

**MINUTES OF THE 13th MEETING OF THE ADMINISTRATIVE BOARD OF
THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK. BILBAO,
28-29 NOVEMBER 2000.**

Introduction and apologies

The chair welcomed those present, including Peter Skinner MEP and representatives of Social Development Company, the contractors evaluating the Agency.

New members:

Raymond-Pierre Bodin, Director of the European Foundation for the Improvement of Living and Working Conditions, attends for the first time as Observer.

Marc Vandercammen attends for the Belgian workers as Observer until his nomination is formally confirmed. (replacing Ms Claudine Cyprès)

Marina Schroeder attends for the German workers as Observer until her nomination is formally confirmed. (replacing Mr Maximilian Angermaier)

And noted apologies from:

Mr Heselmans (government, Belgium) for whom Mr de Coninck attends.

Ms Ferraro (governments, Italy) for whom Ms. Rocca-Ercoli attends.

Mr Giusti (employers, Italy) for whom Mr Fregoso attends.

Mr Sousa (government, Portugal) for whom Mr Leandro attends.

Ms Díaz Ojeda (workers, Spain) for whom Mr Carcoba attends.

Ms Gibson (workers, United Kingdom) for whom Mr Tudor attends.

Mr Horst (government, Germany) for whom Mr Grütte attends

Ms Kafetzopoulou (government Greece) for whom Ms Galanopoulou attends as observer.

Mr Rasmussen (workers, Denmark)

Mr Angermaier (workers, Germany)

Mr Gunkel (employers, Germany)

Mr Tsamoussopoulos (employers, Greece)

Mr Frostling (employers, Sweden)

Ms Frenkel (employers, The Netherlands)

Ms Asherson (employers, United Kingdom).

Item 1 Adoption of the draft agenda (A/00/2A v2)

The chair proposed that Item 4 be taken as the last item of the morning and item 7 as the first. With these amendments **the Agenda was ADOPTED**.

Item 7 Draft work programmes (A/00/25)

The Draft Work Programme consisted of a corporate plan for 2001-2004 and an annual work programme for 2001. It included a general section and detailed individual project sheet proposals.

Documents A/00/25A, A/00/25B, A/00/25C and Project sheet IS-CA-02 were tabled at the meeting. They outlined the proposed changes to the draft work programme resulting from the European Parliament decision to grant the Agency €5M for preparatory measures for a multiannual action programme focused on SMEs.

The workers group tabled two documents at the meeting.

At invitation of the chair, Peter Skinner MEP described the background to the European Parliament's decision. It represents an attempt to regain lost initiative to help SMEs to catch up with ongoing legislation. The Agency was considered to be a good vehicle for this. Originally 500000 Euro were allocated to administration and extra staff, but this was cut by the Budget Committee as part of a horizontal solution for all Agencies. It is unlikely that this will be changed, but will probably be resolved in future years.

The chair thanked Peter Skinner MEP for his intervention and support for the Agency.

The Director introduced the Work Programme and the following points were made in discussion:

- The impact of managing this extra funding should not be underestimated. A detailed impact assessment is needed before implementing the programme to assess the effect on the Agency and its network of a 60% increase in operational budget. Different scenarios for the SME programme should be presented to the Board for it to choose via a mandate to the Bureau.
- The Agency should learn from its work to date, such as the State of OSH and take existing topics, such as MSD and gender/age, further before starting new ones.
- The European Parliament programme contains strict eligibility criteria for the funding. Experience from other programmes shows that there will be a considerable burden on national resources, therefore support from other European networks is important.
- The Agency has an important role regarding social policy and strengthening tripartism. There should be greater involvement from the social partners at national level, especially regarding the new SME programme.
- Focus on user needs and set priorities via social dialogue.
- Increase analysis and interpretation of member state data and give this precedence over non-EU information. Added value depends on processing of information and therefore the Agency's resources for synthesis and analysis should be strengthened.
- Demonstrate to SMEs that good safety and health is good business and promote systematic management rather than management of systems.
- Better management by the Board should be facilitated by clearer presentation of decisions and alternatives.

The work programme was AGREED.

The Board AGREED to give the Bureau a mandate to oversee the preparation of the SME Programme on prevention of work-related accidents 2001-2002 in the light of the discussion of the Board of 29 November 2000.

Item 2 Minutes of the last meeting 23/24 February 2000 (A/00/1M)

The Board ADOPTED the minutes

Item 3 Action points arising out of the minutes (A/00/21)

The Board noted that under Action 2: the Bureau decided on the theme ‘Prevention of work-related accidents’.

The action points were ACCEPTED.

Item 4 Renewal of Director’s contract (A/00/22)

The Board ADOPTED the following motion:

“The Administrative Board of the European Agency for Safety and Health at Work, expressing its appreciation of Mr. Konkolewsky's management of the European Agency for Safety and Health at Work, invites the Commission to propose to the Administrative Board of the Agency the renewal of the Director's term of office for a period of five years.”

With 33 votes in favour, 14 against and 1 abstention.

The following steps were agreed:

1. The Board would formally inform the Commission of its decision.
2. The Commission will propose renewal to the Board within two months.
3. **The Board AGREED to give the chair and vice chairs a mandate to implement the Board’s decision of 28 November 2000 to support the prolongation of the Director’s contract.**

Item 5 Election of new chairperson and Bureau (A/00/23)

The chair explained the procedure for the elections.

Members of the Bureau were elected as follows:

Commission:	José Ramón Biosca de Sagastuy A member for “may also take part” will be named shortly.
Employers Group:	Replacements for the current members will be named shortly.
Government Group:	Richard Clifton Bertil Remaeus (may also take part)
Workers Group:	Marcel Wilders Marc Sapir (may also take part)

It was **AGREED** to continue with the special designation of a Spanish government representative as a member of the “may also take part” category. (The current representative is Leodegario Fernández Sánchez).

It was **AGREED** that Richard Clifton would continue as chair until the employers group’s nominations are made, at which point the duties will be transferred to its nominee. Formal hand-over will be at the next Board meeting.

The Board expressed its thanks to Marc Boisnel and congratulated Bertil Remaeus on his appointment to the Bureau.

Item 6 Director's Progress Report (A/00/24)

The Director presented a tabled update to the report, highlighting 170 publications in 2000, a large increase in user sessions and the inclusion of third countries on the web site.

Text hidden based on the exceptions covered in Article 4 of Regulation No 1049/2001

The Board noted the report.

Item 8 Agency evaluation

Timo Spangar of Social Development Company tabled a paper at the meeting and introduced the proposed evaluation methodology.

In answer to various questions, it was clarified that information on the Agency was provided by the Agency through the tendering process. The consultants did not know of the Agency beforehand. The opinions of the Board are important as key specialists in the field and important stakeholders for the Agency. The identity of the respondent to the tabled questionnaire will be used to take into account the perspective of Board group and country. The answers will not be published and will only be seen by the evaluators. The deadline is very short because of the tight schedule that has arisen because of the first failed call for tender. The questionnaire is only one part of a multi-dimensional approach and the results will be cross-checked with other data. The questionnaire may be returned by e-mail at a later date.

Item 9 Revision of MoU with Dublin Foundation (A/00/26)

Raymond-Pierre Bodin, Chairman of the Dublin Foundation informed of the decision of the Foundation's Board that, due to the ongoing evaluation of both Agencies and the start of their 4-year rolling work programmes, the MoU remains unchanged. It should be re-examined in 2002. The Agency's Director supported this suggestion.

The Board ADOPTED the Memorandum of Understanding.

Item 10 Criteria for observer status on Board (A/00/27)

In the Spanish language version of the document 'academia' should be replaced with 'confederación'.

There should be clarification of the reference to EEA and EFTA countries.

Subject to these amendments, the document was AGREED.

Item 11 Review of Mandates for the Bureau – November 2000 (A/00/28)

The Board AGREED the current mandates given to the Board in paper A/00/28.

Item 12 Budget matters – draft budget 2001 (A/00/29)

Joan Pijuan presented the draft budget, mentioning that the amendments take into account the SME Programme. A transfer of 400 000 Euro is proposed from title three to title one to take into account the administration costs of the new programme.

In response to a specific question on external income and the costs of the European Week closing event, the following details were given:

Approximate budget: €80 000. Number of participants: 200+ (mostly paying their own expenses). Approximately 25% of the budget is covered by sponsorship.

The Agency is due to receive €500 000 under the IDA project for funding of the Extranet and €780 000 from PHARE relating to the Candidate Countries. Both of these items will be included in an amending budget by written procedure to the Board.

The draft budget for 2001 was ADOPTED.

The Commission gave information on the budget decision relating to the Agency's funding. With regard to the SME programme funding, the importance of efficient administrative procedures and good planning were stressed.

Item 13 Proposed dates for Board meetings in 2001 (A/00/30)

The Director informed that the November dates are highly provisional and depend on the Advisory Committee meeting dates.

The Board noted the paper.

Any other business

It was noted that renewal of the Topic centres for one final year is approved implicitly in the adoption of the work programme.

The Topic Centre evaluation report was noted. It was confirmed that a more comprehensive evaluation, that will involve the Focal Points, would be made ahead of the next decision on renewal.

The personnel policy documents were noted and it was confirmed that these were drafted with the participation of the Staff Committee.

Secretariat, Bilbao
November 2000