

B/99/M2

**MINUTES OF THE MEETING OF THE BUREAU OF THE ADMINISTRATIVE
BOARD, 17-18 JUNE 1999**

Present

1. Mr. Wilders (Chairperson), Sr. Biosca de Sagastuy, M. Boisnel, M. Richard, Mr. Clifton, Mr. Jepsen, Sr. González Fernández, Sra. Lezcano Núñez (Observer), Mr. Konkolewsky, Mr. Riese, Sr. Pijuan and Ms. Copsey (Secretariat).

Apologies for absence

2. Apologies were received from Mr. Carlslund.

Welcome to new members

3. The Chairperson welcomed Torben Jepsen, the Employers' representative from Denmark, and Francisco Javier González Fernández, the Spanish Government representative, to their first Bureau meeting. He explained that Margarita Lezcano was attending with Mr. González Fernández as an observer for this meeting only following a special request.

Item 1: Adoption of the Draft Agenda (B/99/A2 Revised)

4. It was **AGREED** that information papers arising from Expert Group meetings, Topic Centres etc., which were not needed for discussion, should be sent to Bureau members, including by e-mail, once they were available, instead of sending them all together with the Bureau papers.
5. The agenda was adopted as tabled.

Item 2: Draft minutes of the meeting of 3 March (B/99/ M1)

6. The draft minutes were **AGREED**.

Item 3: Action points arising from the minutes (B/99/6)

7. The Chairperson presented the action points arising from the March meeting.

Action Point 2: European Week

The Chairperson clarified that only activities relating to the theme of musculoskeletal disorders would qualify for Agency funding according to the Board's decision.

Item 4: Directors Progress Report (B/99/7)

The Chairperson presented the items listed in the report.

Co-operation with the services of the Commission: section 2

The Commission reported that because Commission representatives were changing, this would cause a delay in communication until October.

Topic Centres: sections 2; 4.3; 4.4

Points raised regarding Topic Centres in the general discussion included: Process for setting clear, detailed work programmes for Topic Centres including deliverables, deadlines and target groups; how Board and Bureau are involved in the approval process, transparency and feedback; ensuring work programmes remain in line with originals agreement by the Board; TNG role as quality controllers not decision makers on Topic centre work programme activities; a process for Bureau approval of Topic Centre activities, so decisions to add activities can be made in a consistent way which allows flexibility.

It was AGREED that copies of the detailed Topic Centre work programmes would be sent to the Bureau.

It was AGREED that the Agency will prepare a revised Work Programme 1999 Annex 4 which depicts the Agency network structure for the September Bureau meeting.

It was AGREED that for the future the project sheet method would also be used for Topic Centre activities.

It was AGREED that the initial evaluation committee would be used to prepare an assessment of Topic Centre activities for the Board.

Extranet

It was reported that the contractor was preparing the report on user needs, after which an implementation plan would be established. It was hoped that a first demonstration version would be ready for the November Board meeting and that the system would be fully operational by March 2000.

It was AGREED that until the Extranet becomes fully operational the existing communication system of post, email etc. will have to be used.

Information services section 3

There was a discussion about the information requests from the Irish and Dutch Focal Points. Points raised included: How does the commencement of these information requests fit with the Board's role to agree new Work Programme activities; resource implications if every Focal Point makes similar demands; the results should be disseminated and made publicly available unless there is a confidentiality issue; involving the Senior Labour Inspectors Committee (SLIC) about the request concerning resources for inspectors; the RSI questionnaire could have been improved and made of more general interest if Focal Points had been invited to comment on the draft; the RSI request proceeded after the Bureau had been sent written notice and it had been assessed as routine and representing a low work load; covering letters accompanying Agency documents need to clearly indicate everyone the document has been sent to and in what capacity so those involved in more than one Agency group are clear why they have been sent it and who in their group they may need to forward the document to for consultation.

It was AGREED that a specific set of criteria and procedures for Board and Bureau approval and implementation of new information request and projects under the Work Programme would be drafted. Criteria to be used include: Is it an existing priority in line with the Work Programme; is data already available; time and resources required by Agency and Focal Points; will it be of general interest; what is its scope and applicability; are the issues clear.

It was AGREED that Focal point involvement should include asking them for their opinion of the proposal. For example resources required, if the information is readily available and if they have any suggestions for the questionnaire such as making the request more broadly applicable, without extending the size of the request.

It was AGREED that the extent of analysis of data to be carried out would be clearly established in advance.

It was AGREED that new information requests or projects would be approved by the Bureau on behalf of the Board by written/email procedure using existing Mandate 1 which gives the Bureau responsibility for monitoring Agency activities.

It was AGREED that in principle the results of all information requests carried out by the Agency would be made publicly available.

Research on Work and Health: section 4.3

In response to a discussion on the research report on work related upper limb disorders (section 4.3):

It was AGREED that circulars from the Agency will list whom the document has been sent to and in what capacity.

A copy of the original request from the Commission was tabled for information.

In discussion of the future OSH research needs and priorities report it was felt that because of the importance of the document, it would need broader agreement than only through the TNG.

It was AGREED that the Agency would send the draft report back to the Focal Points for them to consult on it and return comments to the Agency, prior to finalisation.

Good Safety and Health Practice: Section 4.4

The Director clarified that *the construction sector activity* was referred to in the current work programme. The work was being monitored by a sub group of the TNG Good Practice. A report on how information has been disseminated through the Internet has been distributed.

Evaluation of the Agency Regulation; Section 7

The Commission reported that: The review would take place within the 5 year period of effective operation of the Regulation; a number of preparatory meetings with persons involved in the Board and Bureau had already taken place; the Commission is undertaking the review and has decided to do this in consultation with the Advisory Committee, therefore the process includes Board members; the Agency is welcome to submit its own observations in the form of a report.

It was AGREED that as the Advisory Committee is being consulted over the Review, and the Committee includes Board members, the Board does not need to give an additional opinion.

It was AGREED that the Agency would be welcome to submit its views to the Advisory Committee and its ad hoc group on the Regulation review.

Item 5: Board Interest Group participation in Agency conferences (B/99/8)

The Director clarified that: The number of TNG meetings had been reduced and savings from this would cover the cost of funding Interest group participants; nominations should preferable be full Board members, but nominations from alternates would also be acceptable.

The Bureau AGREED the proposal for the 1999 conference.

It was AGREED that the proposal would be retabled at the November Board meeting in order to get full Board approval.

Item 6: Reviewing the Agency's Strategy

Discussion of the Agency's goals, achievements, decision making structure, and working procedures (B/99/9). A draft outline strategy document, which is appended to these minutes, was drawn up. (For full report see papers for Bureau/Focal Point strategy discussion, 13 September).

It was AGREED that the Agency would draft a strategy document based on the outline paper produced during the discussion.

It was AGREED that the first draft of the strategy document would be sent to Bureau Members for consultation. The revised document would be discussed at the September Bureau meeting.

Any Other Business

AOB 1: Recruitment of Head of Information (B/99/27)

This paper was tabled at the meeting. The Commission advised the Agency to check the wording of the language requirements with DG IX and the Commission's legal services.

AOB 2: Draft Work Programme 2000

The Director reported that a first draft of the Work programme 2000 would be discussed at the extended Bureau meeting in September. It was expected that the Work Programme would mainly consist of on-going projects, but there may be scope to commence some new projects. The Agency invited Bureau members to indicate their priorities for new projects. The Agency has also asked Focal points for their input.

AOB 3: Fight against fraud at the European Institutions (OLAF) (B/99/22)

The Director informed the Bureau that a request had been made to all the European Institutions and Agencies to adopt a Decision on the implementation rules concerning the

inquiry powers of the “Office européen pour la lutte anti-fraude” (OLAF) on Agency performance.

The Bureau AGREED that the Director may adopt a decision on this issue in line with the decisions adopted by the European Institutions and other Agencies.

Next Meeting

It was AGREED that the September Bureau meeting would be an extended meeting. All Focal Point contacts and an additional Board member from each interest group would be invited to take part in discussion of the Agency Strategy and the draft Work Programme 2000.

Secretariat, Bilbao
June 1999

Annexes to Item 6

Annex 1: Draft outline strategy document.
Annex 2: Planning timetable

DRAFT OUTLINE STRATEGY DOCUMENT

1. Role of Agency

- Collect, analyse/process info supporting policy making and organisations involved in that process (e.g. state of OSH)
- Collect, analyse/process info for supporting policy implementation, eg through practical actions (e.g. good practice data collection)
- Collect, analyse/process information for info requests ad hoc and of basic nature according to priorities to be established

2. Categories of information

Basic information:

- Encyclopaedia of information arranged according the Agency's matrix on internet/ draft classification (is not processed, primarily via links to website databases)
- Structural information exercises like
 - State of OSH
 - Systems and programmes

Strategic information:

- Special prioritised (according to Work Programme) information exercises often for several years planned programme)

Specific information:

- Short-term, special exercise for immediate needs
 - according to criteria to be established and work programme

3. Development of Agency structure

- improve network functionality of FOPs and national and international procedures
- developing working methods and procedures
 - FOP structure
 - TNGs
 - Topic centres
 - Other consultants(depending on real capacities, efficiency and type of info needed)
- Regular assessment of user needs
- Evaluation of usability of work and information

4. Validity and status of information

- basic web functionality
 - origin and source of info (up to FOPs)
- representivity
 - validated
 - systematic
 - scientific
- Structural info exercises
 - scientifically sound
- harmonisation of identified data types linked to state of OSH

PLANNING TIMETABLE

June 1999 Bureau meeting

First global discussion of Agency strategy in the next millennium
(Agency, Bureau, brainstorming session, following on from Preboard Seminar).

September 1999 Bureau

Second discussion of Agency strategy, first draft proposal for WP 2000
(Agency, extended Bureau planning meeting including Focal point Group and additional participant from each Board interest group)

October 1999 Advisory Committee plenary meeting

Discussion of Work Programme 2000
(in accordance with Regulation)

November 1999 Board

First Board discussion of Strategy (within the context of Work Programme 2001-2004) and approval of proposal for WP 2000
(Agency, Board)

March 2000 Board

First draft proposal for WP 2001-2004, based on Strategy discussion
(Agency, Board)

June 2000 Bureau

Bureau discussion of second draft WP 2001-2004

September 2000 Bureau

Bureau discussion of WP 2001 based on WP 2001-2004
(Agency, extended Bureau planning meeting including Focal point Group and additional participant from each Board interest group)

November 2000 Board

Board discussion and approval of WP 2001 and WP 2001-2004