

13th April 2001

B/01/M1

**DRAFT MINUTES OF THE MEETING OF THE BUREAU OF THE
ADMINISTRATIVE BOARD, 14 MARCH 2001**

Present:

Ms Schweng (Chair), Mr Clifton, Mr Remaeus, Mr Biosca de Sagastuy, Mr Wilders, Ms Waltke, Mr Fernández Sánchez, Mr Konkolewsky, Mr Pijuan, and Mr Cockburn (Secretariat).

Item 1: Adoption of the Draft Agenda (B/01/A1)

The agenda was adopted.

Item 2: Draft minutes of the meeting of 28 November 2000 (B/00/M4)

The minutes were AGREED without comment.

Item 3: Agency Evaluation (A/01/05)

The Chair summarised the main conclusion from the pre-Board seminar as being what steps to take next and not to reach any conclusions.

There was discussion on whether the Board should accept the evaluation report as it stood, or with the minor amendments to the recommendations identified in the pre-Board seminar. The opinion of the Commission was that it was for the Agency to accept the report and to request amendments. However, as the recommendations were not required by the original specification, changes should not be necessary.

The Bureau agreed to accept the report as it stands, noting the points of disagreement, and to move forward with the implications for the Agency.

The Bureau agreed that Mr Clifton, as Chair of the seminar, should draft a summary of the conclusions reached, mentioning the reservations expressed, and that this should be tabled for discussion and approval at the Board meeting.

The Commission commented that it should be forwarded the evaluation report together with the comments from the pre-Board seminar and the Chair's summary.

Item 4: SME Programme (A/01/04)

The Director introduced the Agency's proposed implementation model for the SME Accident Prevention Programme (document A/01/04) based on the conclusions of the recent workshop.

The Chair commented that, given the importance of the issue, there should be the opportunity for in-depth discussion at the Board meeting and decision by the Bureau at the 'informal' second Bureau meeting.

Responding to a request from the Chair for clarification of the multi-annual aspect of the programme, the Commission mentioned that the requirements in the budgetary comments of the European Parliament decision must be adhered to. Also, the EP funding is for preparatory actions and as such this is a pilot project. It needs to be evaluated and any continuation would depend on a proper legal basis for a multiannual programme and this implies a unanimous decision of the Council of Ministers.

Ms Waltke urged the Agency to follow closely the Commission's advice regarding the budgetary requirements to ensure the smooth running of the programme.

The Director asked whether an early decision on continuity of the programme would be possible, given that an evaluation would not be completed before end of 2002, so delaying the next programme to 2004 budget. Continuation is important if actions are to be sustainable. The Commission replied that an early decision would be unlikely, but added that the Agency can count with its support in its efforts to ensure continuity of the programme.

Item 5 – Preparation for the Board meeting (A/01/A1)

The Commission gave an update on the procedure regarding the renewal of the Director's contract, informing that a letter will be finalised soon so that the Board's decision on the matter can be carried out and a renewal contract signed.

The Director proposed holding the next Board meeting on the earlier of the two identified dates, in the first week of November. He added that if the Commission was not able to hold the meeting of the Advisory Committee on Safety, Hygiene and Health (ACSHH) any earlier, any amendments to the work programme could be effected via written procedure.

Mr Wilders suggested that, in its revision of the Regulation, the Commission might consider removing the requirement for the Agency to consult the (ACSHH) on its work programmes.

Item 6 – Any other business

Responding to a query from Mr Clifton on the Strategy Workshop, the Director extended the invitation to attend to the two vice Chairs.