

B/00/M1

**MINUTES OF THE MEETING OF THE BUREAU OF THE ADMINISTRATIVE
BOARD, 22 FEBRUARY 2000**

Present

1. Mr. Clifton (Chairperson), Sr. Biosca de Sagastuy, M. Richard, Mr. Wilders, M. Sapir, Sr. Fernández Sánchez, Mr. Jepsen, Mr. Konkolewsky, Mr. Riese, Sr. Pijuán and Ms. Copsey (Secretariat).

Apologies for absence

Apologies were received from M. Boisnel.

Item 1: Adoption of the Draft Agenda (B/00/A1)

Two items of Any Other Business were added: Interpretation at interest group meetings; Distribution of meeting papers to alternates.
With these amendments, the agenda was adopted.

Item 2: Draft minutes of the meeting of 22 November 1999 (B/99/ M4)

The Director clarified that National State of OSH reports were available on request.

The draft minutes were AGREED.

Item 3: Action points arising from the minutes (B/00/01)

The draft action points were AGREED.

Item 4: Criteria for observer status on Board (B/00/02)

The Director drew attention to paragraph 3.3.3, page 9, of information document B/00/05, Communication to Council regarding participation of candidate countries, which referred specifically to Agencies. The Agency believed that the tabled proposal complied with this paragraph. It was envisaged to hold separate meetings with EFTA, candidate countries and ILO, that would not be in association with the Board. The following points were raised in discussion:

- 4.a): The Agency must insist on tripartite representation, especially if there is participation in Agency projects.
- An application has been sent to DG Enlargement proposing the development of information networks and web sites in the candidate countries. Annual meetings are foreseen of their Focal Points, including social partners. A Communication from the European Commission has to be agreed by the Council and Parliament. A legally

binding agreement for funding must be established. Protocols for involvement should be formulated bilaterally.

- The Agency interest groups need to be involved. Co-ordinators of the Agency interest groups should be invited to meetings. These meetings should be planned to coincide with other Agency meetings, to facilitate their attendance. Co-ordinators' attendance should be reimbursed.

The Bureau noted that involvement was dependent on the Council decision and *Phare* funding. The importance of tripartite involvement was noted, including involving ETUC and UNICE, preferably the co-ordinators and funding their involvement and organising meetings to coincide with other Agency meetings to facilitate this.

Subject to the above, the Bureau AGREED the document, which should be given to a future Board meeting.

Item 5: Draft procedure for producing Agency work programmes (B/00/03)

The following points were raised in discussion:

- Clear points at which ideas can be fed in to the process should be identified.
- After the Board, meeting Focal Points should be invited to consult their national networks and at the same time, the Board interest groups should have an input.

It was AGREED that the document B/00/03 should be given to the Board for information.

Item 6: Seminar on health and safety in Europe

The report of the previous seminar organised by the Commission, together with a letter from Jenny Bacon, Head of the UK Health and Safety Executive, to Allan Larsson, were tabled for information.

The Chairperson introduced a proposal for a follow-up to this seminar, using the State of OSH report as the basis, with the results supporting the development of the Social Action Programme.

It was concluded that it could be useful for the Agency to organise a workshop on the State of OSH. This would be separate from any follow-up seminar organised by the Commission.

Item 7: Preparation for Board meeting for which the agenda is attached (A/00/1A)

In discussing the Board Agenda, a number of points were raised, or points of information given, in addition to those raised at the Board meeting, including:

European Week 2001

Under this item, a point was raised that the Board should take some responsibility to ensure that Focal Points were actively collecting good practice examples and that full agreement on an example should not be necessary before making it available. It was clarified that the TNG Good Practice would discuss this at their next meeting, including their co-operation with Focal Points and their national networks. Subcategories for examples had been agreed. The Agency web site had been revised to make the European examples more visible. The MSD good practice award examples would be translated into all 11 languages and published on the web site.

A request was made that funding for European level, as well as trans-national projects , be considered.

Promotional material for the European Week 2000 was distributed. The European Commission expressed its certainty that the Agency is very capable of organising European Weeks.

State of OSH Report and Evaluation

A question was raised about the ability of the same contractor who had written the draft final report to carry out the evaluation. It was clarified that the contractor's task is mainly to evaluate the methodology used and the data collection procedure in the Member States. He had been contracted after the methodology (manual) had been finalised and the information gathering completed, so was independent from this part of the process. The competitive tender had been looked at by the ACPC.

Tender for the Evaluation of the Agency

It was clarified that the tender had been drawn up with the Commission with the input of the Ad hoc group of the Advisory Committee. Attention was drawn to the fact that the tender did not cover a review of user needs and other forward-looking elements, as originally planned under Work Programme 2000, as this did not fit with the requirements of the evaluation. An additional survey will be carried out by the Agency for that purpose.

Draft Budget 2001

Despite the freeze on budgets, the Director explained that the Agency was nevertheless asking for a minor increase (in addition to the EW2001 budget), as there is a need to implement fully its organisational structure by increasing its staff by 3, to a total of 29. According to its current four-year rolling work programme, a steady increase in resources was foreseen as necessary to ensure that the Agency is fully operational in 2001.

Personnel Policy

- The Agency explained that the Staff Committee had been informed, but not consulted on items 1-8, as the Agency was adopting a number of items, as required by the Commission, without adaptation.
- The Bureau mentioned that, even where there is no room for manoeuvre, it is good practice to discuss with the Staff Committee, as part of the information provision process.

Item 8: Any other business

i) Mailing Board documents to all alternates.

The Agency asked if the Bureau considered it necessary to continue sending all the Bureau documents to the Board Alternate Members who did not attend a meeting, in view of the Administration time and costs involved. Interest Group co-ordinators indicated that sending the documents to Alternates was a useful way of keeping them informed of Agency business and also made this task easier for the co-ordinators.

It was AGREED that co-ordinators would ask their group's Alternate Members if they wished to continue to receive the documents and report back to the Agency.

ii) Provision of Italian interpretation at Agency Board Interest Group Meetings.

A request was made to rotate the Board interest group meeting rooms, to give fairer access to translation services.

It was AGREED that, for future Board meetings, the interest groups would be rotated between the rooms.

Additional items for information:

The following were tabled at the meeting:

-A briefing on the Extranet, for information.

Secretariat, Bilbao
February 2000