



B/13/M4

MINUTES

Meeting:	MEETING OF THE BUREAU OF THE GOVERNING BOARD
Date:	Monday, 11 November 2013
Time:	16:00 h – 18.00 h
Venue:	ELUHYAR meeting room, Bizkaia Aretoa, Bilbao

1. Draft Agenda (B/13/A4)

The Chair, Christa SCHWENG, welcomed the attendants and introduced the draft Agenda. She invited participants to raise any other items under Any Other Business.

The Director proposed the following items:

- Focal Points meeting;
- Agency's policy on conflict of interest;
- Update on Advisor Groups and expert groups;
- Bureau meetings in Brussels¹.

CONCLUSION: The Draft Agenda was adopted.

2. Draft minutes of last Bureau meeting 24 September 2013 (B/13/M3)

The Commission sent some comments to the minutes of the previous meeting shortly before. The new draft of the minutes was tabled with track changes.

One of the action points from the previous meeting indicated that the Agency would send the draft ESENER-2 questionnaire for comments and feedbacks to the Bureau. William COCKBURN clarified that the Agency had indeed sent such questionnaire over the summer already but would send the updated version at the earliest.

CONCLUSION: The Draft Minutes were adopted without any further comments.

3. Preparation of Board meeting (G/13/A2)

The Chair recalled that this would be the first time that the Board meeting would be organized without any introductory session in Plenary prior to the interest groups meetings.

The Director informed that the coordinators from the three groups had agreed on having some Agency's staff members introducing the various items at the beginning of their

¹ This issue is addressed under Item 3.8.



meetings. She recalled that she and Francoise MURILLO would attend the Governments' interest group, Andrew SMITH and Jesper BEJER the Employers' and William COCKBURN and Brenda O'BRIEN the Workers'.

All agreed that this new structure would work like a pilot and that coordinators would reserve the right to assess it further.

The Chair proposed to convene a wrap-up meeting upon completion of the interest groups' meetings on the following day. All agreed.

3.1. Draft Agenda

Mr ALVAREZ anticipated that the Commission would inform the Board on three issues:

- Progress towards a new EU-OSH policy framework further to the public consultation;
- Revision of Agency's founding regulation.
- Occupational diseases conference in December in Brussels.

3.2. Director's Progress Report and annexes

The Director informed that under this item she intended to inform about the new building in addition to what was already covered by the Director's Progress Report. She said that she would take the opportunity to clarify any issue as need would arise.

COMMENTS FROM THE GROUPS:

The three groups agreed that as of the next meeting the Agency should prepare a presentation to highlight the most salient aspects of the Director's Progress Report. The Director agreed.

Regarding the budget committed at WEI, Mr Renars LŪSIS observed that only approx. 50% of the available funds were committed and expressed concern about possible penalties that may apply to Agency's future budgets. He had also realized that according to the procurement monitoring plan the OSHwiki articles that would be eventually produced are 28 instead of 50 as planned.

Mr COCKBURN informed that by the end of November the Agency would sign a specific contract implementing the framework contract in relation to ESENER-2. This was planned from the beginning and it is not due to delays or deviations. Budget implementation is on track and the planned carry-over will be high. Regarding OSHwiki, Mr COCKBURN explained that the workload had been very demanding at PRU due to staff absences and plans had to be adjusted. A second set of OSHwiki articles will be published in time for the launch of the new Agency's website.

Asked by Ms BREINDL about the status of the activity "Tools for implementing OSH solutions", Mr COCKBURN said that a feasibility report is in the pipeline and would be published in the first quarter of 2014. The report will present an overview of the types of existing tools and will collect the outcome of the consultation with the Agency's stakeholders (incl. Focal Points) on how the Agency should take this forward – developing more tools directly or providing a "tools developers" resource.

Ms KIRTON-DARLING inquired about when the Agency was considering launching a consultation about possible topics for the new foresight and which communication plans the Agency envisaged in relation to the report of costs of non-OSH. This last topic seemed to her particularly relevant in the current context of economic crisis.



Mr COCKBURN informed that the scoping of new possible topics for the foresight was being carried out. This comprises the review of emerging risks in the healthcare sector, together with the scoping of possible foresight topics, which involves consultation of the Agency's stakeholders..

Regarding costs for non-OSH, he said that there were two reports in the pipeline; looking at this issue from the micro and macro-level perspectives. At the micro-level, the Topic Centre will finalize a case-study report by February next year. The report will be presented at a seminar organized by several Focal Points (BE, FR, LX, NL). At the macro-level, a report is being finalised that aims to assess the different methodologies that have been used to calculate the cost on non-OSH to society, usually in terms of % GDP. An agreement on the methodology is expected to be reached at an experts' workshop to be held in the first quarter of 2014.

ACTIONS:

- The Agency will prepare a presentation on the Director's Progress Report for Board meetings to highlight progress.
- The Agency will send the draft ESENER-2 questionnaire to the Bureau.

3.3. Amending 2 to 2013 Budget

The Director explained that there has been a need to propose a new amending budget. Regarding the revenues, there has been a decrease of € 20,000 in the annual grant received from Basque Regional Government and an Increase of € 39,900 in the annual grant received from the Spanish Government.

Regarding expenditure, there has been an increase of € 19,900 for the budget item 2359 - "Other expenditure". Transfers of appropriations were also included.

The Board should adopt the Amending 2 to 2013 Budget.

COMMENTS FROM THE GROUPS:

Mr LŪSIS inquired to which expenditure the Agency ascribed the € 19,900 increase. Ms MURILLO explained that it was Title 2 for the purpose of the fitting-out works for the new premises.

Asked about the transfers of appropriations from CPU to PRU (€ 170.000) over the summer, Mr SMITH clarified that this did not impact the work of CPU. The transfer was made on the basis of the actual requests from Focal Points net of the Agency's forecasts. Mr COCKBURN explained that thanks to this transfer PRU could anticipate some work in relation to fieldwork preparations for ESENER-2.

3.4. Multi-annual Strategic Programme 2014 – 2020

The Director recalled that the Board had the opportunity to comment on the draft Multi-annual Strategic programme in December 2012 and then again last March. During the summer, external consultation with the Commission, Advisory Committee, relevant Agencies (Eurofound, ECHA and EIGE) and Focal points (re portfolio approach) took place. Their comments are now reflected in this revised draft.

The MSP will serve as the strategic framework for the Agency's activities between 2014 and 2020. It is organized around six priority areas and will be implemented through AMPs.



The Agency developed a set of indicators to follow up on its implementation and to report back to Bureau and Board.

The Agency will have to align the MSP to any future possible EU-OSH policy framework, should the Commission adopt one.

The Board should adopt the draft MSP 2014-2020.

COMMENTS FROM THE GROUPS:

Ms KIRTON-DARLING proposed four additional points to be included in the MSP for the Bureau's consideration:

- Stronger statement on tripartism;
- Stronger emphasis on the benefits of investments in OSH;
- Mention to the impact of the economic crisis on prevention services and OSH authorities in Member States;
- EU-US negotiations impacting on regulatory compatibility.

The Governments and Employers' interest groups and the Commission agreed to the first three proposed points.

The Employers clarified that their agreement was subject to the fact that there would be no connection to the debate around the "Refit Regulation" (point n.2) and that the scope of the impact of the economic crisis on prevention services and OSH structures was limited to "some Member States" (point 3), which the others accepted.

Regarding the fourth point, there was a general consensus that this issue should be tackled within the EU-OSH strategy/approach, whenever and if it would be adopted.

Ms KIRTON-DARLING concluded that the Workers would come up with concrete proposals to submit to the Bureau for consideration and the Board for adoption.

Ms SCHWENG asked the Bureau to reconsider the wording the sentence at line 120 for focusing too much on the negative aspects. A proposal will be made to the Board.

Mr KEMPA inquired whether some activities outlined in the MSP should be cancelled as a result of the cut in the resources.

The Director explained that the Agency formulated its strategic framework on the basis of a forecast on its resources and taking into account the cuts. She stressed that however a flexible approach was necessary. Definitely, there will be the need to revise the MSP to ensure consistency with any possible EU-OSH strategic/policy framework or if any further budget cut is envisaged in the future.

3.5. Selection of theme for the next campaign

The Director recalled that the preparation for the campaign in 2016-2017 had to start already in 2014. In March, the Board agreed on a shortlist and now it is called to take a final decision on the theme. The three themes shortlisted are:

- Health and Social care;
- Dangerous substances;
- Active ageing.

The Chair informed that this would be discussed in the interest groups' meetings. The outcome of the decisions from the groups will be reported to the Board for discussion.

The Board should decide on the theme for the next campaign.



3.6. Draft Annual Management Plan

The Director recalled that the Board had already agreed on a previous version of the management plan in March. Since then more detailed planning has taken place and the final version is now submitted to the Board for adoption together with its annexes.

The Director stressed that this would be the first AMP under the new strategic framework and it would be the first attempt to introduce Activity Based Budgeting/Activity Based Management at the Agency.

It also includes as an annex a multi-annual outlook on activities ensured by a multi-annual programming document (annex to AMP) – this will be also a requirement under the new Framework Financial Regulation.

The Board should adopt the Annual Management Plan 2014 with all its annexes with any amendment considered necessary and the related Financing decision. It should mandate the Bureau to oversee the inclusion of the HWC 2016-2017 into the 2014 AMP.

3.7. Draft Budget and Establishment Plan 2014

The Director informed that the draft budget proposed for 2014 amounts to € 14,679,621. It has been subject to a 4% decrease in the EU subsidy equal to – 568.103 EUR (2% for implementation of the budget below 95% and 2% for cancellation of credits above 5%).

Regarding the expenditure, the major saving will proceed from the decrease in the rental costs (approx.300.000 €). Title 3 will be affected by a reduction of approx. 220,000 €.

As of 2014, all EU institutions and EU bodies will be subject to a decrease in the staff in their establishment plan of 1% per year during 5 years (5%). Agencies at “cruising speed” (such as EU-OSHA) may suffer a further decrease of 1%/year over the same time-span to compensate for the posts that are allocated to newly created Agencies or to those Agencies whose tasks have been enlarged (redeployment levy). Establishment plan staff in “cruising speed” Agencies may decrease up to 10% in 5 years. For the time being, this is just a proposal from the Commission that has not been adopted yet;

For 2014, it is proposed to reduce 1 AST post in RSC.

The Board should adopt the draft budget and establishment plan for 2014.

3.8. Board and Bureau meeting dates

The Director recalled that at the request of the Bureau, the Agency has identified new dates for the Bureau/Board meetings for 2014. She reassured Bureau members that the Agency had checked these new dates with Eurofound, Greek and Italian presidencies, SLIC and Advisory Committee.

Governing Board meetings

- Governing Board Seminar: 18 March (full day) – Bilbao
- I Governing Board meeting: 19 March (full day) – Bilbao
- II Governing Board meeting: 25 November (full day) – Luxembourg

Bureau meetings

- I Bureau Meeting: 18 March (pm) – Bilbao
- II Bureau Meeting: 11 June (full day) – Bilbao
- III Bureau Meeting: 25 September (full day) – Bilbao
- IV Bureau Meeting: 25 November (am) – Luxembourg



At their last meeting, several Bureau members expressed their interest in holding at least one Bureau meeting in Brussels. The Director inquired whether there is any preference.

COMMENTS FROM THE GROUPS:

Bureau members agreed to hold the September meeting in Brussels, provided that they could take the opportunity to take part in any relevant event/conference/presentation while there.

However, the Agency should find new dates for the Bureau meetings in June and in September as they were problematic for some members.

ACTIONS:

- The Agency will organize the Bureau meeting in September at its Brussels premises.
- The Agency should find new dates for Bureau meetings in 2014.

4. Strategy on International Relations

Before leaving to another commitment related to the Closing Event, the Director handed over her role to Mr SMITH.

He introduced the paper that the Agency has prepared to clarify the extent of the Agency's engagement in the international arena and to prioritize the main addressees of the Agency's actions in the context of the MSP 2014-2020.

This was a requirement identified by the Roadmap on the follow up on the Common Approach on EU Agencies by the Inter-institutional Working Group.

Further to the consultation with the Bureau, the strategy will be adopted by the Management Group.

COMMENTS FROM THE GROUPS:

Ms KIRTON-DARLING observed that the priorities under point 6 should be numbered.

Mr LÜSIS asked details on the criteria for engagement with certain countries, such as Algeria, Lebanon etc. Mr SMITH clarified that the Agency's engagement is primarily dictated by the strands of financing that it receives. In the case mentioned, such countries are covered by the ENPI programme.

The groups agreed that the paper should elaborate more on what the Agency expects to get out of working with the different partners and should include considerations on regulatory compatibility. It should explain in clearer terms what actions it will include, in particular in relation to North Africa.

The Commission welcomed this paper and suggested to include a link to the G20 statements after Bangladesh regarding the need to foster quality jobs worldwide.

CONCLUSION: The Bureau took note of the strategy paper on the Agency's international relations.

ACTION:

- The Agency will include the comments and the feedbacks proposed by the Bureau.



5. Any Other Business

FOP meeting

Mr SMITH informed that the Focal Points meeting started in the morning. The Agency provided them with an update on Agency's recent activities and the future planning, incl. Annual Management Plans (AMP) 2014 and the Multi-annual strategic programme (MSP) 2014 – 2020.

FOPs discussed the implementation of the AMP 2014 and their engagement in the Agency's activities through the portfolio offer.

They also received the latest information regarding the new HWC 2014-2015 Stress Management Campaign, in particular, relating to the access to national tools.

The Agency organized a Foresight workshop for Focal Points on 12 November (afternoon) and 13 November (morning).

Declaration of interest

Mr SMITH recalled that the Agencies are supposed to adopt a specific policy on conflict of interest addressing Board members, Director and staff.

The issue of conflict of interest is explicitly addressed by the Roadmap and it is important for the Agency to follow up on this.

Last year, the Agency suggested that the Board should adopt a policy defining: awareness raising measures, the criteria for assessing interests, the consequences if a situation of conflict of interest arises, the process for detecting and checking conflicts of interests, how gifts and invitations received as Board members are to be handled.

Many Agencies, including Eurofound, have already got their Board members to sign a declaration of interest and had it published on their website. The European Parliament in the general discharge report on Agencies invited Agencies to publish the declarations of interest of their Board members on the website.

The Commission is working on guidelines for the Agencies. According to these draft guidelines, the declaration should include at least:

- Past activities
- Current activities
- Direct financial interest that may create a conflict of interests in the performance of their duties
- Any other relevant interests (also indirect interests)
- Spouse's/partner's/dependent's family members' current activity that might entail a risk.

The Board should adopt a full-fledged policy on conflict of interest as soon as the guidelines are adopted.

In the meantime, it is important to show to the Parliament that we are progressing on this issue. The Agency's suggestion is that Board members sign a declaration now, on the basis of the ones already in place at other Agencies, e.g. Eurofound's.

This declaration includes the minimum information that can be expected – it has to allow others (including the public) to assess whether there is a conflict of interest or not. The Agency is expected to comply with a very strict data protection regulation, so Board members can be assured that only the strictly necessary information will be collected and published.



COMMENTS FROM THE GROUPS:

The Commission endorsed the Agency's proposal and stressed the importance of getting Board members sign the declaration at their first convenience.

All groups agreed that it would be useful if the Agency could provide instructions on how to fill in the form so as to ensure consistency across the declarations.

CONCLUSION: The Bureau took note of the declaration of interest and said that they would inform their interest group. The Agency agreed on preparing instructions once mandated by the Board.

Update on Advisory Groups and expert groups

Mr COCKBURN gave an update on the PRAG meeting of 14 October. Among other issues, PRAG discussed the progress made in relation to the ESENER-2, including proposals for future secondary analyses. Colleagues from Eurofound and Eurostat provide a thorough insight about their work on the EU working conditions survey and the European statistics on accidents at work respectively. The full minutes of the meeting are available on the Extranet.

Mr SMITH had already provided a feedback on the last AGCP meeting at the Bureau meeting in September.

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Ms KIRTON-DARLING informed that this would be her last meeting as EUTC representative to the Agency's Bureau. The Chair thanked her for her commitment and wished her all the best for her future undertakings.

Mr ENGELS asked the Agency to stick to the two weeks' deadline for the delivery of the documentation for Bureau and Board meetings.

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The Chair closed the meetings and thanked all participants.



LIST OF ATTENDEES

Name	Representing	Name	Representing
ALVAREZ Jesús	European Commission	PETRICEK Tatjana	Government
BREINDL Gertrud	Government	SCHWENG Christa	Employers
DE MEESTER Kris	Employers	SEDLATSCHEK Christa	EU-OSHA
ENGELS Francois	Employers	BEJER Jesper	EU-OSHA
GYÖRGY Károly	Workers	COCKBURN William	EU-OSHA
KEMPA Viktor	Workers	MURILLO Françoise	EU-OSHA
KIRTON-DARLING Judith	Workers	O'BRIEN Brenda	EU-OSHA
LUSIS Renars	Government	PICCIOLI Ilaria	EU-OSHA
METZE Eckhard	Employers	SMITH Andrew	EU-OSHA

LIST OF ACTIONS

N°	Action	Resp.	Due	Status
1.	The Agency will prepare a presentation on the Director's Progress Report for Board meetings to highlight progress.	NET	As of next Board meeting	Will do that. Presentation on AAR available for March meeting,
2.	The Agency will send the ESENER-2 questionnaire to Bureau members.	WC/PRU	ASAP	Done on 11/11.
3.	The Agency will organize the Bureau meeting in September at its Brussels premises	NET	September 2014	For the time being, no relevant event foreseen in Brussels in September. Meeting to be scheduled in Bilbao.
4.	The Agency should find new dates for Bureau meetings in 2014.	NET	ASAP	Dates proposael circulated to Bureau members. New dates – decision ongoing.
5.	The Agency will include the comments and the feedbacks to the Agency's international strategy proposed by the Bureau	NET	By December 2014	Done,