

February 2003

B/02/M4

**MINUTES OF THE MEETING OF THE BUREAU OF THE
ADMINISTRATIVE BOARD, 25 NOVEMBER 2002**

Present:

Mr Lopes (Chair), Ms Alexopoulou, Ms Waltke, Ms Breindl, Mr Fernandez Sanchez, Mr Remaeus, Mr Konkolewsky and Mr Bejer (Secretariat).

The meeting noted an apology received from Mr Biosca de Sagastuy and Ms Schweng.

Item 1: Adoption of the Draft Agenda (B/02/A4)

The agenda was adopted.

Item 2: Draft minutes of the meeting of 12 September 2002 (B/02/M3)

Ms Waltke requested the following amendments of the minutes:

On page 6 (EN version) the word “would” should be changed to “could” in the sentence just before the paragraph, “Communication of Information to the Fisheries Sector”.

On page 7 (EN version) the words “remarked that she agreed with” should be changed to “expressed support for” in the sentence just before the paragraph, “Development of Agency Construction Information”.

On page 7 (EN version) the words “was a” should be changed to “could be” in the sentence before the paragraph, “Creation of an occupational Safety and Health Observatory for New and Emerging Risks”.

With these amendments, the minutes were adopted.

Item 3: Preparation of the Board Agenda (A/02/A2)

There were no comments to item 1-3 on the draft Board Agenda.

Item 4, Election of new Chairperson and Bureau

The Director informed on request from Ms Waltke that there are 1 chair and 3 vice-chairs representing the 3 interest groups and the Commission.

Item 5, Directors Progress Report

The Director informed that an up-date would be tabled at the Board meeting and that work in general was progressing according to plans.

Item 6. Draft Work Programmes

The Director explained the background to the present document, which included broad consultation, especially the planning seminar in September. The Director informed about the reactions in the Advisory Committee to the draft Work Programme, where the interest groups expressed a general positive attitude.

Ms Waltke commented that the OSH monitoring project sheet would need further clarification regarding the objectives and future developments.

Also the Risk Observatory needed clearer objectives according to Ms Waltke and the project should build on existing information.

Regarding the Communications part of the Work Programme Ms Waltke asked if the balance between networking on the global level and networking with information providers was right. It was important not to forget those who actually contributed information to the Agency and these should continue to be in focus.

Item 7, Reform of Administrative Boards

The Director informed about the conclusions from the Board meetings of the Dublin Foundation and the Cedefop. A conclusions document from the Cedefop Board meeting was tabled. The Director mentioned that in the current situation it might be the most appropriate at the Board meeting to agree on some common principles and then to mandate the chair to agree a text with the other chairs based on these principles.

Item 8, Decision on Topic Centres

The Director informed that this item contains two issues. The first issue is the financial model to be used from 2004 on and the second issue is the extension of the agreements with the two Topic Centres for a second year.

Item 9, Communications Strategy

The Director introduced the item summarizing the background to the strategy, which included the 2001 Agency evaluation, the user survey and consultations with the Focal Points. Two conclusions were highlighted: 1. That a mix of different communications channels is needed, and 2. that a stronger communications effort at the national level is needed. One of the key measures suggested is annual communications plans for the national and the Agency level.

The Chairman asked how the enlargement had been incorporated in the strategy.

The Director replied that the survey had only included EU member states. He recognised that the situation in the Candidate Countries in many ways is different from the member states but that he on the other hand regarded the statements in the strategy as quite universal. It might be an idea to test this at the coming pre-Board seminar if the Board agrees to focus it on enlargement and candidate country representatives would participate.

Ms Breindl remarked that more information was needed regarding the annual communications plans. Some member states would prefer plans setting out objectives instead of detailed activity plans.

On the request from Ms Waltke and Mr Lopes the Director agreed to rework the phrasing of the different categories so it would be clear that social partners and NGOs do not have the same role to play.

Ms Waltke also remarked that the word “Enterprise representatives” was not commonly used, and it is not clear who they are, if they are not employers’ associations.

Item 10, Budget matters

The Director informed that Mr Oostens due to a career change would no longer be able to attend the Board meetings of the Agency when budgetary matters are on the agenda.

However an agreement had been reached with DG Empl so that Mr Sinnott would assist during the Board meeting 26 November.

The Director further informed that the draft budget follows, what the Board approved in February with the incorporation of the necessary changes to anticipate the expected confirmation of a 3rd SME programme and a Risk Observatory in the European Parliament's 2nd reading.

Regarding the new Financial Regulation (document A/02/22d) the Director informed about the current state of play as regards a new framework regulation that will require significant changes in the Agency's financial management and will have to be implemented within a very short timeframe. However, the Agencies follow a common line and have suggested giving more time for implementation.

There were no comments on *Items 11-14*.

Item 15, Provisional schedule of meetings

The Director stressed the importance of all parties to attend the meetings, especially the social partners, whose representation had been increased.

There were no comments to *Items 16-17*.

Item 4 - Any other business

Mr Remaeus requested the use of page numbers on Bureau and Board documents in order to facilitate the downloading and print of these documents.