

Meeting:	MEETING OF THE BUREAU OF THE GOVERNING BOARD
Date:	29 November 2010
Time:	15.00 h – 19.00 h
Venue:	Jean Monet Building, Conference Rooms: M2 Rue Alcide de Gasperi, Plateau du Kirchberg, Luxembourg

MINUTES

1. *Adoption of the draft agenda (B/10/A4) – for adoption*

The Chair welcomed all members present. Due to the adverse weather conditions, some Bureau members and EU-OSHA colleagues (including Mr Takala) suffered delays in several airports and were unable to arrive on time for the meeting. **The Chair** proposed to start with the meeting in the meantime.

CONCLUSION: The agenda was adopted.

2. *Draft minutes of the last meeting of 30 September-1 October 2010 (B/10/M3) – for approval*

Mr György thanked EU-OSHA staff for the improvements implemented in relation to the written procedures. **Ms Schweng** also thanked for the additional information regarding written procedures which was sent to the Board. **Mr Riese** agreed with the current system for written procedures.

CONCLUSION: The draft minutes were approved without any comments or amendments.

3. *Preparation of Board meeting – for discussion*

3.3 Annual Management Plan 2011

Mr Alvarez recognised that it would have been useful if the Commission comments had been provided earlier. However, the internal Commission procedures take time. Mr Alvarez stressed the positive comments on the content of the work programme.

Mr Riese suggested looking into using a wider range of indicators for the Working Environment Information section – which should also be made shorter. Mr Riese also requested the text on OiRA to be revised to better reflect the role of governments.

Mr Rial-Gonzalez replied that one indicator may provide information about several objectives in which case it is more efficient to limit the overall number of indicators.

Mr Bejer added that the Agency had tried to apply a cost-effective approach to the definition of indicators and – in particular – data collection. This also means that additional indicators are only introduced if they add significant value.

Mr Engels stressed the importance of receiving the documents earlier.

Mr Bejer replied that the reason for not sending the documents earlier was the unclear situation regarding the overall EU budget. The deadline for reaching agreement on the 2011 budget expired the same day as the day the documents should have been sent to the Board. It was therefore practically impossible to send the documents within the 14 days deadline foreseen in the rules of procedure.

Mr Gyorgy agreed that the document could be made shorter. He also expressed a need for more information on what the indicators express.

3.5 Annual Management Plan 2012

Mr Bejer outlined the motivations for postponing a discussion on a draft of the document, in particular the need to ensure coherence with any updated EU-level strategy.

Mr Alvarez agreed with the reasoning behind postponing the discussion on the Annual Management Plan for 2012. At the same time the Agency was asked to consider including awareness raising activities on EMF and MSDs.

3.6 EU-OSHA Governance paper

Mr Bejer introduced the revised paper which took into account the comments provided by the Bureau in September. It was stressed that the paper was of a descriptive rather than prescriptive nature.

Ms Schweng requested the introduction of a definition of “stakeholders”.

4. Agreement on projects to include in stakeholder consultation (B/10/11) – for discussion

Mr Bejer recalled the purpose of the stakeholder consultation: To ensure that all relevant parties are heard and to ensure a solid evidence base for the Board's and Agency's decisions. It was suggested that the 2011 stakeholder consultation programme included OiRA and the 2014-15 campaign theme.

Ms Schweng preferred that the Board decides in March 2011 on the campaign theme and that the stakeholder consultation is done afterwards. **Mr Riese** also agreed with this approach. **Mr Alvarez** considered that both solutions were fine. **Mr Karoly** also preferred the Board to decide on the theme before a stakeholder consultation was launched.

CONCLUSION: The 2011 stakeholder consultation programme will include the foreseen OiRA consultation and a consultation on the implementation of the 2014-15 campaign following Board decision on the theme.

5. Short-list of European Campaign Themes (B/10/12) – for discussion

Mr Rial González introduced the item [\[see presentation\]](#).

Ms Schweng considered that the themes for the campaign were well chosen, and reminded that the Bureau was expected to decide on a short list.

Ms Böhm remarked that the focus could be on precarious work, considering precarious workers as a specific group, rather than gender, age etc.

Mr Riese agreed on the short list and asked to consider how to incorporate these transversal themes.

Mr Alvarez considered that the short list was in line with previous discussions and therefore he agreed with the proposed themes.

Ms Schweng proposed to decide on three of the themes and all the groups agreed to delete “Diversity and inclusion” as it was considered to be too broad and general.

Mr György suggested considering the issue of “electromagnetic fields” in the short list when discussing with the Board, as suggested by **Mr De Meester**.

CONCLUSION: The short list was shortened to three items, excluding the theme on “diversity and inclusion” and it will be discussed in the next Board meeting in March 2011.¹

The shortlisted themes were:

- *Dangerous substances at work– ten years on*
- *Practical solutions for psychosocial risks*
- *Managing OSH in the hospital and health care sector*

6. Mid-term evaluation of Agency strategy (B/10/13) – for discussion

Mr Bejer introduced the item [\[see presentation\]](#).

Mr György said it was important to have an evaluation, but also to ensure the practical use of the findings. He also asked why the cost-effectiveness was not included.

Mr Riese agreed with the proposed evaluation questions.

Mr Alvarez considered that the overall evaluation proposal seems appropriate and consistent but it needed to be put in the context of the EU strategy. He also mentioned that the current situation of economic crisis should be addressed.

Mr Bejer welcomed the Bureau's agreement to focusing on the Agency's contribution to the EU-level strategy.

Mr Bejer explained that the issue of the cost-effectiveness was not included in the document because there was no data available on that.

CONCLUSION: The Bureau agreed to be the Steering Group and agreed the Terms of Reference.

¹ After the meeting the Bureau has decided to include a 4th theme.

7. Any other business

a) **Mr Riese** asked about the role of EEA representatives at Board meetings. **Mr Bejer** clarified that they are observers at the Board without the right to vote.

b) **Mr Alvarez** gave an update on the status of the procedure for the recruitment of the new Director.

- Vacancy notice published in November
- 7 December deadline for submission of applications
- Pre-selection committee will intend to meet on 22-23 December
- Next steps: Consultation (4 weeks) – Interviews with pre-selected candidates – adoption of a shortlist (5-8 weeks)
- There could be a decision around 20 April, therefore, impossible to have information for next Board meeting
- Need for an extraordinary meeting May or June 2011
- Additional Board meeting expenses must be covered by EU-OSHA. Details and clarifications on this will be communicated to EU-OSHA as soon as possible

c) **The Chair** gave an update on the meeting of Chairs of Boards of EU Agencies, held on 5th October 2010 in Amsterdam. Main issues addressed were:

- Role of Agencies
- Relations between Heads of Agencies and Chairs groups. In this sense, Mr Takala was invited as current Coordinator of the Heads of Agencies group
- Next meeting on 10 March 2011

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Present:	Chairperson:	Christa SCHWENG (Employers representative)
	Commission:	F. Jesús ÁLVAREZ (European Commission representative) Costas CONSTANTINOU (European Commission representative)
	Workers:	Károly GYÖRGY (Workers representative) Lucka BÖHM (Workers representative) Viktor KEMPA (Workers representative)
	Employers:	François Engels (Employers representative)
	Governments:	Ulrich RIESE (Government representative) Gertrud BREINDL (Government representative)
	EU-OSHA:	Jesper Bejer, Eusebio Rial González, Brenda O'Brien, Marta de Prado