

ACTION POINTS

Meeting:	MEETING OF THE EXECUTIVE BOARD OF THE MANAGEMENT BOARD
Date:	10 June 2024 – 09.30-11.30
Venue:	Online

These notes intend to reflect the discussions held in view of the Management Board seminar and meeting on 18-20 June 2024

1. ADOPTION OF THE DRAFT AGENDA

The Chairperson welcomed the participants and introduced the draft agenda. Before working through the agenda, she asked the participants to declare whether they may have a conflict of interests with any of the items of the draft agenda. No Executive Board member reported any.

The main business for this meeting was to prepare the Management Board meeting later in the month.

Under AOB, the Agency suggested updating the Executive Board on the preparation of the Management Board Seminar on the new Strategy. An additional item is the list of requests for the improvement of the Management Board meetings organisation and preparation put forward by the Management Board through the Executive Board¹.

CONCLUSION: The Executive Board adopted the draft agenda.

2. MANAGEMENT BOARD MEETING PREPARATION

The Chairperson recalled the Executive Board the outline of the Management Board seminar and meeting.

TUESDAY, 18 JUNE 2024 – MANAGEMENT BOARD SEMINAR ON EU-OSHA'S NEW STRATEGY	
09h00-9h30	Introduction to the day from the Agency (Meeting room: Imperial)
09h30-13h00	Meeting in three mixed groups (Meeting rooms: Elcano, Begoña, Azul)
14h00-15h30	Meeting in the three interest groups <ul style="list-style-type: none"> • Employers Group: Meeting room: Elcano • Government Group: Meeting room: Begoña • Workers Group: Meeting room: Azul
15h45-17h00	Reporting back in plenary from the two group work sessions (Meeting room: Imperial)

¹ At their wrap-up meeting before the Management Board plenary on 20 June, the Executive Board reported suggestions and requests to the Agency in relation to the organisation and the preparation of Management Board meetings. At the plenary meeting on 20 June, the Management Board agreed such issues be discussed and followed-up by the Executive Board. For this reason, this item is reported under AOB in the Executive Board's action points.

WEDNESDAY, 19 JUNE 2024 – MANAGEMENT BOARD MEETING – INTRO & IGs SESSIONS	
09h00-10h30	Parallel meetings of the Interest Groups - Joint introduction to the agenda items ² <ul style="list-style-type: none"> • Employers Group: Meeting room: Elcano • Government Group: Meeting room: Begoña • Workers Group: Meeting room: Azul
10h30-11h00	Coffee break
11h00-13h00	Parallel meetings of the Interest Groups (continued)
13h00-14h00	Lunch
14h00-16h00	Parallel meetings of the Interest Groups (continued)

THURSDAY, 20 JUNE 2024 = MANAGEMENT BOARD MEETING – PLENARY SESSION	
08h30-10h00	Wrap-up Executive Board meeting (Meeting Room: Elcano)
10h00-13h00	Plenary session (Meeting room: Imperial)
11h00-11h30	Coffee break

The Executive Board discussed the outline of the seminar the previous week. At this meeting, the main objective was to prepare the ordinary Management Board meeting.

The Chairperson recalled that the Agency would introduce the different items at a joint online session open to the three groups and the Commission. The Agency staff would then rotate across the three groups to collect feedback and remarks – and any request for any further clarification, in the following order: Governments, Employers and Workers.

Whereas the Management Board agenda was agreed, there were two additional suggestions, which were also agreed:

- Include the “Workers’ Exposure Survey” as a separate item for information
- Update to the Management Board on the next steps in relation to the new strategy

For the Executive Board, the Agency suggested to focus on those items that were submitted for adoption or decision and that are expected to require some more in-depth discussion, namely:

- ITEM 3 – HWC Strategy
- ITEM 4 – Consolidated Annual Activity Report 2023
- ITEM 5 – Opinion on final accounts for the financial year 2023
- ITEM 6 – Appointment of EU-OSHA accountant
- ITEM 7 – Staff Regulation Implementing rules on transfer of pension rights
- ITEM 8 – Reporting Officers for the appraisal of the Executive Director

² The Joint Introduction Session will be carried out online by Agency staff connecting from remote to the IG meetings. Agency staff will then join in person the IG meetings to collect any specific questions and feedback from the groups

These were also the items that the Agency suggested introducing to the Management Board at the joint introductory session on 19 June. The Agency talked the Executive Board through the Management Board agenda. The Agency acknowledged that the Executive Board had not had much time to examine the Management Board documentation carefully – so should there be any comments after this meeting, they are welcome to inform the Agency.

At the meeting, the Executive Board had comments on the following items:

Item 2 – Draft minutes from the Management Board meeting on 25 January 2024

The Workers welcomed that their remarks had been taken into account – there were some minor issues that weren't included, and they will follow up in writing with the Agency ahead of the Management Board meeting.

Item 3 “Healthy Workplaces Campaign strategy”

The Executive Board welcomed the document. They will have a closer look at the final draft before the meeting and possibly send further comments before the Management meeting. The Employers, echoed by the Workers, remarked that it would be important to take into account any relevant discussions in the context of the strategy which could impact on the campaign.

The Agency took note of the comment. The HWC strategy is mainly focussing on how the work on the campaign topic will be carried out. The discussions on the Agency's strategy will not directly impact on the HWC strategy itself. Any relevant point linked to the campaigning model of the Agency would certainly be taken into account for the design of the HWC and the implementation in due course.

The Agency reminded the Executive Board that also the title for the campaign would be for decision at the Management Board meeting. The Agency will provide further proposals.

Item 5: Opinion on draft accounts 2023

The Workers asked the Agency to explain:

- the figures related to the payment appropriations consumption and cancellations for 2023
- if the decrease in expenses related to operating and administrative costs was normal within multi-annual programmes and that the related obligations are to be paid in 2024.
- How the salary indexation is calculated.

The Agency will provide a reply in writing.

Item 9 – Charters on Diversity and Inclusion and on Greenhouse Emissions

The Governments remarked that the two charters should be taken into account for the next strategy as they are important guiding principles for the Agency's work in the future. They also inquired whether any form of reporting against these Charters is foreseen.

The Agency agreed that the principles enshrined in the Charters are very important and should guide the Agency's work for the future. In the context of the strategy, they are linked with the values of the Agency – in particular with the ambition of EU-OSHA being recognised as a responsible actor. Regarding reporting against the Charters, the Agency explained that the Agency is committed to reporting more and more systematically on social and environmental issues. This year, EU-OSHA will present to the Management Board a reporting initiative based on the Global Reporting Initiative as an annex to the Consolidated Annual Activity Report. The CAAR also includes a dedicated section on environmental management.

Item 11 – Executive Director's progress report

Upon request – due to the dense progress report – the Executive Director gave a brief overview of the foreseen presentation of the progress report to the Management Board.

For the Management Board meeting, the Workers asked the Agency to provide an explanation about the Court of Auditors' observation related to the commitment appropriation carried over to 2023 without a legal commitment. They also mentioned that under this point, they will have a comment on the study

visits linked to the Healthy Workplaces Award and about the need to consider a more human-centred approach.

Under this item the Commission will address the Management Board with an update on:

- The ongoing evaluation of the four EMPL agencies
- The preparation for the new European Commission

The Agency took note.

3. ANY OTHER BUSINESS

Update on the preparation of the Management Board Seminar on the new strategy

The Agency recalled that a note with the outline of the seminar had been discussed by the Executive Board the previous week and that a note had been shared with a revised outline and supporting information. The objective now was to:

- Check if there was any comment to the note on the seminar that we shared
- Check if there was any view on the issues they would like to cover in the interest groups sessions (so far the idea is to reflect upon the points discussed in the mixed group from an interest group perspective)
- Remind the Executive Board that further to a request at the previous Executive Board meeting, the Agency planned to have a 5' slot for the groups' and Commission's spokespersons to address the Management Board about the importance of this exercise
- Remind the Executive Board that moderators would support both the mixed groups and the interest groups in their discussions and that Agency's staff would be there to keep records of the discussions.

The Executive Board did not have any specific comment on the outline. The Workers asked to be provided with an assessment of the current strategy. The Governments asked the Agency to provide some points to be touched upon by the spokespersons in their 5' slots to ensure consistency in the messaging to the Management Board.

The Agency explained that a summary of the evaluation of the current strategy was provided, linked to the note with the seminar outline and supporting information. Regarding the points to be touched upon in the spokespersons' address to the Management Board, the Agency suggests the following points:

- Importance to embark on this strategy journey together as Management Board, taking into account of our specific perspectives
- Acknowledgement of this seminar as an opportunity to:
 - come up with shared expectations on the future of the Agency and to steer the Agency towards shared goals
 - have an honest, open conversation on where the Agency should focus, taking into account its enablers (network-based, pan-European) and constraints (resources, remit)
 - reflect on how as Management Board, their members can help the Agency fulfil its mission and achieve an impact, in particular at the national level.

Management Board meetings organisation and preparation – some suggestions and requests

At their meeting on 19-20 June, the Management Board put forward several requests to the Agency in relation to meeting preparation and organisation. Below, there is a list of such requests together with the rationale behind them.

- Timeliness for submission of documents: the rules of procedure adopted by the Management Board foresee that the Agency should provide the meeting documentation 10 working days before the meetings. This deadline is similar to that of other EU Agencies. Some Management Board members regretted not to receive the full documentation in one batch as per the agreed

- deadline. Some wait until the last document is received before starting to read through the meeting documentation. Others asked for documents to be submitted earlier than the 10 working days deadline.
- Provide PPTs for each agenda item on Management Board agenda: having a PPT for each agenda item would help Management Board members with meeting preparation and during interest groups meeting discussions.
 - Prepare abstracts for each document submitted to the Management Board: this would ease meeting preparation and discussions.
 - Issue a monthly newsletter to inform about upcoming publications and other outputs: In order for MB and FOPs to be kept abreast of upcoming publications and events, the MB asked the Agency to issue monthly bulletins. This would help ensure better dissemination and impact at national level.
 - Reassess the format of the Executive Director's progress report: the document was considered somewhat heavy and lengthy and would benefit from some streamlining and synthesizing.
 - Reassess the focus on the Management Board meetings: on different occasions, the Management Board has expressed the desire to focus more on (OSH) content issues and less on administrative issues.

For some of these issues, the Agency has either acted or has been considering improvements. A follow-up to these requests with some concrete proposals will be presented at the Executive Board meeting in October 2024.

The Chairperson thanked the attendees and closed the meeting.