



April 2013
B/13/M1

MINUTES

Meeting:	MEETING OF THE BUREAU OF THE GOVERNING BOARD
Date:	Thursday, 21 March 2013
Time:	09.00 h – 10.00 h
Venue:	Hotel Melia Bilbao – Pelli I meeting room Calle Lehendakari Leizaola, 29, E - 48001 Bilbao

1. Draft Agenda (B/13/A1)

The Draft Agenda was adopted.

2. Draft minutes of last Bureau meeting 3 December 2012 (B/12/M4)

The Draft Minutes were adopted without any comments.

3. IAS strategic audit plan (B/13/01)

The Director introduced the risk assessment carried out in 2012 and the related draft multi-annual audit plan prepared by the Internal Audit Service (IAS).

Ms Böhm drew attention to the text about the changes in the composition and size of the Board and the situation of the seat agreement.

The Director informed that good progress had been made towards getting a seat agreement as the text was at the Foreign Affairs Ministry and ready for signature in 2013. As regards the building situation, the Director informed that a notice had already been published in the press and the deadline to receive offers was 9 April. An Evaluation Committee including external experts would be set up followed by the negotiations with relevant applicants.

Mr Alvarez stated that the Commission strongly supported the audit plan. The interest groups did not have any comments.

The IAS strategic audit plan was approved.

4. Preparation of Board meeting (G/13/A1)

The different items of the draft Agenda for the Board meeting were reviewed.

Items 3 & 4 – Annual Activity Report 2012 & Annual Report 2012:

As requested in the last Governing Board meeting, two additional documents would be tabled: “Monitoring activities (2 tables G/13/01a & G/13/01b). **Mr Lūsis** thanked the Director for the big improvement in the description of the performance indicators and pointed out a typo in page 28, line 312 (2012 by 2013).

Item 5 – Amending Budget 2013:

Ms Breindl requested information about two carry-overs from 2012. **Ms Murillo** clarified that the “older workers project” and “IPA” credits were “earmarked” meaning that they were



part of the EU-OSHA budget but treated separately, as for these earmarked funds the rules are slightly different –the credits can be spent until the end of the project.

Ms Schweng asked for clarification about “carry-overs” and “carry-forwards”. **The Director** clarified that the two words had the same meaning.

Mr Alvarez had a particular comment from DG HHRR regarding the seconded national experts (SNEs); the Commission would like to know why the SNEs were mentioned as AD6 as SNEs do not have a grade. **Ms Murillo** explained that EU-OSHA was not planning to hire any SNE even if it was cost free, and that the grade would be removed.

Item 6 – Commission’s update on Roadmap on the follow-up to the Common Approach on EU decentralized agencies:

Mr Alvarez explained that in Mr Silva’s absence he would present the item. **Mr Lūsis** asked Mr Alvarez to address the issue of the Governments’ representation in the new Governing Board structure.

Item 7 – Multiannual Strategic Programme 2014-2020:

Ms Böhm asked what would happen when the new EU strategy would be ready and the Director said that there should be room for flexibility, discussion and the need to amend EU-OSHA MSP to the demands of the new EU Strategy. **Mr György** asked Mr Alvarez to address this issue at the Board meeting.

Ms Breindl explained that once the MSP would be agreed in the Board it would be sent to the Commission for comments. The final version will be adopted in the second Board meeting of the year in November, once the Commission’s comments have been received.

Item 9 – Draft Budget 2014:

Ms Murillo reminded that the first draft of the budget 2014 had been sent in January to the Commission, and explained that the reason for the late delivery of the document to the Board was that the comments from the Commission were received only 10 days before. The draft Budget 2014 had been amended accordingly and that was the version submitted for the Board’s approval, after which it would have to go back to the Commission before 31 March.

Ms Böhm asked if the Union and Staff Committee were usually consulted about the staff policy. **Ms Murillo** assured that they were consulted on a regular basis and it would be stated at the Board meeting.

The **Director** took the opportunity to comment about the current difficult situation of EU-OSHA with regards to budgetary cuts and staff cuts. **Ms Murillo** explained that the difficulty was the impossibility to know in advance the scope of the cuts and that further uncertainty was added by the fact that the Multi-annual Financial Framework had not been agreed. The **Director** stated that EU-OSHA would need to be very flexible with regards to its tasks and staff and be prepared for the worst scenario.

Mr Alvarez explained that the multiannual financial framework was being discussed between the Council and the Parliament and agreed that the situation, from a financial perspective point of view, was therefore very uncertain for the moment.

Item 10 – Shortlist of themes for Campaign 2016-17:

Mr Lūsis asked if the shortlist was open for new proposals. **Ms Breindl** explained that the shortlist was open for discussion but the objective was to get it adopted by the Board so that a final decision can be taken in November.



5. Any Other Business

- Update by the **Director** on the last FOP meeting on 20-21 February.
- Update by **Mr Smith** on the last Advisory Group on Communication and Promotion (AGCP) meeting on 28 Feb.
- Update by **Mr Cockburn** on the last Prevention and Research Advisory Group (PRAG) meeting on 25-26 Feb.

Ms Breindl communicated that the wording of the slogan for the following Campaign was problematic for the German speakers, as “stress” was not a “psychosocial risk” in German, and hoped that the campaign material would not be focused only on stress but on psychosocial risks and considered “stress” as an “old issue”. **Mr Smith** confirmed that an adapted slogan was been looking for the German language.

Ms Böhm asked for information about the pan European poll. **Mr Smith** informed that two topics from the AMP were included: “older workers” and “psychosocial risks+stress”.

Appraisal of the Director:

The Bureau was informed that the Implementing Rules (IR) for the appraisal of the Director were almost ready for the Governing Board’s approval. EU-OSHA had been in contact with CEDEFOP and Eurofound who had already got their Boards’ adoption of their IR and got also feedback from the Commission on its first draft and the idea was for EU-OSHA to proceed in the same way as EUROFOUND.

The procedure would be to nominate three reporting officers (one from each interest group) + one representative from the Commission, Mr Silva, who would chair and coordinate. The period to be assessed is from June to December 2012. Mr Silva will prepare a final report that should be ready by June.

The Bureau coordinators were asked to think of possible members of their groups to be appointed as reporting officers. The Bureau coordinators will be kindly reminded via email to communicate the names of the reporting officers. The Implementing Rules will be adopted via written procedure.

Mr Alvarez fully agreed with this procedure and clarified that according to the Commission’s template there would be at least two reporting officers, but taking into account the very important issue of the tripartism, the Commission agreed to have four reporting officers (one from each interest group).

Once the Implementing Rules would be adopted, the reporting officers would be able to meet and start reporting.

Action points:

N°	Action	Resp.	Due
1.	For next Board meetings provide the Chair with an updated list of the officially new appointed members who attend their first meeting in order to welcome them at the Board meeting	EU-OSHA	By November
2.	Typo to be corrected in page 28, table 312 of the Annual Activity Report 2012 (change 2012 by 2013)	EU-OSHA	Asap



3.	Correct SNE grade in Budget 2013	EU-OSHA	Asap
4.	Regarding Director's appraisal implementing rules: Bureau coordinators to nominate Reporting Officers from the Groups	Interest group coordinators	Before June
5.	Regarding Director's appraisal implementing rules: Approve Implementing Rules by written procedures	Governing Board	Before June
6.	Regarding Director's appraisal implementing rules: EU-OSHA to remind via email to Bureau Coordinators to communicate the Reporting Officers from the Groups.	EU-OSHA	Before June

List of attendees:

	Name	Representing	Organization
1	ALVAREZ Jesús	European Commission	European Commission
2	BÖHM Lučka	Workers	Confederation of Free Trade Unions of Slovenia
3	BREINDL Gertrud	Government	Federal Ministry of Labour, Social Affairs and Consumer Protection
4	ENGELS Francois	Employers	Fédération des Artisans
5	GYÖRGY Károly	Workers	National Confederation of Hungarian Trade Unions
6	KEMPA Viktor	Workers	ETUC
7	LUSIS Renars	Government	State Labour Inspectorate of the Republic of Latvia
8	METZE Eckhard	Employers	Kommission Arbeitsschutz und Normung
9	PETRICEK Tatjana	Government	Ministry of Labour, Family and Social Affairs
10	SCHWENG Christa	Employers	Austrian Federal Economic Chamber
11	STRECKER Roman	Employers	BusinessEurope
12	SEDLATSCHEK Christa	EU-OSHA	European Agency for Safety and Health at Work
13	BEJER Jesper	EU-OSHA	European Agency for Safety and Health at Work
14	COCKBURN William	EU-OSHA	European Agency for Safety and Health at Work
15	DE PRADO Marta	EU-OSHA	European Agency for Safety and Health at Work
16	MURILLO Françoise	EU-OSHA	European Agency for Safety and Health at Work
17	SMITH Andrew	EU-OSHA	European Agency for Safety and Health at Work