

Meeting: 36th MEETING OF THE GOVERNING BOARD

Date: Monday, 3 December 2012

Time: 10.00 h – 17.00 h

Venue: Jean Monet Building, Conference Rooms: M1+M6+M4
Rue Alcide de Gasperi, Plateau du Kirchberg, Luxembourg

MINUTES

1. Adoption of the draft agenda (G/12/A2)

The Chairperson welcomed the Croatian colleagues, who were attending their first Governing Board meeting, and reminded the attendees about the usual administrative issues. The objective of the first session in the morning was to agree on the draft agenda. In the afternoon session the Board would agree on the conclusions of the different issues discussed in the interest groups' meetings. For Any Other Business the following issues would be treated:

- Updated on Presidency events and activities by the Governments' representatives from Cyprus and Ireland
- Dates for Governing Board meetings in 2013
- The process for selecting the next campaign theme

CONCLUSION: The draft Agenda was adopted.

2. Director's progress report, including seat agreement (G/12/11)

The Director presented the Progress Report on the Annual Management Plan and updated on the following issues not included in the report:

- FOP meeting in Malta 14 November:

On 14th and 15th November, EU-OSHA held its third focal point meeting of the year in Pieta, Malta at the invitation of the Maltese focal point. The focal point network met the Honourable Joe Cassar, Minister for Health in Malta who also has responsibility for OSH. In addition to the standard agenda items relating to EU-OSHA activities the meeting heard about the cost of dermatitis to workers, employers, and the State and a recent Irish campaign on accident prevention in the agriculture sector. One agenda item considered how Malta had carried out some OSH projects through different EU funding sources and this was put into the context of the new Agency guide under preparation that illustrates potential funding sources for stakeholders undertaking OiRA activities.

- Visits to FOP since last Board meeting in March:

10-11 May – The Netherlands
25 October – Hungary
8 November – Ireland
19-20 November – Denmark
20 December – Austria

- Healthy Workplaces Campaign:

The second and final round of recruitment for official campaign partners resulted in an additional 25 organisations joining the campaign. The new partners included large multinational companies such as Intel, Heineken, Iberdrola as well as European associations like UEAPME, the European Wind Energy Association and the European Farmers – agri-cooperatives, bringing the total number of official campaign partners to 85. A benchmarking workshop for campaign partners is planned to exchange experiences in promoting OSH through leadership and worker participation.

- Opinion poll:

After successful pilot testing of the questionnaire in Spain, focal points were supporting in the translation of the questionnaire. Field work to take place during December 2012 and January 2013.

- Seat agreement & building:

Negotiations with national authorities in view of a seat agreement had continued. The latest meeting with Spanish Government representatives was held on 26 September in Madrid. Conclusion was that the Ministry of Employment would launch an inter-service consultation with all Ministries involved prior to the Agency being invited to approve an updated version of the latest 2011 draft.

Contacts with the local and regional authorities had continued to try and get support in the search for new premises. Conclusion was that, given the severe financial situation, no significant financial support nor premises courtesy of the local or regional authorities would be granted to the Agency. Intended to launch the necessary tendering procedure to identify possible options for its new headquarter with the view to improving the working conditions of its staff and reducing significantly the renting expenditure and related costs. Delay in the process was due to the fact that the Agency's request for support on this task to the Commission/OIB service was not successful. Notice would be published by end 2012 / beginning 2013.

- Multi-annual audit plan:

The Internal Audit Service was finalising its multi-annual audit plan for EU-OSHA. The plan included five audit topics: Awareness Raising – Campaigning, Reporting/Building blocks of assurance, Quality management in relation to OSH information, Tools for OSH management and impact assessment and Activity Based Management/budgeting implementation.

The plan would have to be agreed with the Director and the Board. It was suggested to delegate the agreement on behalf of the Board to the Bureau.

- Translation & multilingualism:

Following recommendations of the last evaluation, there was a commitment to developing the 'portfolio' approach to cover a broader range of EU-OSHA's activities and services. The OiRA project and the Healthy Workplaces Campaign are both examples of this. OiRA is open to all Member States on an opt-in basis. Through the ECAP scheme, the Agency enables Member States to tailor the campaign, as much as possible, to national requirements.

In developing the portfolio approach further, multilingualism will be a key issue and the Agency is committed to supporting multilingualism and in working with our partners to maximise the reach of its products. For the campaigning and other awareness raising activities, translation of the core materials into up to 25 languages will be needed. However, available resources will not allow generalising this approach across all Agency activities.

Moreover, for information to be relevant and useful at a national level it may need to be adapted and complemented with specific national information. The OiRA project provides an example as to how the Agency can support multilingualism in a way which is both effective and sustainable.

The Agency's draft online strategy which has been discussed with the AGCP and Bureau addresses the linked issues of multilingualism and sustainability, and now the discussion will also cover the Agency's publications and other products. The development of the portfolio approach and possibilities to better cooperate to support multilingualism will also be discussed at next Focal Point meeting.

- Performance Management Group:

An internal working group has been established to take forward initiatives in the area of performance management. The intention is to ensure a good support for the implementation of the multi-annual strategic programme of the Agency.

Finally, **the Director** informed that Mr William Cockburn would act as new Head of Prevention and Research Unit in Mr Rial's absence, and kindly asked him to update on the development of

the “Older Workers Project”. **Mr Cockburn** informed that the Amending Budget 2012 reflected the grant from the European Commission by the creation of an article including the EUR 1,000,000 (out of the EUR 2,000,000) corresponding to the year 2012. Procurement procedure was launched on 21 November and the contract is expected to be signed in March-April 2013. The project will run over two years, until the final closing conference with the conclusions in June 2015. The following activities or work packages will be covered: reviews regarding OSH and an ageing workforce, OSH policies and strategies in relation to older workers, strategies and actions in rehabilitation for older workers, workplace practices and support for enterprises, support to meeting in the European Parliament, and the final analysis and support to final seminar.

COMMENTS FROM THE GROUPS:

Workers:

Ms Kirton-Darling commented on the following issues:

- Project ‘Estimation of the costs of non OSH at macro level’: when the interim report will be available and if it could be accessible.
- Draft final report on the ESENER secondary analysis ‘*Analysis of the determinants of workplace occupational safety and health practice in a selection of EU Member States*’, due by the end of November: when will it be accessible.
- In page 7, Communication, campaigning and promotion, regarding the various visits, seminars, conferences, etc. organised, a lot of quantitative data is included and the Workers would appreciate for future reports to include more qualitative data (feedback) on these events.
- Welcomed the idea of FOP meetings at national level to try improving their functioning. The Workers asked if, following those visits, a paper with conclusions had been developed, which could lead to a plan on how to improve the organisations.

Employers:

No comments.

Governments:

Mr Lūsis welcomed the report and stated the following comments:

- Considered that although the report was well structured according to the Annual Management Plan, there was still room for improvement in the form of summary tables comparing objectives, plans, outputs, and achievements.
- Regarding OSH wiki, the Governments considered that the business case requested in the previous Board meeting was still missing.

Commission:

No comments.

EU-OSHA:

The Director replied to the comments:

- The Board will be provided with more information on the outcome, objectives and conclusions of the visits, meetings and communication activities carried out, as well as on the visits to the Focal Points. **The Director** reminded that the quarterly newsletter already included information on the visits to the Focal Point, but more details will be provided if necessary.
- OSH wiki: it is already in an early stage, starting to receive input from the Topic Centre, therefore more time will be needed before any feedback can be given to the Board.
- Regarding the project of the costs of non OSH at macro level, Mr Cockburn clarified that the interim report was due by end of 2012 and project was according to plan. An expert workshop will be organised in 2013, and an earlier draft will be available to the Board.
- Regarding the ESENER secondary analysis, **Mr Cockburn** explained that there were 2 projects ongoing: On the one hand, the ‘*Analysis of the determinants of workplace*

occupational safety and health practice in a selection of EU Member States' which was coming to an end and whose final report was expected any moment. The final draft will be sent to the Board accordingly. On the other hand, the qualitative post-test on ESENER. The project is due to conclude in July 2013 and is running to schedule.

- Mr Lūsis's request for a table with progress development will be taken into account.

The Chair asked the Director to forward the Board's best wishes to Mr Rial.

CONCLUSION: The Director's progress report was noted.

3. New EU Strategy: information from the Commission

Mr Silva informed that the Commission is finalising the evaluation of the current strategy and on the basis of the final report, the Commission intends to publish a "working document" by beginning of 2013. The Commission will also launch a public consultation, with a duration of three months, with a number of questions to the general public. Based on the input from the public and stakeholders like ACSH and SLIC, the Commission will make a decision on a future EU OSH strategy by mid 2013. Mr Silva remarked the importance of OSH policies for the Commission, and DG Employment will be in contact with other services of the Commission.

Regarding the common approach on the decentralised agencies adopted by the European Parliament, the Council and the Commission in July 2012, **Mr Silva** informed that it was very likely that the agencies, including EU-OSHA, would face changes in their founding regulations. The Commission will present by the end of 2012 a document setting up the main recommendations. Some of the recommendations included in the common approach should be materialised in terms of legal changes:

- Need to ensure more balanced governance of the Agencies
- Improve efficiency of Agencies
- Increase accountability
- Ensure coherence between different instruments

Mr Silva informed that there would be number of provisions in the Agencies' founding regulations that would be reviewed, highlighting the importance of the role given to the Governing Boards in terms of management and supervision tasks, evaluations (ex-ante, post), etc. Members of the boards should be appointed in light of their knowledge of the agency's core business, taking into account relevant managerial, administrative and budgetary skills.

Mr Silva also stressed the need to streamline and reduce the composition of the Governing Board, trying to reconcile it with the need to maintain its tripartite character; this is especially relevant to EU-OSHA due to the big size of its Governing Board. **Mr Silva** also informed that the European Parliament may have to be represented in the Governing Board.

Among the different recommendations, **Mr Silva** mentioned the following: introduction of a sunset or review clause in the founding regulations, review of voting rules in boards to harmonise them among the Agencies, obligation of consulting European Parliament on multiannual work program, periodical overall ex-ante assessments and evaluations of programmes and activities, etc. **Mr Silva** admitted that some of the recommendations were already in place in EU-OSHA (existence of Bureau, sequence of annual management plans within multiannual working programmes, etc.) which should be maintained.

All these recommendations will be included in a road map that will be sent to the European Parliament, Council and Agencies. Although the calendar for this process is not adopted yet, it will take place mainly during 2013, and reviewed once the road map is adopted.

Ms Koradecka stated that in the current crisis situation the budget of EU-OSHA should be increased in the following years, for two reasons: firstly because of the specific nature of the Agency and secondly because in view of the current economic crisis in many member states, it would mean saving money to member states and it is much more effective if EU-OSHA offers solutions at European level (OiRA tool, OSHwiki, etc.).

Mr Kahr-Frederiksen asked whether the Commission had considered maintaining the voting power of the social partners even though there would be fewer social partner members.

Mr Silva replied that the message from the IWG was clear: There would be a reduced role of stakeholders. The role of the social partners must be recognised, but not necessarily in terms of numbers.

Mr György requested the Commission to provide a clear statement on two issues before starting any discussion: firstly, whether the Commission was committed to have a new OSH strategy, and secondly, whether the concept of a social Europe and tripartism, in its full meaning, were standing or dropped.

COMMENTS FROM THE GROUPS:

The **Workers** and **Employers** groups made a joint declaration:

“Declaration of the workers’ and employers’ interest groups of the Bilbao Agency:

The workers’ and employers’ interest groups of the Bilbao Agency governing board stress once again their concerns regarding the restructuring of the Agency’s governance system:

For an effective and efficient implementation of the Agency’s goal – to collect, analyse and disseminate information about OSH – the principle of balanced tripartism has to be maintained, including full representation of social partners from all Member states.”

Ms Kirton-Darling expressed the Workers’ discomfort and disappointment about the way the Commission was dealing with the future EU OSH Strategy. In particular, their concerns about the public consultation follow up and the constant delays in the process. **Ms Kirton-Darling** wanted to send a strong message to the Commission demanding urgent action at European level towards having a new EU OSH Strategy, and draw the attention to the social dimension of the crisis and the effects of the policy of austerity and cuts on health and safety, and reminded that as a result, working conditions among member states were very rapidly deteriorating.

Governments:

Regarding the new EU OSH strategy, the Governments considered that it was important and needed for EU-OSHA and therefore were very much looking forward to it. Regarding the follow up on the joint statement of EU Agencies, the governments stated that they were in favour of keeping the approach of having a Board and a Bureau, and would appreciate an open dialogue with Commission if any changes on the Board structure would arise.

Commission:

Mr Silva replied that for the Commission tripartism was a priority, therefore to maintain the conditions of active participation of workers, employers and governments is a goal, not only in EU-OSHA’s activities but also in its governance. However, this does not mean that the representation of the social partners must continue in the same way as it has been until present. The Commission is open to dialogue, and to discuss practical modalities where membership is no longer important but the quality of the participation of social partners.

Regarding the new EU Strategy, **Mr Silva** stated that the Commission would make all efforts to present the strategy on 2013, but reminded that the future strategy will be based on the evaluation ending only end of December 2012. Regarding the public consultation, **Mr Silva** said that it was not a novelty as it had been implemented before by the Commission, and reminded that it was not a voting system, but a consultation system.

Mr Schäfer asked if the Commission was considering reducing also the number of members of the Advisory Committee on Safety and Health. Mr Silva confirmed that this possibility was not considered by the Commission.

CONCLUSION: This item was for information only.

4. Amending Budget 2012 II (G/12/12)

Ms Murillo presented the amending budget 2012 II for approval. The amending II was necessary to reflect, both in the revenue and the expenditure, the following events occurred since the Governing Board adopted a first amendment in March 2012:

- Inclusion of the subsidy from the European Commission for the pilot project “Older Workers”: € 1,000,000 for 2012 (€ 2,000,000 maximum for the period 2012-2015);
- Increased income from the Spanish Government (€ 100,000 instead of € 60,100);
- 10 transfers of appropriations between budget chapters were carried out, according to the Financial Regulation of EU-OSHA.

Regarding staffing, current situation was 44 TA and 26 CA, 2 TA vacant posts to be filled early 2013 and 1 CA vacant post.

COMMENTS FROM THE GROUPS:

Workers:

Ms Kirton-Darling welcomed the increase in the funds from EFTA and had no further comments.

Employers:

No comments.

Governments:

Mr Lüs supported the paper and would like to have more information on the transfers in the future.

Commission:

No comments.

EU-OSHA:

No comments.

CONCLUSION: The Amending Budget 2012 II was adopted by the Board.

5. Annual Management Plan 2013 (G/12/13)

The Director presented the last draft of the Annual Management Plan for 2013 [[supporting presentation available here](#)], for the Board's approval. The first draft approved by the Board in March was sent for consultation to the Commission, Advisory Committee and Eurofound. The current last version took into account the Commission's comments. The 2012-2013 action plan with EUROFOUND takes into account the management plan.

This will be the last management plan under the 2009-13 EU-OSHA strategy and therefore the next one will look different according to the new strategy. The next Management Plans will be different, organised according to the new draft strategy and closely related to budget and establishment plan 2013.

Following previous Board's requests for more information on FOP tasks, costs of activities and deliveries and procurement actions, supporting documents were provided, including overview tables with detailed information on outputs from 2013 and previous management plans.

COMMENTS FROM THE GROUPS:

Workers:

Ms Kirton-Darling commented on the table “Indicative overview sheet” under “Communication and Promotion and Campaigning” heading, point 3 “promotion”: Annual General Report, is it necessary to outsource this?

Employers:

Ms Schweng had the following comments:

- ESENER and focus on SMEs: considering that filling forms can be a heavy extra administrative burden for micro enterprises. ESENER is getting more and more expensive. How workers will be involved, as micro enterprises of less than 10 employees do not have workers' representatives.
- Older Workers project: will the Board be directly involved? And in which way?

Governments:

- **Mr Lūsis** comment was that in page 25, chapter 4.5, "no. of vacant posts", the indicator is not expressed as a percentage.
- **Ms Breindl** considered that the annexed tables with the activities were very useful and very much appreciated.

Commission:

Mr Silva informed that the Commission considered that all its recommendations had been followed and therefore approved the Annual Management Plan 2013. Regarding the Older Workers project, **Mr Silva** recommended that a clarifying sentence would be introduced in page 14 under specific objective 2, and the following text was proposed:

"The implementation of the funds, which is going to be entrusted to the Agency by the Commission, will be governed by the provisions of the Delegation Agreement; therefore this part is included in the Annual Management Plan for information purposes".

EU-OSHA:

The Director, Mr Cockburn and Mr Smith replied to the comments by the groups:

- Extension of the survey to cover micro-enterprises employing five workers or more responds to stakeholder interest in finding out more about OSH management in micro and small enterprises. This will help better targeting of measures and of support and information, including the Agency's own work.
- Unlike some national administrative surveys, ESENER is voluntary and enterprises are free to decide whether to undertake the 25-minute interview.
- The issue of the lack of work representatives will be dealt with directly in the follow up studies along the line of the qualitative post-tests that are ongoing.
- Older Workers project: Board members will be involved in the research on implementation of national strategies and priorities, and of course it will play an important role in the debate at the final conference when the results will be presented.
- Mr Lūsis's proposal on the indicator of "no. of vacant posts" will be taken into account.
- Annual Report: the figure refers to all contracts in the promotion area. For the Annual report the outsourced contracts are related to publishing, promotion and production of the Annual Report in line with normal Agency practice.
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CONCLUSION: The Annual Management Plan 2013 was adopted by the Board with the necessary amendments.

6. Budget and establishment plan 2013 (G/12/14)

Ms Murillo presented the Budget and establishment plan 2013 for the Board's adoption [[supporting presentation available here](#)]. In March 2012 the Board adopted a draft budget for an amount of € 15,119,700. Since then, a number of events made it necessary to modify the budget: notification of an increase in the EEA-EFTA contribution and inclusion of the pilot project "Health and Safety at Work for Older Workers". The total for the proposed budget 2013 is therefore € 15,231,980.

Regarding staffing, 2013 is the first year when European institutions will start applying staff cuts. EU-OSHA will keep the same number of CA (44) but will reduce the number of CA (from 26 in 2012 to 24 in 2013). These two eliminated posts were vacant.

Ms Murillo reminded that the Budget presented for adoption might need to be amended early 2013, after the Budgetary Authority had adopted the European Union's general budget setting the

amount of the subsidy and the establishment plan, in order to enter the appropriations related to the IPA III programme, the appropriations related to the “Oder Workers” project and in case the annual EU subsidy would differ from the current proposal.

Mr Silva added that in the case that there would be no decision by the Parliament, the European Union would work under the exceptional regime of the “provisional twelfth” (for each chapter of the budget, the corresponding amounts for 2012 are divided in 12 equal parts. These “twelfths” are available monthly.

COMMENTS FROM THE GROUPS:

Workers:

No comments.

Employers:

No comments.

Governments:

Mr Lūsis supported the paper and would like to have more information on the increasing and decreasing transfers.

Commission:

Mr Silva reminded that the Budget and Establishment plan would only become final after the adoption of the general budget of the European Union.

EU-OSHA:

The Director assured that Mr Lūsis’s suggestion would be taken into account.

CONCLUSION: The Budget and establishment plan 2013 was adopted by the Board.

7. Draft EU-OSHA Strategy (G/12/15)

The Director introduced the draft EU-OSHA Strategy 2014-2020, for the Board’s comments [[supporting presentation available here](#)]. The draft strategy has been prepared in close dialogue with the Board and Bureau, since November 2011 when the Board discussed the findings of the external evaluation of the current strategy and the framework for the next one. In March 2012 a full-day Board seminar was dedicated to discussing the new strategy’s framework, following which the Board agreed the mission, vision and values of the Strategy. In July and October 2012 the Bureau discussed the activities to be included in the new Strategy and was presented with ex-ante assessments of the potential activities. Revised ex-ante assessments were provided to the Board as supporting documents.

The strategy includes the strategic framework (mission, vision, values, challenges and strategic objectives), the activities, and the monitoring and evaluation framework. It also defines a number of key activities, formulated within 6 priority areas: *anticipating change, facts and figures, tools for OSH management, raising awareness, networking OSH knowledge and networking and communication*.

The Director informed that the Strategy would be implemented through the Annual Management Plans. *Activity Based Management* will be implemented to support the management, monitoring and evaluation of the strategy. The Board will be therefore provided with the budgeted costs of activities in management plans, to support its decision making.

Following requests from the Bureau, a Board Seminar will take place in Bilbao in March 2013, with the objective to focus on the practical aspects linked to the implementation of the Strategy.

Ms Koradecka asked if cooperation with ILO, WHO, etc. was foreseen. **The Director** confirmed that that was an important part of EU-OSHA’s strategic area of networking and communication.

Mr De Meester commented on two activities: regarding OSHwiki, he was concerned about its credibility and wondered if it would be able to reach enough contributors to make it sustainable. Regarding ESENER, in line 467 of the draft strategy “ESENER is among the tools providing an evidence base”, **Mr De Meester** considered that ESENER was based more on trends and

perceptions, rather than evidence and suggested that EU-OSHA would be cautious when using this statement.

COMMENTS FROM THE GROUPS:

Workers:

Ms Kirton-Darling made the following comments:

- The workers' group considered that the draft strategy document was a good document. The Workers' group does not feel that the draft strategy reflected the current reality of economic crisis in Europe, and considers that the impact of the economic crisis on the labour market should be taken into account in the "foresight projects" activity.
- A reference to tripartism is missing in the foreword, and it should be mainstreamed throughout the document.
- Suggests investigating into new innovative tools (like OiRA) related to the cost of non-OSH and economic benefit of OSH, that the companies can use to calculate their economic benefits of a strong OSH policy.
- Regarding the "Older Workers Project", the workers support the focus on labour market inclusion. It is important to start with the young workers.
- The Workers' group hopes that there will be an EU OSH Strategy before deciding on the next Agency strategy. Although the timing is not perfect, the Workers' group expects the Board to be consulted if any change or amendment is made to this draft.

Employers:

Mr De Meester said that the Employers' group supported the draft strategy in general and made the following comments:

- Suggested doing fewer activities but more in depth.
- Portfolio approach is very much welcomed.
- OSH wiki: the current examples are too long as a general introduction of a topic, but on the other hand too short for interested audiences. It is necessary to improve, e.g. offering short introductions and using links to redirect to other existing sources with more information.

Governments:

Mr Lūsis said that the Governments' group supported the draft strategy in general and made the following comments:

- Would appreciate if among the activities of the strategy it would be room for topics like social dialogue, promotion of wellbeing, etc.
- OSH wiki: stress that Governments are interested in more details on the extent of input to date..
- Would appreciate if the Annex "Strategy indicators" in page 25 would be more elaborated.

Commission:

Mr Silva made the following comments:

- The dimension of the economic crisis in the labour market in terms of social impact and employment is not reflected sufficiently.
- EU Strategy and EU-OSHA Strategy must be aligned. **Mr Silva** acknowledged that the timetables of the Commission and EU-OSHA differed, and therefore there was some delay from the Commission; flexibility of EU-OSHA was very much welcomed.
- The document should be called multi-annual strategic programme in line with the IWG conclusions.

EU-OSHA:

The Director replied to the comments by the groups:

- OSH wiki: it is being developed in cooperation with Expert and Advisory groups, examined closely and discussed with partners and topic centres.
- Economic aspect of OSH: take into account the suggestion and refer to the current situation of economic crisis.
- Tripartism and cost of non-OSH: the Workers' comments will be taken into account.

- Older Workers project: it will deal with aspects like disabilities, back to work policy and important focus in OSH, but will not forget instruments needed for older workers to improve their working life. There is a need to start communicating the message of the "Older Workers Project" in a better way, starting from children and youngsters.
- Draft EU-OSHA strategy: agrees that it is very important to get a draft strategy adopted, in a way of a framework to be adapted in order to take on board demand and proposals from the Commission and to be able to plan the work of the next years.

CONCLUSION: The Draft EU-OSHA Strategy was adopted with the comments from the groups.

8. Conflict of interest (G/12/16)

The Director explained that following the European Parliament's report on the agencies' discharge and the conclusions from the Inter-institutional Working Group on Regulatory Agencies, Court of Auditors, etc. there is a need for agencies to develop the management of conflict of interest.

The European Parliament has urged the Agencies to provide, via their websites, the necessary information to ensure transparency, in particular the list of the Members of their Management Boards with their Declaration of Interests, and to adopt and apply the rules and verification mechanisms towards to ensure their members' full independence from private interests.

The Heads of Agencies' network has discussed the issue and come up with a framework which the individual agencies can benefit from when designing their own conflict of interest policies. It is suggested to take the following steps in the case of EU-OSHA:

Transparency:

The Director reminded some suggested actions/policies already implemented: list of members of the Governing Board available on the Agency website, rules on access to documents have been implemented, the Annual Report is published on the Agency website, the decision-making rules in the Board provide for a semi-collegial decision-making process. Other suggested actions were:

- publish agendas and minutes from Governing Board meetings on the Agency website
- publish the Governing Board rules of procedure on the website
- collect and publish the declarations of interest of Members of the Governing Board on the Agency website as requested by the European Parliament
- publish the Annual Activity Report and the Board's analysis and assessment on the Agency's website

Process:

It is suggested that the Board establish 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. The aim is now to initiate all Bureau and Board meetings with the Chair asking if any of the present Members is in a situation of conflict of interest with regard to any of the agenda issues.

Declarations of interest are used in other agencies and were suggested in a first discussion with the Bureau in July 2012. The Bureau requested that the declarations should be kept simple.

The Director invited the Board to decide on the actions to take following the requests from the European Parliament and the Inter-institutional Working Group, so that agency staff can prepare a detailed proposal for the next Board meeting.

COMMENTS FROM THE GROUPS:

Workers:

Ms Kirton-Darling expressed the Workers' concern that the initiative from European Parliament on Conflict of Interest would not reflect the nature of the Governing Board in EU-OSHA. The Workers did not see a problem of conflict of interest, but understood that EU-OSHA must take an

action and agreed that EU-OSHA can start taking steps and Workers will keep a reserved position until the proposal is more advanced.

Employers:

Mr De Meester said that the Employers did not perceive a problem of conflict of interest, but agreed that action must be taken; therefore they suggested preparing a document as light and simple as possible.

Governments:

Mr Lūsis agreed that the proposal should be as simple as possible.

Commission:

Mr Silva reminded that this was in the recommendations of the Inter-institutional Working Group, report of Court of Auditors, etc. The Commission will therefore raise this issue with the Governing Boards and welcomed that the Agency included it in the agenda of the meeting. It will be necessary to see how to adapt the text to the Agencies and the Commission is ready to participate in this discussion and to provide practical orientation if needed.

EU-OSHA:

The Director acknowledged the comments from the groups and committed to prepare a balanced proposal trying to be as simple as possible, but reminded that other Agencies are using the same model without any problem.

CONCLUSION: It was agreed that a proposal with a draft declaration will be sent to the Board.

9. Any other business

Presidency Events update:

Mr Nicolaides, from Cyprus (current Presidency) and **Ms Dorgan**, from Ireland (next Presidency as from January 2013) updated on the different activities in connection with the European Presidency in their respective member states.

Dates for Board meetings in 2013:

- 21 March (Thursday) – 1st Governing Board meeting in Bilbao
- 22 March (Friday) – Board seminar in Bilbao
- 26 November (Tuesday) – 2nd Governing Board meeting in Luxembourg

Following suggestions from some members of the Board, the **Director** proposed to disconnect the second Board meeting from the Closing Event (11-12 November 2013) and hold it regularly in Luxembourg in connection with the Advisory Committee on Health and Safety meetings (27-28 November 2013), which would imply savings in the organisation of the event.

Mr Lūsis considered that separating the Closing Event and the Board made it difficult for some members to attend both meetings, and that meeting the same week than the Advisory Committee made it complicated for some colleagues to prepare both meetings, and therefore they would prefer to continue with the Board meeting linked to the Closing Event. **Mr Smith** explained that over the years there had been comments on the inconvenience of having the Board meeting and the Closing Event in the same week and requested EU-OSHA to find alternative solutions.

Ms Kirton-Darling informed that the workers' group would have an internal brainstorming to be prepared for the next Board meeting.

Next Campaign Theme:

A short list on possible themes for the next campaign 2016-17 will be discussed with the Bureau and a proposal will be presented to the Board for approval in the Board meeting in March 2013. The final decision on the next campaign theme will be taken by the end of 2013.

The Chair thanked the participants for their collaboration, as well as interpreters, Agency staff and Commission for the organisation of the meeting and closed the session.

List of attendees:

NAME	INTEREST GROUP	REPRESENTING
ADAMAKIS Ioannis	Workers	GREECE
ALVAREZ HIDALGO Jesús	European Commission	LUXEMBOURG
ANDERSSON Cecilia	Employers	SWEDEN
ANDREOU Nicos	Workers	CYPRUS
ANTAPSONS Ziedonis	Workers	LATVIA
ANTAUER Igor	Employers	SLOVENIA
BALJEU Sonja	Workers	NETHERLANDS
BATEN Jan	Government	BELGIUM
BOMBERA Géza	Employers	HUNGARY
BREINDL Gertrud	Government	AUSTRIA
CHRISTODOULOU Antonios	Government	GREECE
CRONIN Sylvester	Workers	IRELAND
DE MEESTER Kris	Employers	BELGIUM
DORGAN Mary	Government	IRELAND
ENGELS Francois	Employers	LUXEMBOURG
FREDERIKSEN Jan Kahr	Workers	DENMARK
GANS Roel	Government	NETHERLANDS
GOC Dariusz	Workers	POLAND
GOMES Fernando	Workers	PORTUGAL
GRAU-RIOS Mario	Government	SPAIN
GYÖRGY Károly	Workers	HUNGARY
HEIDER Alexander	Workers	AUSTRIA
HLAVÍN Jaroslav	Government	CZECH REPUBLIC
HUSBERG Wiking	Government	FINLAND
JANCUROVA Laurencia	Government	SLOVAKIA
KEMPA Viktor	Workers	ETUI
KIRTON-DARLING Judith	Workers	BELGIUM
KORADECKA Danuta	Government	POLAND
LEVY Patrick	Employers	FRANCE
LIMÓN-TAMÉS M ^a Dolores	Government	SPAIN
LUSIS Renars	Government	LATVIA
METZE Eckhard	Employers	GERMANY

MEUNIER Olivier	Government	FRANCE
MILLER Michel	Eurofound	IRELAND
MURATTI Zdravko	Government	CROATIA
NICOLAIDES Leandros	Government	CYPRUS
NICOLESCU Ovidiu	Employers	ROMANIA
NYGAARD Sven-Peter	Employers	DENMARK
PÁLSSON Jón R.	Employers	ICELAND
PENA COSTA Marcelino	Employers	PORTUGAL
PEREIRA Carlos	Government	PORTUGAL
PETRICEK Tatjana	Government	SLOVENIA
PETRZELKA Karel	Employers	CZECH REPUBLIC
PLANGI Kristel	Government	ESTONIA
SABAITIENE Aldona	Government	LITHUANIA
SÆMUNDSSON Eyjólfur	Government	ICELAND
SCHÄFER Kai	Government	GERMANY
SCHWENG Christa	Employers	AUSTRIA
SEITZ Gilles	Workers	FRANCE
SIGURJÓNSSON Björn Ágúst	Workers	ICELAND
SILVA Armindo	European Commission	BELGIUM
SJÖBERG Mikael	Government	SWEDEN
SKJOLDAGER Charlotte	Government	DENMARK
SOON Argo	Workers	ESTONIA
VAN MIERLO Mario	Employers	NETHERLANDS
WEBER Paul	Government	LUXEMBOURG
YIANNAKI Anastasios	Government	CYPRUS
ZAVADIL Jaroslav	Workers	CZECH REPUBLIC
SEDLATSCHEK Christa	EU-OSHA	
BEJER Jesper	EU-OSHA	
COCKBURN William	EU-OSHA	
DE PRADO Marta	EU-OSHA	
MURILLO Françoise	EU-OSHA	
O'BRIEN Brenda	EU-OSHA	
SMITH Andrew	EU-OSHA	