

MINUTES OF THE MEETING OF THE BUREAU OF THE ADMINISTRATIVE BOARD, 13 SEPTEMBER 2001

Present:

Ms Schweng (Chair), Ms Celia Alexopoulou, Mr Clifton, Mr Remaeus, Ms Waltke, Mr Wilders, Mr Fernández Sánchez, Mr Konkolewsky, Mr Pijuan, Ms Sedlatschek, Mr Smith and Mr Cockburn (Secretariat).

The meeting noted apologies received from Mr Biosca and Mr Sapir.

Item 1: Adoption of the Draft Agenda (B/01/A2)

The agenda was adopted.

Item 2: Draft minutes of the meeting of 6-7 June 2001 (B/01/M1)

The minutes were agreed without comment.

Item 3: Action points arising out of the minutes

There was a comment that document B/01/08 on maintenance an update of the web site OSH information needs to be more specific. It was decided to take this under item 5.

Item 4: Director's report (B/01/07)

- An update, including information on communication/contacts was tabled.
- The Director introduced the papers and mentioned the following:
- The new *Forum* series of publications has been well received as a way of quickly disseminating information.
- Material relating to the *Quality at Work* workshop is now available on the web site.
- The Agency has been given approval to assist the Commission in the organisation of the workshop on *Corporate Social Responsibility* (CSR). Board members will receive invitations to the event to be held on 18-19 October in Brussels.

In response to a request for an update on Agency's involvement in the work being carried out on quality of work indicators, the Director stated that the Belgian Presidency had invited the Dublin Foundation to investigate quality of work indicators. The Agency was not invited to participate in the expert group from the start, but has been assured by the Commission that it will be involved in the work on the safety and health-related quality of work indicators. The Commission informed that Eurostat and the Dublin Foundation were chosen to lead the work due to their extensive experience of working with indicators and confirmed the Agency's future role in the project.

Item 5 – Maintenance and update of web site OSH information (B/01/08)

Introducing the paper, Ms Sedlatschek emphasised the difficulty in giving detailed estimates of required personnel resources, particularly as much depends on developments at member state level. Maintenance is a core task of the Topic Centres and as such depends on budget. Mr Smith commented that new internet products such as the extranet and advanced search engines/spiders will reduce the maintenance and update work load.

Members commented that an analysis or estimate is needed of the human resource impact of proposed tasks on ongoing maintenance and update work.

Item 6 – Seminar conclusions

It was agreed that the Agency would include information on national OSH systems as part of the State of OSH follow-up project in order to aid comparison of context dependent information.

The Director clarified the following points relating to the preliminary draft work programme:

- The reference in section 3.1 to improvement of the relationship between Board/Bureau, Agency, FPs, etc. relates to the new Agency network structure. The next step is to decide on the type of link between FP and Topic Centre on an individual and flexible basis. The Bureau should reflect on its relationship with the Agency.
- Section 3.3 mentioning a Memorandum of Understanding will be rephrased.
- The Candidate countries are the Agency's top priority in terms of the network beyond the EU, as reflected in section 3.4, under 'Partnership'.
- The Agency relations with the Commission will be organised in line with the Community strategy.

The following re-wording was agreed at the suggestion of the Commission:

- Section 5.1, bullet 5, "European" deleted from "Efficiency of European safety and health policy".
- Section 5.1, paragraph 4, replace "assist in harmonising" with "collect additional information to contribute to".
- Section 6.1, bullet 8, insert "in a co-ordinated way".

The Bureau agreed that the Agency would draft a summary of all amendments to the preliminary draft work programme resulting from the planning seminar and Bureau meeting.

Item 7 – Appointment of accounting officer (B/01/09)

The Director indicated the candidate's qualifications and suitability for the post.

The Bureau strongly recommended approval by written procedure of the draft decision on appointment to the Board.

Item 8 – Budget issues

Mr Pijuan informed that the decision on budgetary transfer between chapters agreed at the last Bureau meeting has been approved by the Board.

Any other business

Informing about the Agency's five-year anniversary, the Director presented a logo that will be used during six months and informed about a special publication and a reception at the Board meeting in November.

The Bureau agreed to hold the second meeting of 2002 in the first week of June.