

**MINUTES OF THE 29<sup>th</sup> MEETING OF THE GOVERNING BOARD OF THE  
EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK.**

**Bilbao, 18 November 2009**

The **Chairperson** (Mr Remaeus) welcomed those present. He also welcomed the Agency's staff representative – at this meeting represented by **Mr Tregenza** from the Staff Committee – who from now on will attend as observer. **Mr Silva** from the Commission was also welcomed and he took the occasion to congratulate the Agency for the successful organisation of the European Summit of 17 November. He also mentioned the increased importance of the Charter of Fundamental Rights after the ratification of the Lisbon Treaty and the preparation of a new strategy to follow the Lisbon Strategy after 2010.

**Mr Silva** gave an update on the current situation in the Council and Commission, and the new challenges in time of crisis, the necessity to maintain the goal of having healthier workplaces, and the important role the Agency is playing in this sense.

***Item 1: Adoption of the draft agenda (G/09/A2)***

The draft Agenda was adopted.

***Item 2: Status Report: progress on implementation of the 2009 Management Plan (G/09/15)***

**Mr Takala** gave an update on the situation regarding the building and the seat agreement. There has been a significant progress, thanks to the efforts of the Agency, as well as the pressure from the Board, Commission and European Parliament, although there is no firm written proposal yet.

Regarding the Coordination of Agencies, **Mr Takala** explained that EU-OSHA will take on the role of Coordinator of the Agencies from 1<sup>st</sup> March 2010. This means an excellent opportunity to raise the profile of OSH, but also a heavy workload for Agency staff who already have their daily duties. In this sense, the Agency envisages to hire two new staff members, in two different positions, one in the Resources and Service Centre and the other one in the Network Secretariat (short-term, 16 months, CA-FGIII contracts), to ensure that the operational activities of the Agency are not negatively affected.

**Mr Takala** also gave an update on the inter-institutional debate on the future of the agency system. The debate on the role of European Agencies and their place in the EU has been re-launched with the horizontal evaluation currently being finalised. In this sense, **Mr Takala** asked the Board members to follow up the issue and be actively involved in the process, in particular the Government group, via the Council participation in the inter-institutional working group.

**Ms Schweng** made a remark about receiving several reminders by mail to complete web questionnaires, even when they are already fulfilled. In her opinion, this is not a good way of addressing stakeholders, and the Agency should take this into account and try to find a solution.

**Mr Smith** responded that as the surveys are anonymous it is not possible to discriminate between those who already answered and those who did not when sending reminders.

**Mr Kempa** requested more clarity on the allocation of responsibilities at the workplace in relation to the online risk assessment tool project.

The Progress Report was noted.

***Item 3: Final Annual Management Plan 2010 (G/09/16)***

**Mr Takala** reminded that the present document had been discussed in the Board meeting held in November 2008 in Luxembourg, and in the following Board meeting early in 2009. The required consultations had been carried out. There have been no major changes from the version agreed in March.

OIRAT will be a bigger issue in the future if we find support for it.

**Mr Silva** recalled the content of the letter sent to the Agency by the Commission in September, about the need to start action regarding the protection of workers from environmental tobacco smoke.

**Mr Takala** confirmed that this will be reflected more explicitly in the final version of the management plan. Environmental tobacco smoke is meant to be an important issue in terms of awareness raising and communication.

**Mr Anselmann**, from the Commission, suggested that the Agency set up contacts for a working cooperation with CEN (European Standardisation Body). EU-OSHA can bring very useful information on several activities in the area of safety and health at workplaces.

**Mr Takala** informed that the Agency will prepare a note for the Bureau on the issue.

**Mr Silva** informed that an agreement is about to be signed making the EFTA countries full members of the Agency (except for voting rights in the Board). This agreement will be applied as from 1<sup>st</sup> January 2010. The implications are that these countries will contribute financially to the Agency's activities.

**Mr Takala** commented that the current proposals for 2010 management plan and budget do not take into account EFTA participation. Once there is sufficient information on how the participation will be implemented, amendments will be prepared to the two documents.

**Ms Schweng** asked the Agency to take into account the information available in the national social security systems when assessing the occupational burden of disease. Furthermore, the themes of the four reports mentioned under the ESENER activity should be mentioned. Finally, the Agency was asked to involve the focal points closer in the communication and promotion activities (e.g. the photo competition).

The Board asked the Agency to make the following amendments/comments:

- Include clarification about the ORAT responsibility
- Include a remark addressing the topic of the environmental tobacco smoke.
- Highlight the role that information from the national social security systems can play in estimating the burden of the occupational diseases.
- Detail the four topics of the ESENER reports.
- Involve the focal points closer in the communication activities.

The AMP 2010 was approved with the above mentioned amendments/comments.

#### ***Item 4: Preliminary Draft Annual Management plan 2011 (G/09/17)***

**Mr Takala** explained that a new format had been developed to allow for an increased focus on performance and results. The new format was also in line with Court of Auditors' recommendations and the necessity of focusing on the impacts and results of the Agency's activities.

The idea of the new format is to get a clearer picture of where are we regarding the multi-annual objectives in the EU-OSHA Strategy, clearer objectives for the different tasks, specification of how progress towards the objectives will be followed (indicators) and better outline of rationale for different tasks – why are we doing it and how does it contribute to the higher level objectives.

The Heads of Units briefly introduced the main highlights from their respective units.

**Mr Kempa** stressed the need to consider the 2<sup>nd</sup> campaign year. Whereas there are plenty of activities in the first campaign year, it is less clear what happens in the second year.

**Mr Smith** informed that an evaluation was going on of the campaign and that this would be important input to future discussions.

**Ms Schweng** considered the new format a step in the right direction but would appreciate more text on the outputs and also a reconsideration of the link between the different objectives and the tables. As regards the indicators, it may be worthwhile to consider acceptable ranges of values rather than targets.

**Mr Remaesus** also considered the new format a positive step, but it was necessary to go through the document again. In particular some of the indicators should be reconsidered.

Regarding the Campaign 2010-2011, **Ms Schweng** asked to focus not only in “safe maintenance”, but also in “good maintenance” to get safer workplaces. She also recommended putting more emphasis on “falls from heights” and “personal protective equipment”.

**Mr Constantinou** informed that in 2010 a mid-term review of the Community Strategy would take place and that this review may also lead to new activities. The result of the review may not be ready until the end of 2010 but the Commission will keep the Agency informed to take account of any additional activities for the finalisation of the 2011 management plan.

**Mr Takala** thanked for the comments which would be taken into account when preparing a revised version for the March Board meeting. The Board was asked to forward to the Agency the examples of indicators which they considered irrelevant. The next version would have more text on outputs but it has to be recognised that the degree of detail in March cannot be very high.

#### ***Item 5: Final Budget and Establishment Plan 2010 (G/09/18)***

**Ms Murillo** presented the Budget for 2010, for a total amount of € 14,370,202, including the latest amendments (return from the Translation Centre, and amended EU subsidy).

The information published in the press the day before about possible increase of contributions from the Spanish and Basque Governments are not included, and will have to be taken into account. Amending Budget to be prepared when confirmed.

**Mr Takala** asked the Board members to profit from their key position to influence in their countries, and talk to their partners, colleagues, members of the parliament, etc to get full support for the Agency's Budget.

The Final Budget and Establishment Plan 2010 was approved, pending final approval of the EU subsidy by the European Parliament on 18/12/2009.

***Item 6: Agreement on follow-up to Internal Audit Service Report on ‘management of stakeholders’ expectations’ (G/09/19)***

**Mr Takala** presented the issue.

All the groups agreed that it is very important to identify who the stakeholders are in order to address them correctly and effectively.

**Mr Remaeus** suggested that the Agency redraft the wording of the examples in page 5, e.g. “association of inspectors”.

**Ms Schweng** considered it very important to involve the Governing Board at an early stage. In this sense, she asked to delete the sentence in page 8, Box 3 “[...] Stakeholders involved in the formalised procedure for the decision on the management plan do not have to be involved at this stage”.

It was agreed to develop it as a pilot exercise between now and March on the 2012-2013 campaign proposal.

***Item 7: Implementing rules concerning middle management staff for adoption by the Governing Board (G/09/20)***

**Ms Murillo** introduced the item and explained that the Commission has already given its approval to the text submitted for adoption.

***Item 8: Missions Guide (G/09/21)***

**Ms Murillo** introduced the item and explained that the document is pending of Commission approval.

The Missions Guide was approved on the assumption that the Commission does not request significant changes.

***Item 9: Adoption of a new Agency Financial Regulation (G/09/22)***

**Ms Murillo** introduced the item and explained that the Commission has already given its approval to the text submitted to the Governing Board.

The new Agency Financial Regulation was adopted.

***Item 10: Approval of revised decision on experts’ reimbursement (G/09/23)***

**Mr Takala** introduced the item.

The revised decision on experts’ reimbursement was approved.

***Item 11: Presentation of ESENER survey (G/09/24)***

**Mr Cockburn** introduced the ESENER survey, with a presentation on the project summary and the draft promotion plan for 2010.

The Board found the issue very interesting and asked for more information. **Mr Rial-González** explained that the Agency is trying to release a certain degree of information, in order to keep interest, but trying to avoid revealing “all”, as it will be released in full in March 2010, with the occasion of the Launch of the Maintenance Campaign 2010-2011.

***Item 12: PRIMA Survey (G/08/25)***

**Mr Iavicoli** presented the PRIMA-EF Survey on the EU Stakeholders Perception of Psychosocial risks factors, carried out by the ISPESL (Istituto Superiore per la Prevenzione e la Sicurezza del Lavoro).

The Agency will upload this presentation to the Extranet in order to be accessible by Board members.

***Item 13: Any Other Business***

**Recruitment of new Director**

Mr Costas gave an overview of the timetable and next steps for the process of the recruitment of the new Director for EU-OSHA.

**2010 Meetings dates**

Bureau meeting: 10 March 2010, Wednesday.

Board meeting: 11 March 2010, Thursday, full day.

12 March 2010, Friday, morning.

**Other issues**

The Board requested the Agency to send out the material for focal point and Advisory Group meetings earlier.

The Board informed about the request from focal points that minutes of next focal point meetings are shorter and distributed earlier.

For the next Board meetings, the Board requested the Agency to stick to one slide per Agenda item, instead of longer presentations.

On request of the Workers group, **Mr Takala** informed briefly about the activities foreseen for the Event on 28 April.

### **List of participants**

|    | <b>NAME</b>              | <b>INTEREST GROUP</b> | <b>REPRESENTING</b> |
|----|--------------------------|-----------------------|---------------------|
| 1  | ADAMAKIS Ioannis         | Workers               | GREECE              |
| 2  | ALVAREZ HIDALGO F. Jesús | European Commission   | EU                  |
| 3  | ANDREOU Nikos            | Workers               | CYPRUS              |
| 4  | ANSELMANN Norbert        | European Commission   | EU                  |
| 5  | ANTAUER Igor             | Employers             | SLOVENIA            |
| 6  | BÉKÉS András             | Government            | HUNGARY             |
| 7  | BENDIK Bohuslav          | Workers               | SLOVAK REPUBLIC     |
| 8  | BÖHM Lucka               | Workers               | SLOVENIA            |
| 9  | BREINDL Gertrud          | Government            | AUSTRIA             |
| 10 | BRISTOW Stuart           | Government            | UNITED KINGDOM      |
| 11 | CARABOTT Joe             | Workers               | MALTA               |
| 12 | COJOCARU Adrian          | Workers               | ROMANIA             |
| 13 | CONSTANTINOU Costas      | European Commission   | EU                  |
| 14 | DE MEESTER Kris          | Employers             | BELGIUM             |
| 15 | ENGELS François          | Employers             | LUXEMBOURG          |
| 16 | FLIER Martin             | Government            | THE NETHERLANDS     |
| 17 | GOMES Fernando           | Workers               | PORTUGAL            |
| 18 | GRAU-RIOS Mario          | Government            | SPAIN               |
| 19 | GYÖRGY Károly            | Workers               | HUNGARY             |
| 20 | HEIDER Alexander         | Workers               | AUSTRIA             |
| 21 | IMBRECHTS Willy          | Government            | BELGIUM             |
| 22 | JANCUROVA Laurencia      | Government            | SLOVAK REPUBLIC     |
| 23 | JÄRNSTEDT Christina      | Workers               | SWEDEN              |
| 24 | KAADU Tiit               | Government            | ESTONIA             |
| 25 | KARYDIS Lefteris         | Employers             | CYPRUS              |
| 26 | KELLY Daniel             | Government            | IRELAND             |
| 27 | KEMPA Viktor             | Workers               | ETUC                |
| 28 | KONING J.J.H.            | Employers             | THE NETHERLANDS     |
| 29 | KORADECKA Danuta         | Government            | POLAND              |
| 30 | KUBICKOVA Daniela        | Government            | CZECH REPUBLIC      |
| 31 | KYRIAKONGONAS Pavlos     | Employers             | GREECE              |
| 32 | LEPORE Michele           | Government            | ITALY               |

|    |                             |                     |                |
|----|-----------------------------|---------------------|----------------|
| 33 | LEUZZI Fabiola              | Employers           | ITALY          |
| 34 | LEVICKIS Vaidotas           | Employers           | LITHUANIA      |
| 35 | LEVY Patrick                | Employers           | FRANCE         |
| 36 | LINARES Pedro J.            | Workers             | SPAIN          |
| 37 | LUSIS Renars                | Government          | LATVIA         |
| 38 | MARINESCU Daniela           | Government          | ROMANIA        |
| 39 | MELLBLOM Bodil              | Employers           | SWEDEN         |
| 40 | METZE Eckhard               | Employers           | GERMANY        |
| 41 | MOZURA Gediminas            | Workers             | LITHUANIA      |
| 42 | NASCIMENTO LOPES Luis F.    | Government          | PORTUGAL       |
| 43 | NICOLAIDES Leandros         | Government          | CYPRUS         |
| 44 | PAOLINI Pierre              | Government          | FRANCE         |
| 45 | PARENT-THIRION Agnès        | Observer            | EUROFOUND      |
| 46 | PENA COSTA Manuel Marcelino | Employers           | PORTUGAL       |
| 47 | PERIMÄKI DIETRICH Raili     | Workers             | FINLAND        |
| 48 | PETRICEK Tatjana            | Government          | SLOVENIA       |
| 49 | PHILIPS François            | Workers             | BELGIUM        |
| 50 | REMAEUS Bertil              | Government          | SWEDEN         |
| 51 | RIESE Ulrich                | Government          | GERMANY        |
| 52 | ROBERTSON Hugh              | Workers             | UNITED KINGDOM |
| 53 | SCHRÖDER Marina             | Workers             | GERMANY        |
| 54 | SCHWENG Christa             | Employers           | AUSTRIA        |
| 55 | SEITZ Gilles                | Workers             | FRANCE         |
| 56 | SILVA Armindo               | European Commission | EU             |
| 57 | SKJOLDAGER Charlotte        | Government          | DENMARK        |
| 58 | SOON Argo                   | Workers             | ESTONIA        |
| 59 | WEBER Paul                  | Government          | LUXEMBOURG     |
| 60 | YRJÄNHEIKKI Erkki           | Government          | FINLAND        |
| 61 | IAVICOLI Sergio             | Speaker             | ICOH           |
| 62 | TAKALA Jukka                | European Agency     |                |
| 63 | BEJER Jesper                | European Agency     |                |
| 64 | DE PRADO Marta              | European Agency     |                |
| 65 | COCKBURN William            | European Agency     |                |
| 66 | MURILLO Françoise           | European Agency     |                |

|    |                       |                 |                      |
|----|-----------------------|-----------------|----------------------|
| 67 | RIAL-GONZALEZ Eusebio | European Agency |                      |
| 68 | SMITH Andrew          | European Agency |                      |
| 69 | TAYLOR Terry          | European Agency |                      |
| 70 | TREGENZA Tim          | European Agency | Staff representative |