- EU-OSHA staff may have to be present during (parts of) the session to ensure the technical aspects of the meeting.

#### **4. ANY OTHER BUSINESS**

The Agency recapped on some practical arrangements related to the functionalities of the multilingual meeting platform for the Management Board meeting.

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The Chair thanked the Executive Board members and closed the meeting.

## ANNEX – LIST OF PARTICIPANTS

Julia	NEDJELIK-LISCHKA	Workers	Chairperson
Ignacio	DORESTE	Workers	Coordinator
Károly	GYÖRGY	Workers	Observer
Renārs	LŪSIS	Government	Vice-Chairperson
Boel	CALLERMO	Government	Coordinator
Anna	KWIATKIEWICZ-MORY	Employers	Coordinator
Kris	DE MEESTER	Employers	Observer
Jesús	ÁLVAREZ	European Commission	Vice-Chairperson
Charlotte	GREVFORS ERNOULT	European Commission	Observer
Christa	SEDLATSCHEK	EU-OSHA	
Andrea	BALDAN	EU-OSHA	
Jesper	BEJER	EU-OSHA	
William	COCKBURN	EU-OSHA	
Ilaria	PICCIOLI	EU-OSHA	
Andrew	SMITH	EU-OSHA	