4th OIRA COMMUNITY MEETING MINUTES

Meeting:	**OiRA Community meeting - 1st day**
Date:	**26/09/2013**
Time:	**14.30-18:30**
Place:	**Prague**

1. Welcome and introductions

2. Purpose of the Meeting

3. Quick update/overview on the OiRA project

- **See word document provided ahead of the meeting (available at:**
  http://wwwcms.oiraproject.eu/documentation/materials-about-the-project/overview-of-oira-project-doc/at_download/file)

- **Presentation on where to find statistics & the basic statistical report**
  Country managers and any other OiRA partner having a login/passwords giving access to an OiRA tool through the OiRA tools generator can – at any time – request the statistics related to their tool/country. In the meeting it was shown the buttons to click to get the statistics.
  The information available by tool is the following one:

  - Total number of accounts created

  - Total number of assessments

  - % Top assessment: Top assessment is calculated as: at least 70% of the identification phase (= 70% of risks statements answered YES or No) + at least 70% of the Action phase completed (=70% of the risks answered NO have at least one measure)

  - Countries by Accumulated % Top Assessment Indicator

  Descriptive data based on survey results (end-users are free to answer these questions or not)

  - Number of survey responses (accumulated data from August 2011 for all tools and countries)

  - Number of employees (accumulated data from August 2011 for all tools and countries)

  - Person who conducted the assessment …staff, third-party, both, no response given (accumulated data from August 2011 for all tools and countries)

- Learned about OiRA… employers-organisation, EU institutions, Health and Safety experts, National public institution, Other, Trade Union, no response given (accumulated data from August 2011 for all tools and countries)

- Workers were invited (to participate in the risk assessment)…no, yes (accumulated data since August 2011 for all tools and countries)

The statistics produced in the report are the result of the previous discussions held with the OiRA steering committee and the OiRA partners. Very important to have in mind:
- No details on individual answers to statements are kept
- It was also decided not to track where users come from due to data protection.
Some partners asked for more information to be displayed in the statistics, e.g. how often do companies update their risk assessment. In the following months, we can discuss about how to improve the statistics. EU-OSHA, based on feedback/proposals from the OiRA partners will carefully assess the situation and come back with improved statistics and proposals, always keeping data protection as the most important principle to have in mind with regard to this issue.

- **Presentation of the OiRA indicators.**
   Apart from the statistics shown above, the Agency has developed some other OiRA indicators:

   A. *(Annual) Indicators from the Annual Management Plan* (targets-indicators established at the beginning of the year)

   o Number of new OiRA tools

   o Number of tools translated into English (to enhance the sharing/adaptation)

   o Number of visits to the OiRA website

   o Number of new agreements (memorandums) signed

   o Number of OiRA events (training seminars, conferences, …etc.) organized by EU-OSHA or OiRA partners.

   B. *Intangible indicators*

The Agency / OiRA team is convinced about the importance of the OiRA project in other issues/dimensions not covered by the indicators presented above. This added-value of the OiRA project - not easily measurable in a quantitative way - is described below using the concept of "intangible indicators". Two different kinds of intangible indicators have been identified:

Relational capital:

- "Strategic alliance/collaboration" with:

  o OSH nationals institutions (HSE, HSA,..) that have developed similar interactive RA tools (IRAT network)

  o TNO-RI&E Steunpunt with whom we share the OiRA-RI&E platform

  o DG Employment – social dialogue unit. At European level special emphasis is given to strengthening the links to the European Institutions and the European sectoral social partners.

- Fostering sharing information/content/knowledge

  o The added value of the OiRA community: tools "cloned", exchange of information/good practice among developers/institutions …

  o The agency is fostering cooperation among EU partners/researchers on OiRA but also building bridges (new contacts, exchange of information not necessarily related to OiRA)

- Fostering tripartism:

Strengthening the connection with the focal points and their network with the aim of ensuring fully operational focal points and tripartite networks in place in all Member States.

Structural capital:

In terms of innovation for instance (knowledge developed by the Agency and shared with the OiRA community). The OiRA tool can be described/defined/viewed as an innovation, a new product/idea/service for EU-OSHA and its intermediaries/stakeholders/OiRA partners.

4. Feedback from the OiRA partners

Sectoral Social Partners

Nathalie de Mulder/ EU private security tool:
The development of the tool is supported by the Agency throught the Topic Centre. Particularities for the sector, e.g. employees never working in the premises of the employer made the development challenging. The tool will be finalised before the end of the year and will be presented in the next EU Sectoral Social Dialogue (SSD) meeting (November) by Lieven Eeckelaert (Topic Centre expert involved in the project).

The next step will be to transpose/adaptr the tool at Member State level. Due to very different legislation on MS level, this will also constitute a challenge. Lieven Eeckelaert (topic centre

Dominick Luquer (FIA)/ EU live performance tool:
The tool is being developed right now with EU SSDfunding together with PEARL (EU employers organisation). It revealed challenging to develop such a tool in one year (or 15 months if extended). The biggest challenge to overcome is how to integrate the diversity of risks related to many different professions being involved in the live performance sector. Also changing venues, outdoor performance, touring and subcontractors are adding additional challenges. Test phase will start beginning of December with small venues and theaters.

Gustavo Gonzalez Quijano (COTANCE)/ EU leather and tanning tool:
The tool was developed together with IndustriAll (EU trade union organization) under EU SSD funding. The tool was published in 2012 and is now adapted by different Member States. Catalans and Portuguese already adapted the tool, other OiRA partners are interested (Bulgaria, Portugal for example).
Promotion: the tool is mentioned in many activities at SSD level. OiRA tools could also usefully be promoted outside Europe, e.g. tanneries in Bangladesh. Trade unions could also take into consideration the possibility of integrateing the tool in their negotiations. The World Leather Congress in 2014 could be also a good opportunity for promoting the tool??????.

*Dimitra Penidis(*Belgium Christian Trade Union)*/ EU hairdressers tool*
Apologies for Francois Laurent not being able to join the meeting.
An EU framework agreement on the protection of OSH in the hairdressing sector has been signed at European level by EU SSD partners (Coiffure EU and UNI-Europa). Now the goal is to implement the agreement at national level. In parallel the OiRA hairdressing tool is developed at EU level with the support from EU-OSHA. The tool is seen as a useful tool for employers but it might also give support and visibility to the EU framework agreement.

Maria Mateo/ Driving Schools Spain
Like in many other tools that are developed, the biggest challenge for this specific tool is to include different categories of staff (staff working in the office, driving teachers, etc.). Finally, it was decided to divide the tool into 5 categories/modules: office work, theoretical training including voice training, practical training related to prolonged sitting and other risks, maintenance of vehicles and accidents.

National Partners:

Eleni Naoum Loizidou /Cyprus:
Eleni couldn't attend the meeting due to flight complications. Cyprus has already published two tools and is currently working on the adaptation of two more tools (developed by our OiRA partners in Greece): butchers and catering sector.

Ioannis Konstantakopoulos /Greece
Supporting SMEs is part of the national OSH strategy and therefore OiRA complements these requirements. However in the beginning national stakeholders were skeptical about OiRA. Hopefully the Ministry overcame the skepticism by developing a pilot OiRA tool for the catering sector. The second tool was supposed to be published end of this year (butchers). Due to restructuring in public administration the tool is at hold at the moment. It is planned to develop in the near future a tool for the laundry services and a tool for "office work". The Ministry already established contacts with the

person developing the live performance too (Matina Magkou). Greece is also planning to develop tools for the following sectors: bakery, hairdressing, woodworking.

Daniela Kubíčková & Alena Horáčková /Czech Republic:
The tool for the Hairdressing sector is almost finalised. Czech Rep. is also working on a general tool based on the the Dutch general one. Elections are coming up, further decisions will have to wait for after the elections.

Etbin Tradnik/Slovenia
The OiRA memorandum was signed with the Agency in July 2013. A tool on working in offices and a generic tool will befinalised by end of the year. Then OiRA tools for "Psychosocial risks" and "office cleaning" will be developed next year. Main promotion is done via the webpage of the ministry, other means like leaflets, brochures and advertising in newspapers are considered.

Panayot Panayotov/Bulgaria
Bulgaria conducts a project with EU social funding and 30 different OiRA tools will be developed within this project. At the current stage of the project, contractors have been appointed and trained and are currently working on the development of their tools. It was decided that some tools will be divided into two or three tools (tool splitting by sub-sector), e.g. one for leather and tanning production and one for producing leather clothes, agriculture will be splitted into crob and animal production. There will be some common modules for all/most tools like e.g. electricity, hazardous substances, OSH management and manual handling. These modules will be developed by working groups including representatives working on the different sectoral tools. Additionally advisory groups were set up with social partners. The deadline for the project is end February and tools are expected to be published in March. .

Frank Dehasque/Belgium
The OiRA wemorandum with the Agency was signed with the Ministry interested in a project like OiRA focusing on micro and small companies. The hairdressing tool (already published) was the first pilot project in Belgium. The next tool will be on the woodworking sector. Both tools are financed by the Ministry. Main challenge in Belgium was to involve social partners and build mutual trust for developing joint content. More tools will follow.

Vesta Macė /Lithuania
Lithuania started to work on OiRA tools last year. The car repair tool is ready (already published) and is based on the Dutch tool. Now promotion events (meetings) are taking place.
The risk evaluation step is a challenging one for the end users, this is why it was decided to run seminars and also focus on this specific step in the seminars. Two more tools will be developed soon (offices and woodworking).

Linda Matisane /Latvia
Latvia joined the OiRA community in 2012. An office tool was published in March this year. Once the tool published several promotion seminars were organized including computer training. A lot of time was invested in background/supporting information for making it easier to use the tool. During the trainings an added value of the tool was that the fact that participants also started looking for more information. This way, they did not only learn to use the OiRA tool but they started showing more interest in OSH topics in general.
Conclusions – lessons learnt from the seminars organized: 50 people are too much for one training. Future trainings will be conducted with smaller groups.

At the moment, there are political discussions regarding OSH expertise and the minimum training needed to be an OSH expert. A recent change in the regulations related to training requirements for OSH experts included at least one hour of interactive risk assessment tool training.

Dieter Mantei /Germany
Germany didn't join the OiRA community yet, however an overview on the current situation is helpful for providing feedback to German stakeholders. The biggest challenge in Germany is the dual system and the distribution of responsibilities between Labour Inspectorates and the accident insurances (BGs). There are also differences in quality with regard to the different tools provided by the BGs. The trade unions for the agriculture and the construction sectors are interested in OiRA.

Susana Visuri /Finland
FIOH joined officially the OiRA community in 2013 and it just started workingon a tool for the road transport sector. The involvement of social partners is planned and the tool will be published by June 2014.

Paola Castellano /Italy
In the first phase of the project many different partners are involved (Ministry of Labour; Social Partners, FOP, Technical Coordination of Regions, associations for small enterprises, etc). Next step will be to choose a sector for carrying out a pilot project (possibilities that are discussed: bakeries, woodworking, butchery, hairdressing, gas station, commercial stores, farms, and others…)
Promotion plans: At EU level it is intended to present OiRA in the advisory committee on safety and health in Luxembourg under the Italian presidency. At national level websites of existing organisations (like the FOP – INAIL) will be used; additional channels of partners involved in the project will also be used.

Katalin Balogh/ Hungary
Hungary carried out a study on online risk assessment tools and wrote down a report evaluating the tools that Hungary took into consideration. No decision has been taken so far on the system-software to be used in Hungary. However in the report is highly recommended to join the OiRA community An official decision is awaited.

Anita Venema/Netherlands
RIE started 10 years ago and since then 175 sectoral tools have been developed and are available 50% of these tools have been "acknowledged" by the social partners from their sectors and are included in their collective agreement. Companies in the the Netherlands have an economic incentive for using these tools:no need to pay an expert for validating their risk assessment.
The RI&E website has around 25000 users. Available information in the Netherlands show evidence that around 50% of companies finalise their risk assessment by fulfilling all steps including the action plan. Some sectors (e.g. HORECA) havevery low compliance with legislation Some actions have been carried out to improve the situation, but the campaigning activities undertaken didn't bring the expected results. The Netherlands is working on a new generation of risk assessment tools, an effort is done to improvethe software to make the solutions more visible and to maximise the use of social media.

5. Specific presentations by OiRA partners

Jiri Tvrdy – Generalitat of Catalonia

Jiri Tvrdy.ppt

From the Agency point of view, the Generalitat of Catalonia is a good example of how OiRA is (needs to be) integrated in a much broader framework/policy. OiRA is not a stand-alone activity but it finds its place/role in a broader OSH policy targeting SMEs (along with training and advice). Catalonia published recently a tool on leather and tanning (based/translated on the EU one) and is currently working on two other tools: road transport and hairdressing. It is also planning to start working in the near future on "manufacturing of clothing" and "ceramic industry"

Discussion on how to best reach enterprises followed. A differentiation was made between the mere issue of making aware of the existence of a tool and really getting companies to use the tool. Aspects mentioned for encouraging companies to use the tools:

- Highlight the importance to be able to show - during an inspection - that the risk assessment has been carried out (message: OiRA tool allowing to comply with legal requirements).
- Emphasize that an OiRA tool is free and gives the company the knowledge and the means to do a major part of a risk assessment in house (message: do it yourself and look for advice for dealing with more difficult risks (chemicals, …).
- Make sure, companies can deal with the software (consider training or any supporting document, like a power point presentation or a small video).
- Create a pool of authorized OiRA experts at national level being able to provide fast and efficient help in case this is requested/neede. Free labour inspection counseling could be considered.
- Show companies the advantages (for their business) of using OiRA: like reducing risks and accidents but also having/developing the knowledge in house.
- Use social partners contacts for promoting the tools

Marc Malenfer – INRS

Marc Malenfer.pptx

The presentation made by Marc Malenfer showed how the statistics (with the limitations we all know) can help to "monitor" the impact some of the promotional activities (meetings, newsletters, …) can have on the use of the tool. Making the link between the promotional activities carried out in a specific month and the "increase" (or no impact) on the number of users can provide some indications about what works or doesn't work in one specific sector. Another important issue underlined in the presentation is the importance of integrating a tool in the framework of a global sectoral strategy. The presentation gave a good example on how OiRA is integrated in a "broader" package of services/tools provided to the road transport companies.

Right now INRS is working on the development of an OiRA tool for the catering sector.

In the discussions that followed the presentation, among other things, it was highlighted that in many cases it might be an advantage to have two versions of the same tool, one on paper and one online. Different users/companies might have different needs and therefore require different resources/support.

6. OiRA and EU sectoral Social Dialogue
Presentation by Norbert Schöbel – Head of Sector – EC – DG Employment, Social Affairs and Inclusion – Social Dialogue

At EU level, there are 43 sectors being coordinated by Norbert´s team with currently 15 people. Sectors are going through different phases and therefore facing different challenges at different times. The Commission´s job is to support them logistically and financially. Currently there are 63 EU employers' organisations compared to 15 EU workers' organisations.

Sectoral Social Dialogue Committees are set up following a joint request from EU social partners under the condition that they fulfill the criteria as laid in the Commission Decision on 20 May 1998. Once established, committees can meet up to 4 times a year (with max. 1 plenary meeting and max. three other meetings – working groups or steering group). In addition, EU social partners can apply for funding under the following budget lines:
- Social dialogue and industrial relations (currently evaluating around 180 project proposals from this year's call);
- Information and training measures for workers' organisations;
- Information, consultation and participation of representatives of undertakings.

Additionally: the European Social Fund allows the allocation of financial means to capacity building projects at national level (which shall include training, networking measures, strengthening the social dialogue and activities jointly undertaken by the social partners, example: the Bulgarian project under which the OiRA tools development is now funded).
EU social partners are responsible for their work programmes (annual or biannual) and the agenda-setting. Health and Safety plays a role in almost all sectors – although at different levels. Some have even set up a working group on OSH which meets additionally to the plenary meetings.

What are the outcomes of the sectoral social dialogue and the funded projects?
The Commission has developed a database publicly available which includes more than 700 text related outcomes (http://ec.europa.eu/social/main.jsp?catId=521&langId=en). It does not include other "achievements"(for instance simply the fact that both sides of the industries talk to each other after a moment of crisis). The database distinguishes the following forms of outcomes:
1. Agreements (either implemented by a Council Directive or autonomously by EU social partners; currently 20 agreements); ex. hairdressing agreement where EU social partners requested its implementation by Council Directive;
2. Process-oriented texts (e.g. guidelines, codes of conducts) including follow-up provisions; ex. Multi-sectoral guidelines on Third Party Violence
3. Joint opinions (mainly lobbying) and tools (e.g. handbooks)

The evaluation report on the EU OSH strategy 2007-2013 includes information about OiRA, resuming that the OiRA tool is very effective and useful, but knowledge about OiRA not sufficient yet.

One possibility to give more visibility to OiRA is the EU Liaison Forum bringing together all social partner organisations at EU level. Lorenzo presented the OiRA tool at the Liaison Forum last January. This could be repeated at one of the meetings organised in 2014 (with a specific setting for those sectors which are particularly interested).

Another possibility to get the OiRA tool better known is the use the EU Social Dialogue Newsletter (e.g. as it was done for live performance) - To subscribe, send a message to: **EMPL-SD-NEWSLETTER@ec.europa.eu**

The Commission also invited each sectoral social dialogue committee to present a success story which will then be published in the Newsletter January 2014 – the OiRA tool could be one of them.

Meeting:	**OiRA Community meeting – 2nd day**
Date:	**27/09/2013**
Time:	**9:00-13:00**
Place:	**Prague**

7. OiRA technical aspects

- See PPP slides in general presentation
- Main messages sent by the Agency when it comes to OIRA and the software:
  - o the Agency will launch soon a call for "web services" (that will include the management of OiRA). The Agency is working to ensure there is no period without contractor and to ensure proper take up by the new contractor.

  - o the OiRA software is stable/consolidated

  - o following a vulnerability test carried out recently, the Agency is taking the required measures to secure as much as possible the software (and make it less vulnerable to attacks from hackers)

- In the discussions that followed the Agency´s presentation, several proposals/requests were made regarding the "statistical report":
  - o It would be useful to track user behavior in a more detailed way, e.g. tracking if users might only have used the tool for one specific module
  - o It was highlighted that it would be useful to track if users come back to the tool. Answer from the Agency: Up to a certain degree this is possible, since the statistics count the registrations as well as the use of a certain tool. This way, it can be calculated how many times in average a user is using a certain tool. Naturally, due to data protection it won't be possible to check on the behaviour of individual users.
  - o It was emphasized that it would be useful to enable some kind of communication with the end users through the software. Answer from the Agency: We take the requests and we will investigate on possibilities once the current changes in the software are established and statistics are improved.

8. OiRA photo overview

- The main aspect why the photos and the photo policy are included in the agenda, is to make the community aware, that the tool developers are always responsible themselves for making sure, that they have the rights on the photos they use. If photos are copied from another tool, developers should get in contact with the photo provider and ask if using the photos is in line with their copyrights.
- Photos that will be freely available to the whole community are available here: http://www.oiraproject.eu/community/photos
- When putting photos in a tool, be aware that a URL/name of the organization that provided the photos, can be entered. For knowing how to include information in the photos: have a look at the photo policy

130320 Photo
policy.doc

9. OiRA library & funding guide

- The OiRA library can be found under EU flag until a proper OiRA library will have been developed.
  Tools that include the term "items" are meant to help dealing with a specific issue. So basically they are meant for copy-pasting the parts that are needed, they are not meant to be complete tools.
  Tools that have been translated from Member States have the official Member State abbreviation in there, so developers know from which country they copy. This is useful, because there might be different tools for the same sector from different countries.
- The funding guide is only valid until 2013 but still there can be found interesting information on how programmes are named from 2014 on (page 36). The guide is also useful for getting ideas on where to apply for funding, e.g. training funds, funds focusing on human resources, etc. It further includes tips and tricks on how to apply for different funding on EU and national level.

10. Presentation of the OiRA promotion guide – OiRA promotion strategy and discussion

- See general PPP on the topic and then the guide itself (available at: http://www.oiraproject.eu/documentation/materials-about-the-project/oira-promotion-guide/)
- Examples on how different countries have dealt with OiRA and set up a strategy for OiRA, can be found on the OiRA website (case study from Cyprus and the Netherlands). Once there will be more examples, especially with regard to promotion of OiRA, the Agency will provide more information.

- It was mentioned that a sector analysis of risks can be found on the Agency's website highlighting the main risks for some sectors. This analysis is seen as extremely useful as a basis for developing OiRA tools. The structure of the EU-OSHA website is currently not giving this possibility to merge this information with OiRA. However it's an interesting suggestion and the Agency will have this in mind for general website improvement.
- It was highlighted that it's important to merge (or mainsteam) OiRA promotion with any other OSH promotion and events in a Member State (supported by the Agency or not). Generally speaking, it's recommended to the national OiRA teams to work closely together with the FOPs, because this facilitates OiRA promotion and improves general OSH promotion.
- The need for having a proper OiRA branding at national level was emphasized. In general the European reputation does not seem to help to get through to the small companies. With regard to this aspect, it's often a challenge to explain to the micro and small companies the cooperation between the Agency as an EU institute and the national partner.
  Based on this comment, a general discussion started in how far it's needed to inform end users about the OiRA background. The Agency highlighted that OiRA never intended to push for EU visibility. Partners can remove the OiRA logo and put their own. Also the promotion of the tools directly from national pages is recommended, OiRA and EU visibility therefore can be kept minimal. In any case the discussion highlighted important aspects and in accordance OiRA branding will be rethought by the OiRA team.
- The national approach and development of OiRA tools in Latvia revealed an additional challenge. It turned out that many companies thought that there are no risks in their company. Therefore talking about risk assessment is not the correct way to approach them. Changing terminology, e.g. from problems/challenges to improvement of work environment can help to overcome certain boundaries here. In general this approach shows how important it is to have the end users perspective in mind and to adapt promotion to what end users really need and are looking for.
- The possibility of supporting OiRA promotion at national level with a video/visual tutorial or other promotion material was discussed. For the Agency the biggest challenge here is to produce something that is adaptable to all countries, by using little or no language or by making language changes as easy as possible. Also it has to be taken into account, that a general OiRA tutorial is difficult to create for all partners, since countries/sectors take different approaches and thus would need different tutorials (e.g. tools might have different evaluation methods (2 versus 3 criteria), some countries allow to skip the evaluation phase others don't work with priority or policy risks). An easy approach to provide users with useful information is to develop a power point presentation on national level, including descriptions and screen shots. Latvia has successfully taken this approach. Also national partners are encouraged to look for funding for promotional activities like creating a video, etc.
- In the context of promotion the production of a NAPO film was proposed and the question in how far NAPO really reaches the target group of micro and small companies´ manager was discussed.
  The discussion concluded with the agreement that there is additional branding and promotional material needed for OiRA. For the Netherlands at the moment there are certain LinkedIn groups for OSH experts and a twitter account was set up, which works really well. However, the fact that the Netherlands has 175 tools in the same language has to be taken

into account when thinking about such measures. It is not the same if a country has only a few tools published.

It was decided to create a LinkedIn group for OiRA developers for facilitating communication of OiRA partners. The use of social media and other aspects could be discussed through this group.

To access the group you need to have an account on LinkedIn. Click on *join* on http://www.linkedin.com/groups?gid=6524151&trk=my_groups-b-grp-v or contact Manuela Pegoraro

- A summary report from the meeting of the OiRA team with several European institutes developing interactive risk assessment tools (IRAT meeting) will be written, showing that adverts in the radio and newspapers were very successful. Ireland took a very successful approach on advertisement. In the next OiRA newsletter a link to the report summarizing the main outcomes of the meeting will be included.

- Interest from the US has been expressed some time ago. It was asked if there had been any follow up. They could have very good examples on how to approach their different users/sectors (for example HORECA) and cooperation could be taken into account. Answer: After the US partners declared their interested in OiRA, there was an exchange of information and discussions through the phone. However the US authorities never came back to us with a more formal request.

11. Feedback from the discussions and decisions taken by the OiRA steering committee

- **Include EU projects among the potential OiRA partners**
  The OiRA steering committee agrees with the inclusion of these EU projects provided that they focus on health and safety; on micro and small companies and they are developed in line with the OiRA philosophy (for free for the end-users, share information/content). In case of doubt, the Agency could contact the OiRA steering committee to consult them before taking any decision.

- **Discussion about the support provided/to be provided by the Agency to the OIRA partners to foster the development of new OiRA tools**

  The steering committee agrees with the proposal to keep supporting national OiRA partners in the development of their first OiRA tools through a low value procedure. The Agency, based on the current pilot project being carried out, will set up a kind of policy / strategy on the issue (clarifying all the steps in the low value procedure). Once this policy discussed and approved at Agency level, we will share it with the OiRA steering committee members.

- **How to manage a growing OiRA community with limited resources**

  In case the Agency is in a situation in which it is not in a position to meet the existing demand, priority will be given to the current OiRA partners (with whom the Agency has already signed memorandum of understanding) and to the National authorities / EU social partners and national social partners willing to adapt an existing EU tool developed by the EU social partner from their sector.

12. Next OiRA community meeting

It was decided that the general community meeting will be moved to spring in order to facilitate attendance (autumn seems to be a generally more busy period). For 2014 it was decided not to have one big community meeting but several small meetings based on certain common interest from the partners. These meetings will be set up according to different criteria, e.g. partners working in the same language, partners being at the same stage of the project (development of an OiRA approach in general/starting phase versus improving the promotion of OiRA). The meetings in 2014 accordingly will have workshop character. OiRA partners interested in benefiting from the possibility of organizing these workshops/regional meetings, are invited to submit their proposals to the OiRA team as soon as possible, so the Agency can start planning the organization of these meetings next year.

13. AOB

Questions/issues raised:

- *Can the support of the Agency be requested for promotional activities?*
  For national OiRA tools, partners are invited to approach the FoPs, who can request , through the so-called Agency´s portfolio, the organization of certain promotional activities related to OiRA (an OiRA promotion pack is already planned). In the case of the EU social partners, the situation is less straight forward, but it could be considered by the Agency upon request from our EU sectoral social partners.
- The usefulness of the funding guide was highlighted and it was requested that there should be a follow up for the new funding schemes.
- The psychosocial module is seen as a useful source where partners can take parts to be integrated in their tools. It was highlighted however, that the tool is containing many items and that partners should only chose what fits best to their tools. A shorter version of that tool could be taken into consideration to make the choice for developers easier.
- The usefulness of certain modules being developed on general terms by the Agency was discussed. Activities related to musculoskeletal disorders were mentioned as being important. Dealing with chemicals was another topic mentioned. The challenge to produce such modules without losing the activity based focus of OiRA tools was emphasized (e.g. statements on lifting should not be too general but adapted to the specific activities). This makes it challenging to develop risk based modules that are useful for different sectors. However experience shows that developers are grateful for the contents provided e.g. in the library. The live performance sector for example made great use of the different modules provided.

End of the meeting