

**MINUTES OF THE MEETING OF THE BUREAU OF THE
ADMINISTRATIVE BOARD, 13 SEPTEMBER 2000**

Present:

Mr Clifton (Chairman), Mr Boisnel, Mr Biosca de Sagastuy, Mr Wilders, Mr Sapir, Mr Jepsen, Mr Richard, Mr Fernández Sánchez, Mr Konkolewsky, Mr Pijuan, and Mr Cockburn (Secretariat).

Item 1: Adoption of the Draft Agenda (B/00/A3Revised)

The Chairman mentioned that, at the request of the Commission, an item had been removed from the draft agenda (concerning the Advisory Committee note: “*Restructuring of Committees*”). The Chairman further noted that, as the issue directly affects the Agency, it would be appropriate for the Bureau to have an opportunity to discuss it. A letter addressed to Ms Quintin, from the Chairman and the Director, on this matter, was tabled for information.

The Commission responded that item covered a legislative issue and that, as such, it is an issue exclusively for the Council. The Agency would be informed of the outcome, but would not be consulted beforehand. Therefore, it is inappropriate to include the item on the Agenda.

The Chairman noted the difference of opinion.

It was AGREED to take Item 5: *Renewal of the Director’s contract* at the end of the proceedings.

With these changes, the agenda was adopted.

Item 2: Draft minutes of the meeting of 6/7 June 2000 (B/00/M2)

The minutes were AGREED without comment.

It was AGREED that the minutes of Bureau meetings should be sent to members of the Administrative Board.

Item 3: Action points arising from the minutes (B/00/16)

Following up outstanding Action 5: *Agency to organise a ‘follow-up seminar’ that will be scheduled according to the EU agenda*. The Director commented that this is now scheduled for the beginning of 2001. The concept for the co-organisation is being prepared and will be sent to the Commission shortly.

Item 4: Director’s report (B/00/17)

The Director introduced the report and gave an update of subsequent progress:

- The recruitment process for a legal advisor is continuing. The former IT assistant manager will return to the Agency. A local staff member of the IT department has left. Subject to approval of the budget, further staff are planned for the information unit.
- Translation accounts for one third of this year's budget and will probably account for one fifth of next year's. It also impacts on staff and Focal Point resources. A discussion on translation policy is needed in order to set priorities.
- Most projects are going to plan, although the completion of some will be delayed. Changes are included in the updated project sheets. Topic Centres are delivering to quality and time targets. The State of OSH pilot study is finalised.
- A contractor for the evaluation of the Agency has been identified in the re-launched tender process. Work is scheduled to commence in October and there will be a presentation of findings at a seminar at the Board meeting in spring, postponed from February to March 2001.
- European Week 2000 is going to plan. One entry has withdrawn and the funding has passed to the next on the reserve list. There are some absences from the closing event due to the Council meeting. Many applications were received for the awards and 16 prizewinners have been selected.
- The Agency has been awarded € 780 000 to set up a network with the Candidate Countries and this includes provision for two additional staff. The US/EU web site will be developed at a meeting in November. Canada and the EFTA countries will be joining the Internet network.
- Approval of the draft budget by the Budget Committee will allow for three new posts. The Social Affairs Committee has approved a € 5M programme promoting good practice exchange for SMEs, of which € 500 000 has been earmarked for administration, although precise details are not yet available.
- Nominations are needed for members of the liaison group for the Agency evaluation, to be chaired by a Commission representative.

Regarding the evaluation liaison group, it was AGREED that it would consist of the chairperson and two vice-chairpersons, with substitution by alternates possible if any could not attend a meeting. Provisional dates for the meetings are 23 October, 11 December and 15 January. They will last between half and one day, the venues to be decided by the group's chairperson (a Commission nominee). The Director clarified that the preliminary report from the evaluation seminar will feed in to the Luxembourg Advisory Committee's ad-hoc group on revision of the Agency's regulation.

Responding to questions, the Director made the following comments:

- The EFTA network will be tri-partite and reflect the same structure as existing Focal Points. Their full integration is not envisaged at this stage, only in the Internet and the State of OSH (as requested by the Board). The State of OSH information will be discussed by the TNG and will be presented in parallel with the existing report.
- As soon as a more detailed plan of the Phare funding proposals is available, this will be passed to the Bureau. The budget covers hardware to set up the Internet network and travel for Focal Points, social partners and Agency staff. The impact on Agency resources will be negligible.

- Sector-based social partners must be involved in the work of the Agency – proposals for organisations are welcome.
- The identification of end-users is acknowledged as the key to establishing translation priorities. The Agency is preparing a document on this issue.
- The TNG members were involved in the identification of participants for the Safety and Health and Employability workshop. A full participant list is available.
- All the factual changes to the State of OSH report that were requested by the Board were effected.

Concern was expressed regarding the tight timetable for the evaluation of the Agency, which has resulted from the delay in finding a contractor, and the importance of ensuring that the job is well done and that the report is comprehensive. The Director assured that the new schedule is only one month shorter (at five months) than originally planned and that the tender evaluation committee foresaw no problem.

Regarding the SME funds, the Commission stated that it would not be applying for these. The sufficiency of the Agency's structures and resources for administering a fund of this size was questioned by several members. It was commented that many organisations would need to be involved in a programme of this size, including social partners. The Director responded that these aspects would be examined when the offer is officially made. If a decision to apply were taken, this would be presented to the Board. The European Week and SME dimension would be evaluated.

Item 5 – Budget issues

There was no comment.

Item 6 – Renewal of Director's contract

It was AGREED that at the meeting of the Board, on 28/29 November, there will be a closed session to discuss the resolution:

“The Administrative Board of the European Agency for Safety and Health at Work, expressing its appreciation of Mr. Konkolewsky's management of the European Agency for Safety and Health at Work, invites the Commission to propose to the Administrative Board of the Agency the renewal of the Director's term of office for a period of five years”.

The Director will be invited to address the Board prior to a vote being taken and groups will have the opportunity to discuss the matter.

Any other business.

There was no comment.