

European Agency for Safety and Health at Work

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Annual Activity Report 2017

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Governing Board's analysis and assessment

The Governing Board,

Having regard to Council Regulation (EC) No 2062/94 of 18 July 1994 and subsequent amendments,

Having regard to the Financial Regulation of the European Agency for Safety and Health at Work of 15 January 2014 and in particular article 47 therein,

Having regard to the 2017-2019 Programming Document of the Agency adopted by the Governing Board on 15 December 2016, and, in particular, the work programme for 2017,

Having regard to the Annual Activity Report of the Authorising Officer of the European Agency for Safety and Health at Work for the year 2017,

Has analysed and assessed said report. The Board acknowledges the results achieved by EU-OSHA and notes the following analysis and assessment:

1. Considers that the Annual Activity Report 2017 represents a comprehensive and transparent account of the Agency's activities and results of the year; takes note that the Director had no reservation to report;
2. Welcomes the Agency's progress in achieving the strategic objectives as defined in the Agency's Multi-annual Strategic Programme 2014-2020 which are aligned to the Commission's Communication on an EU OSH strategic framework and, in particular its contribution to:
 - better implementation of OSH legislation through quality risk assessment in MSEs via OIRA, ESENER and the OSH overview on micro and small enterprises;
 - better prevention of work-related diseases and musculo-skeletal disorders via two dedicated OSH overviews;
 - disseminating good practice on older workers, younger workers, apprenticeships, workers with disabilities and women via the Ageing workers pilot activity and the 2016-2017 HWC on All Ages and by mainstreaming gender, age and disability into its activities;
 - increasing awareness about the importance of OSH via the Healthy Workplaces Campaign and other awareness raising actions – including at the national level via the assistance package for Focal points.
3. Welcomes the overall good implementation of the annual work programme and the high implementation rate of the budget (96%);
4. Notes with satisfaction that the Agency's work has been regarded useful, relevant, reliable and created added value to the work on OSH done by others and in some cases significantly above the target, as shown in the quality indicators data; Notes that the Agency has reached out to more 2 million web users, despite the fact that some targets for reach indicators have not been met;
5. Congratulates the Agency on winning the 2017 European Ombudsman Award for Good Administration in the category 'Excellence in citizen/customer focused services delivery' for a project jointly carried out with the Translation Centre for the Bodies of the European Union and EUIPO;

6. Stresses the importance of tri-partism at the EU and national level to ensure the effective functioning of the Agency and its Focal Points and encourages EU-OSHA to keep up its efforts to disseminate its activities and engage with the relevant stakeholders;
7. Considers that the main risks that threaten the achievement of the strategic and operational objectives have been properly identified and that the necessary measures have been adopted to mitigate their impact or likelihood; and that the internal control systems put in place by the Agency are adequate as confirmed by various audits;
8. Acknowledges that the European Parliament granted the discharge in respect of the implementation of the budget for the financial years 2015 and 2016;
9. Observes that the Director's declaration of assurance is based on a robust control system;
10. Considers that the information provided in the Annual Activity Report gives the Governing Board reasonable assurance that the resources available to EU-OSHA in 2017 were used for their intended purpose and in accordance with the principles of sound financial management. Furthermore, the control procedures in place give the necessary guarantees concerning the legality and regularity of the underlying transactions;

In the light of the above, the Governing Board requests the Annual Activity Report 2017 be forwarded, together with this analysis and assessment, to the European Parliament, the European Council, the European Commission and the Court of Auditors.

Bilbao, 13 June 2018

(signed)

Gertrud Breindl
Chairperson of the Governing Board

Executive Summary

The Agency in brief

The European Agency for Safety and Health at Work (EU-OSHA) is an Agency of the European Union. It is established by and functions based on a Council Regulation¹ which defines its mandate and governance arrangements.

Its main goal is to contribute to the improvement of working life in the EU by developing, analysing and disseminating information on occupational safety and health (OSH). In this role as a reference point for OSH information, EU-OSHA commissions, collects, analyses, and publishes research and statistics on OSH risks. As a tripartite organisation, the Agency works closely with governments', employers' and workers' representatives – in addition to the European Institutions - in order to share good practices and reach workers and workplaces across Europe.

The Agency's long-term goals are established in the Multi-annual Strategic Programme (MSP) 2014-2020 adopted by the Governing Board in 2013. These goals are operationalised through annual work programmes, which – as from 2017 – are incorporated into multi-annual programming documents (the Programming Document). A revised long-term strategy is currently under preparation.

EU-OSHA's work contributes to meeting the main challenges in OSH in the EU as identified in the MSP, which, in turn is aligned to the EU Strategic Framework, adopted in 2015. These include, among others, the ageing of the EU working population and the need to ensure an active and healthy ageing for all workers; the need to coordinate national strategies with a focus on implementation and enforcement; the importance of relying on comparable statistical data across Member States; the challenge to facilitate compliance of OSH regulations by medium, small and micro enterprises; the importance to manage dangerous substances at the workplace and ensure adequate levels of prevention against work-related diseases; as well as to anticipate other unknown and underestimated and emerging risks. The importance to address these challenges was reiterated in the European Commission's 2017 Communication "Safer and Healthier Work for All - Modernisation of the EU Occupational Safety and Health Legislation and Policy".

The Agency is based on a tri-partite structure, like Eurofound and Cedefop. Key actors in OSH in Europe are represented in the Agency's Governing Board: representatives of governments, employers and workers of the EU-28 and the European Commission. EEA/EFTA countries and Eurofound have an observer status in the Board. Whereas the Governing Board takes the key strategic decisions, the Bureau serves as an executive board and oversees effective preparation and follow-up of Board decisions. The tri-partite dialogue is an essential element for the implementation of the mandate of EU-OSHA, both at European level and at Member State level via the national, tri-partite focal point networks. The Focal Points are the Agency's main operational network. Whereas they are not directly involved in the governance of the Agency, they play a key role by providing input to the Agency's planning and implementing the work programme at the national level/ They are key actors for the development and co-ordination of the tripartite network in Member States. It is only by engaging Focal Points and their networks that the Agency can

¹ <http://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:01994R2062-20050804>

achieve its objectives and it is therefore decisive that the network partners perceive the Agency's work as adding value to their work.

The Agency regularly consults the Advisory Group on Communication and Promotion (AGCP) and the Advisory Group on Prevention and Research (PRAG)² and has regular coordination meetings with Directorate B, Unit 3 of the Directorate General for Employment and Social Affairs, which serves as the Agency's primary partner at the Commission.

Internally, the Agency is organised across four Units, three of which are operational (Prevention and Research Unit, Communication and Promotion Unit and Network Secretariat) and one administrative (Resource and Service Centre). The Director also serves as the Head of Unit of one of the operational Units (Network Secretariat). All Heads of Unit as well as one temporary Agent/Administrator staff member at the Network Secretariat have delegated authorising officer rights.

The Director is assisted in her management responsibilities by the Heads of Unit. There are regular meetings at the senior management level to monitor the Agency's performance, the implementation of the annual work programme and the budget, audit recommendations, the internal control standards and risk register action plans, human resources matters as well as any other issue that is relevant for the smooth running of the Agency.

The ICT Steering Committee serves as a governance forum for developments and proposals related to information and communication technology of strategic importance for the Agency.

The Agency's activities are implemented under direct decentralised management.

The year in brief

With the 2014 Financial Regulation, the planning schedule has become more demanding as an early planning of the activities in a multiannual perspective is now required. For EU-OSHA to be able to plan its work in a way that is consistent with its strategic objectives, already in 2017 the Governing Board initiated a discussion on the strategic directions to take beyond 2020. The discussions were based on the outcome of the mid-term evaluation of the 2014-2020 Strategic Programme commissioned in 2016. The evaluation concluded that the majority of EU-OSHA's stakeholders consider the plan effective for short- and medium-term planning, and that this contributes to the high quality of the Agency's outputs. The review also found the plan's objectives to be relevant to OSH-related policy priorities. Following this positive evaluation, at its meeting in June, the Board agreed to update and extend the existing strategy to 2023. The revised strategy – that is still under discussion and is expected to be adopted in the first half of 2018 – is to a great extent a continuation of the current strategy. It takes into account two main events that occurred during 2017: the new Commission's Communication on OSH and the proclamation of the European Social Pillar (cf. Part II – 2.2).

Throughout the year, the Agency has kept on providing policy makers, researchers and intermediaries with reliable and comprehensive overviews on state-of-the-art research (cf. activities: "ESENER"; "Micro and small enterprises"; "Work-related diseases"). The Healthy Workplaces at All Ages Campaign came to an

² At their meeting in January 2017, the two EU-OSHA Advisory Groups "Prevention and Research Advisory Group" (PRAG) and "Communication and Promotion Advisory Group" (AGCP) were renamed respectively "Tools and Awareness Raising Advisory Group" (TARAG) and "OSH Knowledge Advisory Group" (OKAG) to better reflect the Agency's activity structure.

end, having addressed one of the main challenges identified by EU policy documents. With a view to ensure sustained support to medium, small and micro enterprises, the Agency has continued to develop practical tools and guidelines to enable them to comply with OSH legislation in their countries and carry out good quality risk assessment through the OiRA (Online interactive risk assessment) tool while identifying good practices and promoting their exchange. With ESENER-2, EU-OSHA has been contributing to the challenge of gathering comparable and reliable OSH data across Member States and has produced valuable secondary analytical studies on that basis. Furthermore, the Agency has supported the European Commission on a variety of tasks, including the process aimed at the establishment of an EU OSH info system – which EU-OSHA will take over as from 2019. Other issues included the preparation of the Vesafe e-guide on work-related vehicle risks (WRVRs) and the work is underway on a workplace guide on MSD and psychosocial risks, which has been finalised in early 2018. EU-OSHA is also involved in the consultation meetings related to the discussions on the amendments to the Carcinogens directive.

As providing information in all EU languages is of key importance due to the role played by the Focal Points and their networks at the national level, the Agency has been making a special effort to streamline multilingualism into its products. Such effort has been acknowledged by the European Ombudsman in 2017. EU-OSHA, together with the European Union Intellectual Property Office (EUIPO) and the Translation Centre for the Bodies of the European Union (CdT), have received the Ombudsman's Award for Good Administration. The three Agencies were awarded for a jointly developed innovative project that facilitates the translation management of multilingual websites.

Key conclusions

The information reported in the Annual Activity Report in relation to the effectiveness and efficiency of the Agency's internal control systems and management of resources is based on a systematic analysis of the evidence available.

EU-OSHA can rely on a variety of sources to carry out such assessment and of processes and procedures to ensure completeness and reliability of the information.

Overall, the Director has reasonable assurance that the Agency's internal control systems are adequate and provide reasonable assurance and that the compliance and the implementation of the Internal Control Standards are satisfactory; risks are being appropriately monitored and mitigated; and necessary improvements and reinforcements are being implemented.

The Director issues her judgment on the basis of the control processes in place and the outcomes of such controls; the resources spent to raise awareness with respect to ethics and integrity and fraud prevention; the annual risk assessment and ICs self-assessment exercises; the quantitative and qualitative nature of the non-conformities included in the register for 2017; the assurance received by the internal control coordinator; and, last but not least, on the overall favourable opinions expressed in the final reports by internal and external auditors and their recommendations in the past few years.

In her declaration of assurance, the Director has not deemed it necessary to include any reservation.

Introduction

This Annual Activity Report has been prepared in accordance with article 47 of EU-OSHA's Financial Regulation, which foresees that:

1. *The authorising officer shall report to the Governing Board on the performance of his duties in a form of a consolidated annual activity report containing:*

a. *information on:*

- *the implementation of EU-OSHA's annual work programme, budget and staff resources referred to in Article 38;*
- *management and internal control systems including the summary of number and type of internal audits carried out by the internal auditor, the internal audit capabilities, the recommendations made and the action taken on these recommendations and on the recommendations of previous years, as referred to in Articles 82 and 83;*
- *any observations of the European Court of Auditors and the actions taken on these observations;*
- *the accounts and the report on budgetary and financial management without prejudice to Articles 92, 96 and 97.*

b. *a declaration of the authorising officer stating whether he has a reasonable assurance that unless otherwise specified in any reservations related to defined areas of revenue and expenditure:*

- *the information contained in the report presents a true and fair view;*
- *the resources assigned to the activities described in the report have been used for their intended purpose and in accordance with the principle of sound financial management;*
- *the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.*

The consolidated annual activity report shall indicate the results of the operations by reference to the objectives set, the risks associated with the operations, the use made of the resources provided and the efficiency and effectiveness of the internal control systems, including an overall assessment of the costs and benefits of controls. The consolidated annual report shall be submitted to the Governing Board for the assessment.

2. *No later than 1 July each year the consolidated annual activity report together with its assessment shall be sent by the governing board to the European Court of Auditors, to the Commission, to the European Parliament and the Council.*

3. *Additional reporting requirements may be provided in the constituent act in duly justified cases, in particular when it is required by the nature of the field in which EU-OSHA operates.*

The present report is prepared on the basis of the format defined by EU Agencies in cooperation with the Commission in 2014.³

³ Guiding Principles across Agencies for a consolidated annual activity report – template and explanatory notes

The Activity Report has several purposes. It gives an account of the achievement of the key objectives taking into account the corresponding resources used during the year. The report (part I) therefore follows the structure of the work programme⁴ as it reports on the delivery of key objectives and activities identified therein.

The Activity Report is also a management report of the Director. It covers all management aspects, including the implementation of the risk management policy and the compliance to the Internal Control Standards.

Finally, the Activity Report includes a declaration of assurance where the Director, in her role as Authorising Officer, provides assurance as regards the true and fair view given by the report and as regards the legality and regularity and the sound financial management of all financial transactions under her responsibility, as well as for the non-omission of significant information.

⁴ The information related to the implementation of the 2017 work programme related to “Corporate Management” (Management and control: ABM, internal control and data protection; Programming, monitoring and evaluation) and “Administrative support: Finance and Human resources” are not included in Part I as they were made available in Part II and Part III (as applicable) to avoid repetitions and redundancies.

Part I. Policy Achievements of the year

Key results of the year

Implementing the mission and vision and strategic objectives of the Multi-annual Strategic Programme 2014-2020

EU-OSHA's mission is to develop, gather and provide reliable and relevant information, analysis and tools to advance knowledge, raise awareness and exchange occupational safety and health information and good practice which will serve the needs of those involved in OSH. This formulation was agreed by the Governing Board of EU-OSHA when adopting the 2014-2020 Multi-annual Strategic Programme (MSP). At the same time the Board adopted a statement on where the Agency should be at the end of the strategy period (the vision) saying that the Agency should be a recognised leader promoting healthy and safe workplaces in Europe based on tripartism, participation and the development of an OSH risk prevention culture, to ensure a smart, sustainable, productive and inclusive economy.

2017 was the fourth year under the MSP.⁵ From the key performance indicators it appears that the Agency continues to perform well when it comes to making use of the available resources. 2017 also saw an improvement compared to 2016 in work programme delivery. However, for the scores related to the web communication the results were below the target. Still, EU-OSHA was in contact with more than 2 million web users in 2017.

The performance indicator data in Annex I for the strategic objectives is generally satisfactory except for the web statistics in some cases. EU-OSHA has reflected on this and has concluded that the used metrics do not adequately capture what the Agency aims to achieve in these areas. Based on a revised Multi-annual Strategic Programme, EU-OSHA is defining a new performance management framework in 2018 in order to have more meaningful performance indicators.

Three evaluations were finalised in 2017 and they help assessing the results of EU-OSHA's work. The evaluations cover the Multi-annual Strategic Programme 2014-2020, ESENER2, and the Ageing Workers' activity. The conclusions in all three evaluations were very positive and encouraging in terms of the results achieved and the Agency's effectiveness. More details on the evaluation are provided in Part II (b) External Evaluations.

⁵ Detailed data on indicators is presented in Annex I

1. Anticipating change

In 2017, EU-OSHA continued work on a number of projects aimed at providing policy-makers and researchers with the information they need to anticipate change in the world of work and understand the new and emerging risks that such change may pose to workers' safety and health, looking in particular at the impact of the digitalisation of the economy on OSH.

1.1 Foresight on new and emerging OSH risks associated with digitalisation by 2025

In 2017, the 2-year foresight study 'New and emerging OSH risks associated with Information and Communication Technology (ICT) by 2025' continued. The project involves developing a set of scenarios for 2025 exploring what the impact on OSH of the digitalisation of the economy might be. Technological developments considered include the rise of online platforms and advances in robotics and artificial intelligence. The aim is to provide information to EU policy-makers, Member State governments and social partners on the new and emerging risks identified, as well as to encourage debate on the policies and measures that might be capable of preventing or managing such risks.

The project is made up of three distinct work packages. In May 2017, the report on the first work package was published ⁽⁶⁾. It lists and describes 92 important trends and drivers of change — organised by STEEP (societal, technological, economic, environmental and political) category — that could lead to changes in ICT and work resulting in future OSH challenges.

The second work package — which involved developing scenarios — was finalised in autumn 2017 with the production of a draft final report, a summary report, a brochure and cartoons presenting four scenarios. These scenarios are possible and plausible visions of what workplaces might be like in 2025; they illustrate the future OSH challenges associated with developments in ICT. The scenarios were built using the key trends and drivers identified in the first work package as well as the findings from two workshops ('Scenario-building expert workshop', 6-7 February 2017, Brussels, and 'Scenario-testing workshop with policy-makers', 29 June 2017, Brussels), each of which attracted about 25 external participants. Those in attendance included experts in various areas, including OSH and ICT, as well as representatives of Member State OSH authorities, the Commission, the European Parliament, the social partners at EU and national levels, Eurofound, the International Labour Organization and EU-OSHA's OSH Knowledge Advisory Group. The deliverables will be published in 2018.

The third work package — a series of workshops to promote the project's findings and explore the use of the scenarios as a tool to address future OSH challenges associated with the digitalisation of the economy — got under way in 2017, with an initial dissemination workshop attended by EU-OSHA's focal points. This first event took place on 23 November 2017 in Bilbao. A number of others will follow in 2018.

1.2 Regulating the OSH impact of the online platform economy

Work intermediated by digital platforms was identified in the large-scale foresight project as an area of rapidly growing importance, posing major challenges for workers' protection. On this basis, and in response

⁶ <https://osha.europa.eu/en/tools-and-publications/publications/key-trends-and-drivers-change-information-and-communication/view>

to strong interest from the Agency's stakeholders, in March 2017, EU-OSHA commissioned a follow-up overview of regulatory and policy developments in the EU relating to the online platform economy and its expected impact on OSH.

The resulting report, Regulating the occupational safety and health impact of the online platform economy, and a summary report were published in November 2017 ⁽⁷⁾. The timely report describes the OSH risks that are resulting from online platform work, discusses the challenges that the online economy presents for current regulatory approaches to OSH, and offers examples of policies and regulatory efforts that are in place or being developed to address these risks and challenges. The findings were presented at the Senior Labour Inspectors Committee Thematic Day, 'New forms of work and OSH', on 7-9 November 2017 in Tallinn, Estonia ⁽⁸⁾.

1.3 Expert discussion papers on the future of work

EU-OSHA publishes expert review papers to provoke debate on the future of work and on emerging issues in workplace safety and health among OSH experts and policy-makers throughout the EU. The conclusions reached often suggest areas for further research or action. In 2017, two such papers, '3D printing: a new industrial revolution' ⁽⁹⁾ and 'Monitoring technology in the workplace' ⁽¹⁰⁾, were presented to and discussed with the focal points on 11 May ⁽¹¹⁾. Revised versions of these discussion papers, integrating the feedback from the focal points, were published in July.

Two more papers were also prepared, namely 'The future of the e-retail sector' and a follow-up to a 2015 article on performance-enhancing drugs, in consultation with the European Monitoring Centre for Drugs and Drug Addiction. They are discussed at a focal point meeting on 21-22 February 2018 and published later in the year.

⁷ <https://osha.europa.eu/en/tools-and-publications/publications/regulating-occupational-safety-and-health-impact-online-platform/view>

⁸ <https://osha.europa.eu/en/oshevents/slic-thematic-day-and-osh-conference>

⁹ <https://osha.europa.eu/en/tools-and-publications/publications/3d-printing-new-industrial-revolution/view>

¹⁰ <https://osha.europa.eu/en/tools-and-publications/publications/monitoring-technology-workplace/view>

¹¹ <https://osha.europa.eu/en/tools-and-publications/seminars/review-articles-future-work>

2 Facts and figures

2.1 European Survey of Enterprises on New and Emerging Risks

The European Survey of Enterprises on New and Emerging Risks (ESENER) is EU-OSHA's large-scale survey of workplaces — including micro and small enterprises (MSEs) — across Europe. Almost 50,000 workplaces in all the Member States of the EU took part in the latest edition. The aim of the survey, and the Agency's publications on it, is to achieve a clear, up-to-date and detailed account of how workplaces in Europe actually manage OSH risks, thus making a significant contribution to the knowledge available to policy-makers, researchers and OSH professionals.

The year 2017 saw work on the second edition of the survey (ESENER-2), fieldwork for which took place in 2014, draw to a close, with a great deal of secondary analysis work being carried out on the data. Preparations began for ESENER-3, which will be carried out in 2019.

The results of the first in-depth studies on ESENER-2 — following the first analyses of the results in 2015 and the publication of the overview report in 2016 — were published in April 2017. These were the results of a project entitled 'Worker participation in the management of OSH': an overview report and a summary ⁽¹²⁾ (the latter translated into the languages of the countries covered by the research), plus seven country reports were produced.

In May 2017, overview and summary reports ⁽¹³⁾ on a valuable collaboration were published. These presented the findings of a joint analysis of ESENER-2, Eurostat's 2013 EU Labour Force Survey ad hoc module on accidents at work and other work-related health problems, and Eurofound's Sixth European Working Conditions Survey. The idea was to draw together the results of these three surveys to gain a comprehensive picture of the state of OSH in Europe, incorporating workers' and enterprises' perspectives.

Two additional follow-up studies, 'Management of psychosocial risks' — using ESENER data to identify barriers and drivers for managing these risk in the workplace — and 'Management of OSH', were finalised by the end of 2017. EU-OSHA expects to publish both reports in the first half of 2018.

Work on the final two projects under ESENER-2, which has fed into the development of ESENER-3, was completed. The first of these final projects was the ex post evaluation of ESENER-2, which considered the whole survey cycle, analysing what worked and what could be improved and taking account of the opinions of stakeholders, researchers and EU-OSHA staff. The final report was submitted in October 2017 and publication is scheduled for early 2018. The second of these last projects was a technical assessment of the expansion of the survey universe in ESENER-2. This expansion covered micro enterprises (specifically workplaces employing 5-9 people) and enterprises in agriculture, forestry and fisheries. The main report on this project will be published by summer 2018. Preliminary results support the inclusion of both types of expansions in ESENER-3, the procurement process for which was launched on 5 January 2018.

¹² <https://osha.europa.eu/en/tools-and-publications/publications/worker-participation-management-occupational-safety-health/view>

¹³ <https://osha.europa.eu/en/tools-and-publications/publications/health-and-safety-risks-workplace-joint-analysis-three-major/view>

During 2017, significant efforts were made to disseminate the findings from ESENER. National events were held in the Czech Republic, Croatia, Germany, Cyprus, Poland, Malta, Romania, Slovenia and Finland. ESENER was also promoted at a series of thematic conferences and seminars throughout the year: at a seminar on safety and health held by the Italian Labour Union in Paris; at the American Psychological Association/US National Institute for Occupational Safety and Health Work, Stress, and Health Conference 2017 in Minneapolis; and at the conference 'Workers and creativity: How to improve working conditions by participative methods?', organised by the European Trade Union Institute and the Federation of European Ergonomic Societies in Brussels. Furthermore, two ESENER papers were presented at the European Survey Research Association Conference in Lisbon. Finally, towards the end of 2017, a paper focusing on ESENER's findings with regard to agriculture was accepted for the 32nd International Congress on Occupational Health, to be held in Dublin in spring 2018.

2.2 OSH overview: micro and small enterprises

MSEs account for more than 98 % of businesses in the EU and employ over half of the workforce, making them the motor of the EU economy, driving growth, innovation and social integration. However, OSH is often poorly managed in MSEs, with workers more at risk of workplace accidents or ill health than employees of larger organisations. It is vital that this issue is addressed and that more support is offered to MSEs to protect workers and to ensure the long-term survival of such small businesses. In 2014, EU-OSHA launched a wide-ranging project, comprising four work packages, to explore MSE-specific OSH management practices and policies across Europe, identify factors that contribute to successful strategies and practical solutions, and provide support for evidence-based policy recommendations.

Work package 1, completed in 2016, revealed the extent of the OSH challenges facing MSEs across Europe and some of the difficulties that contribute to poor OSH management in these enterprises. This extensive review of the current knowledge of OSH in MSEs, and the knowledge gaps identified, formed the basis of the next work packages. Work package 2 aims to provide a more in-depth understanding of OSH attitudes and practices from the worker and owner-manager perspectives. As part of this, 360 interviews across nine EU Member States were conducted in 2016. The analysis of the results of these interviews continued during 2017, and an analytical report detailing the overall findings, along with nine individual country reports, will be published in 2018.

The focus of work package 3 was to identify successful practices and to explore how intermediaries, including OSH authorities, social partners, OSH professionals and other relevant stakeholders, can help MSEs to effectively manage OSH. Overall, 44 good examples, from 12 different EU countries, of OSH policies, strategies and interventions were identified. These examples and the factors contributing to their success were further examined and discussed by key national stakeholders from nine of these countries in dialogue workshops and interviews. This analysis also identified barriers to the successful implementation of OSH policies and interventions. In 2017, this extensive analysis was published in two comprehensive

reports (^{14,15}) in December, one describing the overall outcomes of this part of the project and the other providing a detailed description of each of the 44 good examples.

These findings not only have practical and policy-related implications, but also make an important contribution to knowledge among the OSH research community. As such, the findings were disseminated to wide-ranging audiences throughout 2017, including at the World Congress on Safety and Health at Work, held in Singapore in September, in a session dedicated to OSH in small businesses, to members of the European Parliament and social partners, and at scientific conferences. Furthermore, in January 2018, EU-OSHA hosted a seminar attended by Commissioner Marianne Thyssen, the EU-OSHA Governing Board and other OSH experts, at which these latest findings and the lessons learned were discussed.

Work package 4 also kicked off in 2017, in April, and this final analysis will be completed in 2018. It will draw on the findings of the other phases of the project to provide policy recommendations and further examine the challenges that remain in terms of reaching out to MSEs across Europe and sectors to provide OSH support, considering the national, regulatory and socio-economic contexts. How the good practices identified can be tailored to the needs of even the most vulnerable MSEs will also be explored. The results will be presented in a final report and widely disseminated throughout 2018. At a final conference, to be held in Brussels in June 2018, national and EU stakeholders will have the opportunity to discuss the findings and consider them in national, regulatory and socio-economic contexts, and their implications for policy-making.

2.3 OSH overview: work-related diseases and disabilities

Work was completed on a project looking at rehabilitation and return to work after cancer. More people are surviving cancer, thanks to improvements in treatment. Most of them return to work, but many have long-term health problems that make it more difficult for them to do so. The aim of this project was to identify the issues faced by both returning workers and their employers and to identify the measures that help to secure a successful return to work for both parties. The literature review and its executive summary (¹⁶) were published on 4 February 2017 to mark World Cancer Day. The findings of the overall project, which included information on existing support schemes, interviews with experts and owners of support schemes, and company case studies, were then presented to expert representatives of national focal points and other experts at a workshop in Brussels on 5 October. A summary of their discussions was published as an online seminar summary to mark World Cancer Day on 4 February 2018. The final report, which takes account of discussions held at the workshop, and two presentations for laypersons and experts are published during the European Week Against Cancer in May 2018. A short document for enterprises on what to do for a successful return to work after cancer is also published.

A feasibility study on setting up a survey to measure workers' exposure to carcinogens was completed in 2017. The aim was to assess the feasibility of setting up a survey based on the successful Australian Work

¹⁴ <https://osha.europa.eu/en/tools-and-publications/publications/policy-practice-policies-strategies-programmes-and-actions/view>

¹⁵ <https://osha.europa.eu/en/tools-and-publications/publications/safety-and-health-micro-and-small-enterprises-eu-policy-practice/view>

¹⁶ <https://osha.europa.eu/en/tools-and-publications/publications/rehabilitation-and-return-work-after-cancer-literature-review/view>

Exposures Study, which gathers information about exposure directly from workers. The report and summary ⁽¹⁷⁾ of the findings were published in December, and the recommendations are to be discussed by the Bureau and the Governing Board of EU-OSHA. If they approve setting up a new activity, meetings will be held with OSH and survey experts in 2018 to discuss how EU-OSHA should implement such a survey.

Alert and sentinel systems help to detect emerging work-related diseases. A literature review — *Methodologies to identify work-related diseases: Review of sentinel and alert systems* ⁽¹⁸⁾ — was published in August 2017. One of the important outcomes of this report was a typology of existing alert and sentinel approaches, including monitoring systems developed for other purposes but that present features suitable for also detecting emerging work-related diseases, as well as a shortlist of 12 systems selected for further assessment through research and interviews with the system owners, reporters and users. The detailed analysis of the systems was presented at a workshop in Brussels on 18 May, attended by system owners, users and experts in the field (workshop summary published online¹⁹), where drivers and obstacles to the implementation of alert and sentinel systems were discussed. The overall results of the project, which included an assessment of their contribution to better prevention of work-related diseases and an appreciation of how existing monitoring systems could be adapted to include an alert function, were then presented to stakeholders nominated by national focal points at a workshop in Brussels on 31 January 2018. The final report, a summary report, five articles for OSHwiki and two presentations will be delivered in 2018.

A literature review on work-related diseases linked to exposure to biological agents, which also includes an appreciation of systems monitoring such diseases and monitoring exposures, will be published in mid-2018. There is a lack of a systematic overview of the health impact of exposure to biological agents at work, and consequently prevention is patchy. The draft final report, which also covers results of expert interviews and focus groups with workplace practitioners on the prevention of such diseases, was presented at a workshop, attended by experts nominated by the national focal points, on 10 October in Amsterdam. The aim of the project is to provide a better insight into work-related diseases linked to exposure to biological agents, especially in professions with unintentional exposure, and to enhance prevention efforts. The study comes at a timely moment, as the European Directive on the prevention of workplace risks linked to biological agents' exposure is currently being revised, which was highlighted by a representative of the European Commission at the event. The final report, five articles on sectors and occupations at risk, two presentations and the workshop summary will be promoted in the second half of 2018.

In response to concerns raised by social partner stakeholders in ports, the Sectoral Social Dialogue Committee (SSDC) requested a comprehensive review of the health risks and gaps in prevention measures encountered when handling fumigated containers in ports, completed with recommendations on how such risks can be minimised. The emphasis was to find out what is really happening in the workplace. The groundwork for the review was completed by contractors in 2017 and the final report was drafted. It makes

¹⁷ <https://osha.europa.eu/en/tools-and-publications/publications/feasibility-study-development-computer-assisted-telephone-survey/view>

¹⁸ <https://osha.europa.eu/en/tools-and-publications/publications/methodologies-identify-work-related-diseases-review-sentinel-and/view>

¹⁹ <https://osha.europa.eu/en/tools-and-publications/seminars/methodologies-identify-work-related-diseases-review-sentinel-and>

recommendations on workplace risk assessment, standard screening and monitoring procedures and the global enforcement of labelling regulations.

The findings were presented to the SSDC Social Dialogue Committee of the Ports — an important milestone for the project. In the discussion that followed, it was agreed that the problem was greatly underestimated and that coordinated action was needed, with all parties working together. The final report, presentation and OSHwiki article were published and promoted in April 2018. The findings will have a positive impact of the safety and health of port workers in Europe and beyond, and the project is an excellent example of EU-OSHA responding swiftly to an issue raised by stakeholders.

2.4 OSH overview: costs and benefits of OSH

Convincing employers, managers and policy-makers that investing in OSH makes good economic sense is one of EU-OSHA's main goals. Therefore, the Agency embarked on a large-scale project, 'Costs and benefits of occupational safety and health', that aims to provide concrete evidence that the economic benefits of investing in good OSH practices far outweigh the costs of poor OSH, to workers, employers and society as a whole.

The two-stage project set out to provide up-to-date estimates of the costs of work-related injuries, ill health and deaths. As a first step towards this, stage 1 of the project investigated the availability, quality and comparability of relevant national and international data. This stage is now complete, and details of the analysis were published in the report *Estimating the cost of work-related accidents and ill-health: An analysis of European data sources* ⁽²⁰⁾ in March 2017. The findings from stage 1 informed the second, cost-estimation stage of the project, comprising two separate strands.

Strand 1, initiated in 2016, was successfully completed in 2017 in collaboration with the International Labour Organization (ILO), the Finnish Ministry of Social Affairs and Health, the Finnish Institute of Occupational Health, the Singapore Workplace Safety and Health Institute, and the International Commission on Occupational Health. Using data from the World Health Organization (WHO) and the ILO, a cost approximation model was developed. This model allows the costs of work-related accidents and illnesses to be estimated at the global, EU and individual region levels. These estimates form the basis of an online, user-friendly data visualisation tool ⁽²¹⁾. The development of this data-rich tool was a significant undertaking for EU-OSHA, but the result is a tool that allows users to easily access and compare statistics on the costs of work-related injuries and illnesses, in terms of euros or the number of working years lost as a result of ill health, at the global or EU level, or for individual EU countries (plus Norway and Iceland) or disease groups. This wealth of data and the level of detail should enable policy-makers and other relevant stakeholders to make well-informed decisions about OSH practices and the allocation of resources.

The findings — for instance that, every year, work-related accidents and illnesses cost the EU EUR 476 billion — provide overwhelming support for the economic benefits of OSH. The results, published in September 2017, and the data visualisation tool were widely promoted in 2017 and were presented by EU-OSHA, along with the European Commission and the ILO, at the XXI World Congress on Safety and

²⁰ <https://osha.europa.eu/en/tools-and-publications/publications/estimating-cost-work-related-accidents-and-ill-health-analysis/view>

²¹ <https://visualisation.osha.europa.eu/osh-costs#!/>

Health at work, held in Singapore in September. They have been very well received by the OSH research community, with, for instance, German magazine *ASU* publishing an article in October summarising the findings and the Society for Occupational Medicine referring to the results in its forthcoming review on the global value of OSH, to be presented at the ICOH conference in Dublin in 2018. EU-OSHA will also present the project's findings at this conference in Dublin, as well as at conferences in Frankfurt, Bratislava and Salzburg in 2018.

The second strand of stage 2 of the project is also now under way. This will involve a more in-depth, bottom-up analysis of some of the Member State data identified in the first stage of the project. Member States will be selected on the basis of the availability of reliable data, while ensuring a diverse selection and European geographical coverage. The results of this detailed cost analysis of reliable national data are expected to be published in the first half of 2019, and a comparison of these results with the estimates obtained in the first strand will be performed to confirm the validity of the cost approximation model data.

2.5 OSH overview: work-related musculoskeletal disorders

According to official figures from the Eurostat Labour Force Survey, musculoskeletal disorders (MSDs) ⁽²²⁾ are currently the most prevalent work-related health problem. They are also the primary cause of health-related absence from work.

The challenge of work-related MSDs has been recognised and is addressed at European level through a number of EU directives, strategies and policies. A recent report from the European Commission, *Safer and healthier work for all — Modernisation of the EU occupational safety and health legislation and policy*, recognises that exposure to ergonomic risk factors — those arising from poorly designed workstations or equipment — is one of the major OSH problems in the EU today, as it can result in work-related MSDs.

In this context, in 2017, EU-OSHA started planning a new OSH overview. Its aim is to investigate in more detail the issues associated with work-related MSDs and related policies in order to improve our understanding of the issues and therefore how to prevent the risks for work-related MSDs. The overview project will also develop workplace measures that help prevent MSDs, and it will foster effective management of chronic MSDs, including return to work and rehabilitation.

The OSH overview on MSDs will be carried out over 3 years (2018-20), in collaboration with national focal points and other EU-OSHA stakeholders, including expert networks. It will then be the basis of the Healthy Workplaces Campaign on MSDs (2020-21). The main tasks and outputs of the overview project were drawn up in consultation with stakeholders. The project tasks will include literature reviews, data collection and analysis, case studies, identifying best practices, and producing training and awareness-raising materials.

²² The WHO defines work-related MSDs as those that can be partly caused by adverse working conditions or that may be aggravated, accelerated or exacerbated by workplace exposure, or diseases that may impair working capacity (WHO, 1985, Identification and control of work-related diseases, WHO Technical Report Series 714, World Health Organization, Geneva).

3 Tools for OSH management

3.1 Online interactive Risk Assessment (OiRA) project

The Online interactive Risk Assessment (OiRA) project is an integral part of EU-OSHA's mission to help stakeholders and intermediaries throughout Europe in reaching enterprises, particularly small businesses, to assess and manage workplace risks. The OiRA web platform facilitates the development of sector-specific risk assessment tools in any official EU language that can be tailored to specific national legislative requirements. The tools created, targeted specifically at micro and small enterprises (MSEs), are easy and free to use and can be accessed via the OiRA website.

Engaging with EU- and national-level sectoral partners and reaching out to as many MSEs throughout Europe as possible is key to OiRA's success. With a view to improving the accessibility of information on OiRA and the tools and the visibility of the partners, a new and improved website was launched at the end of 2016. The website mainly targets intermediaries and was extensively promoted throughout 2017. It also contains a new 'private zone', which allows OiRA partners to share documentation and material and enhances collaboration and networking. The revamped website is easy to use: tools can be searched by country, sector or language so that interested partners can quickly find the tool that best suits their risk assessment requirements. Brief descriptions of each tool and the organisation responsible for each tool's creation are readily visible. A wealth of general information on risk assessment and legislation is also provided in an easily accessible drop-down menu. In addition, national OiRA partners are encouraged to create their own OiRA websites targeted at MSEs in their own countries.

EU-OSHA has also created a promotional toolkit, launched at the start of 2017, to help partners raise awareness of OiRA, and its value in supporting risk assessments, among MSEs at the national level. Throughout the year, several new resources have been developed and released as part of this toolkit. For instance, a Napo film highlighting the ease of using OiRA to carry out risk assessments was released in May, and an infographic, 'Risk assessment with OiRA in 4 steps', along with an accompanying video, was released later in the year. These materials, and all the other materials in the promotional toolkit, such as fact sheets, flyers, brochures and case studies, are available in the dedicated sections of the new website.

The OiRA community, currently comprising 16 partners at the national level and 14 EU sectoral partners, is crucial to the project's success and continued to be very active throughout 2017: 19 new tools had been published by the end of the year, bringing the total number of OiRA tools to 137. The past year has also seen a marked increase in the uptake of these tools, with the number of risk assessments being carried out rising from around 22,000 in October 2016 to almost 65,000 in December 2017.

In May, the seventh annual OiRA community meeting was held in Brussels, hosted by EU-OSHA and the European Commission. At the 2017 meeting, the focus was on national approaches in promoting the OiRA tools, how to target tools to the hardest-to-reach MSEs, further adaptations of the tools to national contexts, and enhancing the community. For the first time, the community meeting was held alongside a conference — 'Supporting micro and small companies with interactive risk assessment tools' — for the wider OSH community. The conference aimed to raise awareness of the OiRA tools with a view to engaging potential new partners and intermediaries, while exchanging knowledge and good practice on risk assessment tools and how to engage MSEs.

4 Raising awareness

4.1 Healthy Workplaces for All Ages campaign 2016-17

EU-OSHA's 2-year Healthy Workplaces for All Ages campaign aimed to explore and raise awareness of the challenges facing Europe's ageing workforce and good practices to promote sustainable working. The campaign was very successful because of the exceptional support from national focal points and other relevant stakeholders, and attracted record numbers of official campaign partners and campaign media partners. In November 2017, to mark the end of the campaign, a special Healthy Workplaces Summit, bringing together more than 350 leading European experts and decision makers to discuss the results of the campaign, was held.

Campaign material, publications and online tools

Central to communicating the messages of EU-OSHA's Healthy Workplaces Campaigns are the campaign materials, publications and online tools, disseminated and promoted by the Agency, through its website and social media, and by its network of national focal points and partners. By the end of 2017, the website for the 2016-17 campaign had received more than 270,000 visits and more than 1.2 million campaign publications and other materials, many of which are available in 25 different languages, had been disseminated. Almost daily promotional social media posts, on Facebook, LinkedIn or Twitter, are likely to have contributed to this unprecedented level of interest.

In January 2017, one of the key campaign products was launched: the 'Safer and healthier work at any age' data visualisation tool, informed by the findings of EU-OSHA's project on OSH in the context of an ageing workforce carried out at the request of the European Parliament. This first-of-its-kind interactive online tool provides a widely accessible presentation of facts and figures related to the changing demographics and diversity of the European workforce, and existing age-related OSH policies and practices. It is supported by machine translation. In April 2017, the tool was updated to include country infographics that highlight relevant data on age-related policies, work participation, health and working conditions for 31 individual European countries and the EU as a whole. Several info sheets, in 19 languages, detailing different aspects of the findings of this large-scale project were also disseminated in 2017.

The 'Healthy Workplaces for All Ages' e-guide, launched in 2016, continued to be extensively promoted throughout 2017. This interactive, user-friendly online tool available in more than 30 country and language versions can be used to support the implementation of good OSH management and practices at the workplace level by providing employers, workers, OSH practitioners and HR managers with information on the implications of ageing, in the context of the workplace, and guidance on assessing and managing the related risks through the use of practical examples.

The year 2017 also saw the publication of one of the campaign's flagship reports — *Towards age-friendly work in Europe: a life-course perspective on work and ageing from EU agencies* ⁽²³⁾. Published in June, this joint report is the result of a project coordinated by EU-OSHA and carried out in collaboration with three other European agencies, the European Centre for the Development of Vocational Training (Cedefop), the

²³ <https://osha.europa.eu/en/tools-and-publications/publications/towards-age-friendly-work-europe-life-course-perspective-work/view>

European Foundation for the Improvement of Living and Working Conditions (Eurofound) and the European Institute for Gender Equality (EIGE). It highlights various challenges associated with an ageing workforce and considers innovative solutions. The project benefited from the diverse expertise of the four agencies, each of which focused on a different aspect of demographic change in relation to work, considering different approaches to supporting active ageing in the workplace. The results are an excellent example of EU-OSHA's efforts to collaborate with other agencies and the added value that synergies among agencies can bring.

Partnership with focal points

EU-OSHA's partnership with its national focal points — which is vital to getting campaign messages across at the national level — was stronger than ever during the 2016-17 campaign, with 37 national focal points and 800 individual focal point network members, many organising their own national campaigns and events. For example, in Croatia, the Institute for Health Protection and Safety at Work ensured that the campaign's messages reached a wide audience by advertising on city trams. In Austria, journalists attended a presentation at the headquarters of Josef Manner & Comp AG on the 'Fit2Work' initiative, supported by the Austrian Government. The Lithuanian focal point, along with the Lithuanian Ergonomics Association, held an event, attended by scientists, medical professionals and other experts, on the ergonomic adaptation of workplaces and the particular importance of this for ageing workers. Interventions aimed at protecting workers with labour-intensive jobs from the negative impact of physical strain, and ensuring longevity in such jobs, were discussed by company representatives at an event held by the Netherlands focal point.

Partnership: official campaign partners and campaign media partners

In addition to EU-OSHA's partnership with its national focal points, the success of each Healthy Workplaces Campaign depends on the dedication and active involvement of the official campaign partners and campaign media partners. The 2016-17 campaign attracted 100 official campaign partners and 34 media partners.

After a busy 2016, the campaign partners continued to be very active throughout the second year of the campaign, developing and promoting training and coaching activities and online tools, and hosting and attending workshops, seminars and conferences. For instance, under the framework of its official campaign partnership, the UK Institution of Occupational Safety and Health launched a national campaign, with a dedicated website and promotional events at three separate locations, to raise awareness of the Healthy Workplaces for All Ages campaign. The European Federation of Food, Agriculture and Tourism Trade Unions (EFFAT), in collaboration with FoodDrinkEurope, developed an online toolbox of good practices in age-related OSH management for employers and workers in the food and drink sector. Pirelli, as part of its commitment to promoting the campaign's messages, launched a training programme for its junior staff that covers measures related to sustainable working and the importance of the inter-generational exchange of knowledge and skills in the workplace. All in all, official campaign partners carried out almost 200 campaign-related activities during the 2016-17 campaign, from hosting conferences and meetings and providing training sessions to publishing guidance materials and attending good practice exchange events. In total, 944 online promotion activities were implemented.

The 34 campaign media partners, from 14 different countries, also continued to actively promote the campaign in 2017, producing 429 online clippings, 62 print cuttings and over 1,300 social media posts. The partners also organised over 60 different activities, such as events, training sessions, company visits and webinars, many of which were promoted via the campaign website.

From a survey of campaign media partners, it is clear that most believe that partnership is very beneficial and that it supports them to a great or considerable extent in having influential coverage with good background information. Almost all partners stated that they would consider applying for partnership in the next campaign.

Good practice exchange initiative

EU-OSHA's official campaign partners were also very actively involved in the Agency's good practice exchange initiative in 2017. One of the highlights of the year was a 2-day good practice exchange event held in March by EU-OSHA in Brussels, comprising thought-provoking workshops and plenary sessions on safe, healthy and sustainable working. The success of the event was down to the efforts and commitment of the campaign partners, who designed and organised the workshops held during the event, tailoring the content to their own needs and interests, and actively participating in debate and the exchange of knowledge and ideas. As part of the event, the official campaign partner Good Practice Award winning organisation SAP received its award for its 'Run Your Health' initiative at a special ceremony attended by Commissioner Marianne Thyssen. Toyota Handling Material was commended for its innovative physiotherapy programme.

Successful good practice exchange events were also organised by campaign partners at their own premises in 2017. For instance, Sofidel held an event in May, attended by several other official campaign partners and EU-OSHA, at its headquarters in Porcari, Italy. Discussions focused on ways in which companies can improve the safety and health of employees of all ages. In September, official campaign partner SAP hosted an event at its headquarters in Walldorf, Germany. Attendees considered the specific impact of digitisation on sustainable working, and brainstorming sessions and creative workshops stimulated the discussion of innovative solutions.

Looking ahead to 2018, EU-OSHA presented the 2018-19 campaign, Healthy Workplaces Manage Dangerous Substances, to campaign partners in March, ahead of the official campaign launch in April, and planning is currently under way for good practice exchange events to be held in relation to this new campaign, for example by the International Safety and Health Construction Coordinators Organization (ISHCCO) in May and by Delphi later in 2018.

Healthy Workplaces Good Practice Awards

As part of EU-OSHA's Healthy Workplaces Campaigns, outstanding examples of good practice in OSH management are recognised through the Good Practice Awards. For the 2016-17 campaign, the awards were presented at a ceremony co-hosted by EU-OSHA and the Maltese Council of the Presidency of the EU in Valetta, Malta, on 26 April 2017. Of the 42 entries, from 23 countries, 9 organisations received awards and 9 were commended.

The transferable approaches to OSH taken by three of the awarded organisations — Zumtobel Group AG, Rudnik and Heidelberger Druckmaschinen AG — highlight that management measures with worker participation at their heart are important for improving OSH in the context of an ageing workforce, increasing both worker well-being and profits. The European car manufacturer PSA Group and family-owned Finnish construction company Lujatalo Oy received awards for their commitment to promoting the good health of their employees until retirement age and rehabilitating workers after long-term sickness absence, through approaches involving, for instance, individual age-sensitive risk assessments and opportunities to retrain and change tasks based on physical or psychosocial limitations. Ergonomic assessments and adaptations were the focus of the interventions adopted by the winning organisations Continental AG and VitaS, whose measures led to clearly demonstrable improvements in the physical well-being of workers and the ability to retain older employees. Finally, the health promotion programmes of the awarded organisations Mavir ZRt and SAP were highlighted as interventions that are inexpensive and easy to implement and can reduce sick leave through changes in employee mind-set and behaviour.

The awarded and commended examples, described in a booklet ⁽²⁴⁾ published to coincide with the awards ceremony, resulted in demonstrable improvements through holistic and innovative approaches to age management and sustainable working, involving the active participation of workers that, importantly, can be transferred to other organisations, regardless of sector or size.

European Week for Safety and Health at Work

Each year, the European Week for Safety and Health at Work is a key event in EU-OSHA's calendar. The 2017 European Week, held between 23 and 27 October, reached a record number of people with unprecedented levels of engagement on social media. The focus, in line with the theme of the 2016-17 campaign, was promoting sustainable workplaces for all ages.

Many national focal points and campaign partners actively participated, hosting hundreds of awareness-raising activities and events across Europe. National focal points in Denmark, Hungary, Lithuania and Cyprus, for example, held conferences to discuss the overall outcomes of the campaign, while other focal points, such as those in Germany and Norway, held awareness-raising events on more specific topics, such as the impact of the intensification of workloads and OSH in the industrial sector. Workshops were also held on a range of issues, from the impact of the digital revolution, held by Spanish focal point the National Institute for Safety, Health and Well-being at Work, to the use of sports techniques in the office to improve the health of workers, organised by the Italian campaign media partner Safety Focus. Live online streaming, webinars and regular updates on social media ensured that events were available to all and, throughout the week, participants posted more than 500 tweets using the *EUhealthyworkplaces* hashtag.

Healthy Workplaces Summit

The final milestone of the campaign was the Healthy Workplaces Summit, held in Bilbao in November 2017. Attended by more than 350 official campaign partners and campaign media partners, policy-makers and other OSH experts, the summit was a great success, providing delegates with the opportunity to reflect on the campaign and the lessons learned, exchange good practice and network.

²⁴ <https://osha.europa.eu/en/tools-and-publications/publications/healthy-workplaces-good-practice-awards-2016-2017-booklet/view>

The summit comprised several plenary and parallel sessions. In the opening plenary session, Commissioner Marianne Thyssen expressed her gratitude to EU-OSHA and its partners for their work in the context of the goals of the European Pillar of Social Rights. She also highlighted the particular contribution that the Agency's 2016-17 campaign has made to promoting the sustainable ageing of Europe's workforce. Károly György, Chair of the EU-OSHA Governing Board at that time, addressed the audience on behalf of Christa Sedlatschek, recognising the critical role played by EU-OSHA's network of partners in the Healthy Workplaces for All Ages campaign, and noting that cooperation between all relevant stakeholders — including governments, workers' representatives and employers — is essential to ensuring that sustainability is at the centre of decision making.

The four interactive parallel sessions were a notable highlight of the summit, covering a range of topics relevant to the campaign and OSH in general. With around 160 participants, the parallel session 'Good practices for promoting sustainable workplaces' proved to be particularly popular. In this session, solutions to the challenges of an ageing workforce, identified as a result of the campaign's Healthy Workplaces Good Practice Awards, were presented. Based on the approaches taken by the award-winning organisations, success factors for age-related OSH management and practical measures contributing to longer and healthier working lives were presented.

The specific challenges of vocational rehabilitation and return to work and possible solutions were the topics of debate in another parallel session. The costs of workers' early exit from the labour market to society, employers and workers were highlighted, and initiatives to prevent early disability retirement were presented from various European countries.

The summit also marked the 20th anniversary of Napo, the cartoon star of many of EU-OSHA's awareness-raising films. One of the parallel sessions was dedicated to reflecting on the power of the Napo films to raise awareness of the campaigns' messages among people of all ages and cultural backgrounds, through their simple scenes and effective and engaging use of humour.

Throughout the 2-day summit, interactive polls and Q&A sessions encouraged lively audience participation, and live web streaming reached viewers throughout the world. The event was also actively promoted on social media, by both EU-OSHA and many of the other summit participants.

European Campaign Assistance Package (ECAP)

The European Campaign Assistance Package (ECAP), designed to support national focal points with the organisation of campaign-related activities, has been key to the success of the 2016-17 campaign. At the national level, there have been more than 200 ECAP-supported events, with more than 15,000 active participants. The focal points were also actively involved in promoting the campaign through national media channels, hosting 6 journalist and expert round table meetings and 12 press conferences, and producing 27 press releases.

The assistance package for the national focal points has now been revamped and merged with the Awareness-raising and Promotion Package (ARPP). This new Focal Point Assistance Tool (FAST) was

launched in November 2017, ahead of the 2018-19 Healthy Workplaces Manage Dangerous Substances campaign.

Healthy Workplaces Campaign Secretariat

Social media channels Twitter, Facebook and LinkedIn were used actively throughout the campaign (#EUhealthyworkplaces) to promote activities, materials and publications on an almost daily basis, generating high levels of interest in the campaign.

In addition, specific activities of the national focal points and official campaign partners were highlighted in news articles published every two weeks on the campaign website. A series of news articles was also produced to highlight examples of good practice identified from the Healthy Workplaces Good Practice Awards. These articles focus on the successful interventions of the winning organisations with regard to different campaign-related topics, such as rehabilitation and return to work, ergonomics, participatory OSH management and health promotion. The campaign newsletter was published on the campaign website and was also sent directly to EU-OSHA's key stakeholders every 2 months.

Specific promotion plans, involving social media, web highlights, press releases and news articles, were also devised and implemented throughout 2017 to coincide with flagship campaign events, such as the European Week for Safety and Health at Work (October 2017) and the Healthy Workplaces Summit (November 2017), and the release of key campaign publications, such as the four-agency report *Towards age-friendly work in Europe: a life-course perspective on work and ageing from EU Agencies* (June 2017).

4.2 Healthy Workplaces Campaign 2018-19: Healthy Workplaces Manage Dangerous Substances

EU-OSHA's 2018-19 campaign — Healthy Workplaces Manage Dangerous Substances — aims to raise awareness of the risks posed by dangerous substances in the workplace and to instil a culture of prevention across Europe by providing tools and other guidance materials, and information on good practice and existing legislation and policies.

The 2018-19 campaign strategy was adopted by the Governing Board in January 2017. Throughout the year, with input from the national focal points and the Tools and Awareness Raising Advisory Group (TARAG), efforts focused on finalising the core campaign products ahead of the official campaign launch, which took place in April 2018. A countdown page for the new campaign website, with links to the English versions of the campaign guide, leaflet, poster and PowerPoint presentation, went live at the end of 2017.

New for the 2018-19 campaign are information sheets on specific topics. For instance, information sheets on the substitution of dangerous substances with other less harmful substances and relevant legislation are currently being finalised and will be published in 2018. Other information sheets will cover topics including relevant facts and figures, practical resources and guidance, carcinogens and the needs of specific groups. As another new element for this campaign, EU-OSHA has gathered a collection of tools, guidance materials, case studies and good practice examples, including visual materials, from Member States, and EU and international institutions. These approximately 700 resources will be accessible via the campaign website from April 2018 onwards.

Several other campaign products are also at an advanced stage of development, including one of the major campaign products, the dangerous substances e-tool. This interactive tool aims to provide companies, particularly micro, small and medium-sized enterprises, with tailored guidance on risk assessment, how to apply the relevant rules and legislation, and practical measures to reduce risks in the context of dangerous substances. The first version of the tool, in English, is launched early in 2018, with versions in other languages tailored to national legislation expected later the same year.

Many of the campaign's awareness-raising activities will fall under its remit to support the Roadmap on Carcinogens. Raising awareness of carcinogens and work-related cancer is central to the Roadmap's goals, and EU-OSHA's dangerous substances campaign will have a specific focus on carcinogens at work and how to identify and manage the risks. EU-OSHA met with the other Roadmap partners in January 2018 to discuss joint actions for the upcoming year.

4.3 Awareness-raising actions and communications

Healthy Workplaces Film Award

EU-OSHA has been supporting this award at the International Leipzig Festival for Documentary and Animated Film for 9 years. The aim is to encourage directors to make documentary films that raise awareness of the risks that workers face and to stimulate debate. In November 2017, EU-OSHA presented the award to joint winners: *Before the Bridge*, by Lewis Wilcox, United States, and *Turtle Shells* by Tuna Kaptan, Germany. A third film — *Alien*, by Morteza Atabaki, Turkey — received a special mention from the jury.

During 2017, subtitled DVDs of the 2016 winner — *To Be a Teacher*, by Jacob Schmidt, Germany — were distributed to the national focal points, who held film screenings and debates for their network partners.

Napo — safety with a smile

The year 2017 was Napo's 20th anniversary. To celebrate the occasion, EU-OSHA created a special anniversary logo for the Napo website and the Napo Consortium produced a brief 'happy birthday' clip. A workshop held at the Healthy Workplaces Summit to discuss how Napo (and his sense of humour) has been used to promote workplace safety and health over the last 20 years was another way of celebrating this anniversary. One of the highlights of the 2017 summit was the first live appearance of Napo's colleague Napette in costume.

Two Napo films were released in 2017. One was a short video clip, *Napo in ... risk assessment online*, to promote the Online interactive Risk Assessment (OiRA) project and the other, the film *Napo in ... on the road to safety*, deals with some of the safety and health risks faced by professional drivers. The latter takes a light-hearted look at topics including maintenance, adverse weather and using alternatives to driving when appropriate. It highlights the importance of good planning and preparation, including safe cargo loading, planning the most efficient route and allowing enough time to safely complete a journey.

Another Napo film on dangerous substances (the prevention of dust at work) is under development and will be released in 2018 in time to support the 2018-19 campaign.

Keeping Napo busy in his anniversary year, EU-OSHA collaborated with Metro Bilbao to run a ‘moving’ Napo campaign on the metro to promote workplace safety and health. The Napo character, supported by assistants, travelled around on the metro engaging commuters and distributing Napo videos. This campaign ran from 26 April to 9 May — Europe Day — and encompassed the World Day for Safety and Health at Work on 28 April.

In another Napo initiative, EU-OSHA ran a mini-campaign with the County Council of Biscay to promote sustainable work and healthy ageing. From 24 April to 15 May, posters in Spanish and Basque were put up in the council’s offices and information was posted on its website. The online information included a news item and a different Napo scene (from the film *Napo in...back to healthy ageing*) every day. There was also a questionnaire linked to a competition to win one of five activity-tracking bracelets.

Events

In March, Dr Sedlatschek gave a presentation at an international conference, in Florence, Italy, on the challenges posed by Europe’s ageing workforce. The conference was organised by the International Commission on Occupational Health (ICOH) and the Italian Workers’ Compensation Authority. It brought together experts from around the world to discuss how to achieve sustainable working lives in a constantly changing world of work. EU-OSHA had a significant presence at the XXI World Congress on Safety and Health in Singapore, 3-6 October. The highlight of its stand at the congress was the online data visualisation tool for presenting the results of the latest estimates of the costs and benefits of OSH. The messages of the 2016-17 campaign also attracted a lot of interest.

Also at the beginning of October, for the second year running, EU-OSHA organised a workshop at the European Health Forum Gastein. The theme for the 2017 Gastein forum was ‘Health in all politics — A better future for Europe’, and EU-OSHA covered the topic ‘social inclusion, work and health’. Its participation at the Gastein forum is a good example of EU-OSHA’s efforts to mainstream OSH into other policy areas.

Later in the month, EU-OSHA attended the 35th A+A International Congress and Trade Fair in Düsseldorf. It organised a key workshop on the Roadmap on Carcinogens and took part in several others.

Awareness-raising and Promotion Package (ARPP)

The ARPP was offered to the national focal points in November 2016. In total, 24 focal points ordered 80 activities, 73 events, information stands and film screenings, and 7 media and public relations activities. These orders spanned a wide range of EU-OSHA’s activities, including OiRA, the Second European Survey of Enterprises on New and Emerging Risks (ESENER-2), Napo for Teachers and the Healthy Workplaces Film Award, and Enterprise Europe Network activities.

Press office

Fifteen news stories and news releases (in all languages) were distributed to media contacts. More than 70 articles and responses to requests for information from media outlets were written. Two of the articles published in European media are worthy of special mention: ‘For more productivity, “look at occupational

safety and health”, published in the *Financial Times* on 13 September, and the ‘Thought leader article’ on the benefits of good workplace safety and health in *Parliament Magazine* on 9 October.

At end of the year, 858 online clippings had been recorded and more than 8,000 social media posts made, some of them by the most active of the 34 campaign media partners.

Website and social media

On the corporate website, 64 multilingual highlights were published on the home page and 112 news items were published in English in the OSH news section. New multilingual web sections were written for the Maltese EU Presidency, the Good Practice Awards, and the new and emerging risks and foresight projects. Further sections on work-related diseases and dangerous substances are being prepared and will be published early in 2018.

Eleven editions of OSHmail were sent out to more than 70,000 subscribers.

For the campaign website, EU-OSHA produced 14 highlights and 18 news articles and published 6 newsletters.

By the end of 2017, EU-OSHA’s websites had received a total of 2.4 million unique visitors. The corporate website had received over 1.2 million visitors, the Napo website 379,279 visitors, the Healthy Workplaces for All Ages campaign website 97,739 visitors and the manage stress campaign website 34,203 visitors. OSHwiki had received 541,271 unique browser visits and the OiRA website had 88,207 visitors.

On social media, EU-OSHA continued to strengthen its presence. By the end of the year, its Facebook page had received 23,106 likes and had 22,944 followers, and its Twitter account had 17,382 followers. LinkedIn performed strongly, with 12,361 followers — a 22 % increase on the same point in 2016. Subscribers to EU-OSHA’s YouTube channel numbered 2,180. The top three hashtags related to EU-OSHA’s work are #EUhealthyworkplaces (2,587 posts), #OiRAtools (855 posts) and #EUOSHASummit (315 posts). The #EUOSHASummit hashtag was trending topic in Spain on 21 November and in Bilbao on 22 November. All in all, EU-OSHA authored around 7 % of the related social media posts, thus engaging an ever-growing community of followers.

Also new in 2017 were the Twitter moments reporting from the official campaign partner good practice exchange event in Brussels and the Healthy Workplaces Summit, and the European Week Facebook event page.

Publishing activities

Over 30 reports and summaries and a variety of promotional leaflets and audio-visual materials were published in 2017. The full list can be found in Annex 8.

One of the key recommendations made under EU-OSHA’s customer relationship management strategy was to develop a publications catalogue tailored to the Agency’s main audiences — policy-makers and OSH experts. Necessary preparatory actions and workshops involving EU-OSHA’s project managers were

implemented in 2017. The catalogue will be launched in 2018 and will allow EU-OSHA to target its publications more effectively.

4.4 Multilingualism

In March, EU-OSHA, the European Union Intellectual Property Office and the Translation Centre for the Bodies of the European Union were jointly awarded the European Ombudsman Award for Good Administration for their customer-focused service delivery. The award recognised an innovative joint project to develop a tool to improve the translation management of multilingual websites. Multilingualism is a cornerstone of the EU and is key to EU-OSHA's success in promoting workplace safety and health across Europe.

In a bid to improve the standard of translation of campaign materials, EU-OSHA prepared a glossary of more than 30 terms related to the 2018-19 campaign that had been extracted from the literature on dangerous substances. The translated terms were checked by national focal points for linguistic accuracy before being made available on EU-OSHA's website. The glossary has also been supplied to the Translation Centre for use as a guide in all future translations of campaign materials.

Under the translation portfolio offer, EU-OSHA provided its national focal points with translations of products previously selected.

In October 2017, EU-OSHA launched the new portfolio offer to its focal points. By the end of the year, the focal points had selected their priorities for translation from a list of publications that have been published or are expected to be published in the very near future.

5 Networking knowledge

5.1 OSHwiki

OSHWiki — EU-OSHA's multilingual encyclopaedia of information on OSH — is an online platform that can be accessed by all and aims to provide a reliable source of up-to-date information on all aspects of workplace safety and health to support governments, policy-makers, employer organisations, worker representatives and researchers. The platform is interactive and collaborative: users can share articles, and accredited authors can edit or add content in response to developments in the OSH field.

In 2017 — in response to the results of a feasibility study on the future of OSHwiki — EU-OSHA re-formulated OSHwiki's long-term objectives and presented its proposal to the OSH Knowledge Advisory Group (OKAG). Overall, the feedback on the re-formulated objectives was positive and the resulting revamped OSHwiki strategy for the coming years was adopted by the Agency's Bureau in November.

Moreover, a series of new articles were published on the OSHwiki website and existing articles were edited throughout the year. Efforts also concentrated on promoting OSHwiki by highlighting and providing links to OSHwiki articles on the corporate website and in EU-OSHA's monthly newsletter OSHmail, and through social media.

5.2 EU OSH Information System

EU-OSHA is working closely with the European Commission to develop an EU-wide OSH information system. The goal is to collect and collate data, for instance from Eurostat and individual Member States, and produce a set of reliable and easily accessible indicators that allow an interactive visualisation of data on various aspects of OSH.

Drawing on EU-OSHA's expertise in developing data visualisation tools, a pilot version of the system, comprising two indicators, was developed in 2017 as part of a project carried out by the Commission. One of these indicators was informed by the findings of EU-OSHA's project on national OSH strategies, and the other provides a visualisation of EU-wide data on work-related accidents. In December 2017, this pilot version was launched for testing by relevant stakeholders. It is anticipated that a further six indicators will be completed in 2018.

This project is part of a long-term collaboration with the European Commission's Directorate-General for Employment, Social Affairs and Inclusion.

5.3 National strategies

In 2016, EU-OSHA launched a project to collect information on OSH strategies at the Member State level. This data collection process continued in 2017 and the findings, with input from the European Commission's national contact points on strategies, have been compiled in a report. The latest version of the report includes details of the national OSH strategies of 22 Member States and will be published on the Agency's website. The findings will contribute to the development of the EU OSH Information System.

In addition, EU-OSHA's legislation web page was updated in 2017. Links to new OSH legislation and new links to the EUR-Lex website were added, and relevant guidance documents were updated. Divided into subsections on EU directives, EU guidelines, EU standards and national legislation, the new section is easy to navigate by topic and can be searched by keyword or by, for example, directive number or date.

5.4 E-tools seminar

The 2017 e-tools seminar — on the subject of the practical prevention of risks posed by dangerous substances — was held on 26-27 September in Bilbao and was attended by more than 40 invited guests. There were presentations and question and answer sessions on four notable tools, for example SUBSPORT (Substitution Support Portal). The event also provided a great opportunity for the attendees to network and to share experiences and information on developing and disseminating e-tools on dangerous substances. They also provided valuable feedback on the dangerous substances e-tool that EU-OSHA has developed. The presentations and a summary of the seminar were made available on EU-OSHA's website, and the event also resulted in new OSHwiki articles on the tools that were presented.

5.5 Research priorities and road transport

Back to back with the Healthy Workplaces Campaign Summit, EU-OSHA hosted a research seminar with the aim of supporting OSH research coordination across Europe. In attendance were representatives of, among others, the Partnership for European Research in Occupational Safety and Health, the Nordic Future of Work Initiative and the Nordic Institute for Advanced Training in Occupational Safety and Health. The seminar was well attended and the feedback received has been positive.

EU-OSHA joined forces with the Health and Safety Unit of the Directorate-General for Employment, Social Affairs and Inclusion to publish the VeSafe e-guide on work-related vehicle risks ⁽²⁵⁾. These risks account for 29 % of all fatal occupational accidents, and the latest figures from the European Transport Safety Council indicate that 40 % of road deaths in Europe are work-related. The e-guide provides examples of good practices and focuses on three areas: safe driving for work, workplace transport safety and working on or near a road. The Commission acts as the editorial board and takes responsibility for the content of the e-guide, which is to be updated every 3 months, and EU-OSHA is responsible for the technical design, maintenance and hosting of the website. The website went live in June 2017.

The expert hearing on the second wave of amendments to the Carcinogens Directive was held on 13 July, and EU-OSHA was invited to give a presentation to the hearing. It was also invited to contribute to the third wave of amendments and attended a meeting on 15 January 2018. EU-OSHA has also contributed to expert meetings of the European Economic and Social Committee and the European Parliament in relation to the Carcinogens Directive.

EU-OSHA and the Health and Safety Unit of the Directorate-General for Employment, Social Affairs and Inclusion met to discuss the Biological Agents Directive at a seminar on 10 October.

²⁵ <https://eguides.osha.europa.eu/vehicle-safety/themes>

6 Strategic and operational networking

6.1 Strategic and operational networking

The Board and Bureau

As defined by the new meeting schedule established in 2016, the Governing Board held its first meeting of the year at the end of January. At the meeting, the draft programming document for 2018-20 was adopted, as were the draft budget and establishment plan for 2018. The Board also agreed upon the strategy for the upcoming campaign, Healthy Workplaces Manage Dangerous Substances, and discussed the results of the *ex post* evaluation of the 2014-15 Healthy Workplaces Manage Stress campaign. Before this Board meeting, on 26 January, a seminar was held to present the findings of the latest version of EU-OSHA's European Survey of Enterprises on New and Emerging Risks (ESENER-2), and to discuss the lessons learned. Importantly, this seminar was the first step towards preparations for the next wave of the survey, ESENER-3, which will take place in 2019.

At its second meeting of the year, in June, the Board focused on accountability issues: EU-OSHA's activity report, general report and accounts for 2016 were analysed and the Board's assessments adopted. The Board's evaluation of the Agency's achievements in 2016 was extremely positive.

On 22 November, the Bureau met to discuss the longer term directions of the Agency, and there was a particular focus on aligning EU-OSHA's strategy with EU policy priorities in relation to the Strategic Framework. Topics included the long-term strategy for OSHwiki, the Online interactive Risk Assessment (OiRA) business plan, the updated Multi-annual Strategic Programme 2018-23, the strategy for the 2020-21 campaign on the prevention of work-related musculoskeletal disorders (MSDs), and the programming documents for 2018-20 and 2019-21.

The advisory groups

In 2017, EU-OSHA met twice with the Tools and Awareness Raising Advisory Group (TARAG), comprising representatives from the European Commission and governments, and employer and worker representatives. On 20-21 February 2017, the Agency presented a revised strategy for the Healthy Workplaces Campaign 2018-19 and its visual identity, and informed TARAG about plans for the OSH World Congress, data visualisation and other projects.

On 26-27 June, the Agency updated the group on the progress of preparations for the 2018-19 campaign on dangerous substances, including the campaign website and branding, and the campaign guide. The plan for the 2020-21 campaign on MSDs, the latest developments of the OiRA project, the new Focal Point Assistance Tool (FAST) and details of main events were also presented.

The OSH Knowledge Advisory Group (OKAG) met in Bilbao on 20-21 March, and the Agency updated participants on its ongoing projects, such as the OSH overview on MSDs, work-related diseases, foresight and dangerous substances. At another meeting, on 23-24 October, EU-OSHA gave an in-depth overview of the findings of the latest ESENER-2 analyses and an update of the plans for ESENER-3. Other topics of discussion included the latest findings and developments of the Agency's costs and benefits of OSH project and its project to examine OSH in micro and small enterprises (MSEs), and the results of a study to examine

the feasibility of a survey on workplace exposure to carcinogens. The plans for a 3-year MSD-related OSH overview, ahead of the 2020-21 campaign, and the proposed re-formulated OSHwiki strategy were also discussed. In addition, OKAG's Eurofound representative highlighted some Eurofound projects that could be of relevance to EU-OSHA's work.

European networking

EU-OSHA continued to network and foster close relationships with various European institutions and other European stakeholders throughout 2017. In November, the European Pillar of Social Rights was proclaimed by the European Parliament, the Council and the European Commission at a high-level summit in Gothenburg, Sweden. As a key stakeholder, EU-OSHA, along with representatives from other EU agencies, attended this summit. The Agency fully supports the Pillar, as it clearly defines safety and health at work as a fundamental social right. EU-OSHA's activities will be important for the implementation of the Pillar and the Agency is working closely with the Commission on it.

In particular, the Agency has been collaborating with the Cabinet of Commissioner Marianne Thyssen in 2017. In his State of the Union address in September, Jean-Claude Juncker, President of the European Commission, announced plans to create a European Labour Authority. EU-OSHA has been actively involved in providing constructive input to the debate around the establishment of this body, and the Commission is expected to make a further announcement in March 2018. EU-OSHA also maintained its full commitment to the Commission's European platform for tackling undeclared work throughout the year, acting as an observer and also providing relevant information when required.

The Agency attended preparatory and plenary meetings of the Commission's Advisory Committee on Safety and Health at Work (ACSH), particularly those of the working parties on OSH strategies and the creation of an OSH information system.

The European Parliament is currently revising EU-OSHA's Founding Regulation. Throughout the year, the Agency attended various meetings and presented its work programme to, for instance, the European Parliament Employment Committee and the European Economic and Social Committee, and continued to promote its work to the European Parliament through other European partners, including the European Pain Alliance and Mental Health Europe.

In July, EU-OSHA welcomed a delegation of MEPs on a study visit to learn about its work. Dr Sedlatschek and Agency staff gave presentations on EU-OSHA's flagship projects — including ESENER, OiRA, the Healthy Workplaces Campaigns and projects specifically on MSEs. Dr Sedlatschek stressed the importance of the Employment Committee of the European Parliament's support for EU-OSHA's work, and the MEPs gave insights into their priorities for future work on workplace safety and health in the European Parliament.

The Agency continued to dedicate resources to the Roadmap on Carcinogens in 2017, and is an active member of the contact group initiated by the Netherlands Presidency of the Council of the EU. EU-OSHA also actively participated in two Council Presidency conferences in 2017 — one held under the Maltese Presidency and the other under the Estonian Presidency. The latter, held in Tallinn in November, was organised in collaboration with the Senior Labour Inspectors' Committee (SLIC). As with the Council

Presidency Conferences, EU-OSHA actively participated in the SLIC meetings held under the Maltese and Estonian Presidencies. In addition, EU-OSHA is supporting the SLIC campaign entitled 'Safe and healthy work for temporary jobs', which is running from October 2017 to May 2019. EU-OSHA also attended the Eurofound Foundation Forum and Governing Board meeting in November.

Operational networking

EU-OSHA relies on its good working relationships with its partners to achieve its objectives: the national focal points; the Enterprise Europe Network (EEN); the European Commission's Directorates-General for Employment, Social Affairs and Inclusion and for Internal Market, Industry, Entrepreneurship and SMEs; and the Executive Agency for Small and Medium-sized Enterprises.

The EU-OSHA network of national focal points is mandated in the Agency's Founding Regulation. EU-OSHA holds three national focal point meetings a year. In 2017, all of these meetings took place in Bilbao — on 14 February, 10 May and 22 November. The February meeting focused on preparation for the 2018-19 Healthy Workplaces Campaign on dangerous substances. The May meeting considered the implementation of the 2018 work plan and also discussed three articles on the future of work. The November meeting coincided with the Healthy Workplaces Summit in Bilbao, which closed the 2016-17 campaign. EU-OSHA's success as an agency depends on its partnership with national focal points, and these regular network meetings are crucial to fostering this relationship.

There were two interesting developments in regional focal point cooperation activities in 2017. First, the national focal points of the Benelux countries held a joint campaign event in Belgium in October, focusing on the highlights of and lessons learned from the 2016-17 campaign — Healthy Workplaces for All Ages — and introducing the topic of the 2018-19 campaign and the Roadmap on Carcinogens initiative. Second, Nordic focal points held a meeting in November to develop cooperative regional activities.

Throughout 2017, EU-OSHA hosted a number of visits from various authorities and social partners, for example the Health and Safety Authority of Ireland, Swedish social partners, and Vinnueftirlitið, the Administration of Occupational Safety and Health in Iceland.

EU-OSHA works closely with the EEN under the Communication Partnership Project to promote the importance of OSH to small and medium-sized enterprises (SMEs) and MSEs in Europe. This is achieved through the national EEN OSH Ambassadors, who work closely with EU-OSHA's national focal points. The results of the 2017 survey to assess the effectiveness of this partnership suggest that it is working well. There was a very good response rate (25 out of 26 OSH Ambassadors), and a high proportion of OSH Ambassadors (20) indicated that they had organised an activity for the focal point independently — this is a good indication of the success of the partnership.

In 2018, the EEN OSH Ambassadors will be involved in the launch of the 2018-19 campaign and will have their own space on the Healthy Workplaces Campaign website, indicating the increasingly important involvement of the OSH Ambassadors in helping EU-OSHA to spread its messages.

In addition to EU-OSHA's attendance at the XXI World Congress on Safety and Health at Work in Singapore and the A+A International Congress and Trade Fair in Düsseldorf, a highlight in the area of international

networking was a high-level visit to Agency headquarters, Bilbao, from the State Administration of Work Safety in China in December.

One of the key events in 2018 so far was EU-OSHA's attendance at the ICOH Congress in Dublin, 29 April to 4 May, where the future of work, carcinogens and mainstreaming gender into OSH practice were focused on.

6.2 Preparatory measures for the Western Balkans and Turkey

EU-OSHA's funding from the Directorate-General for Neighbourhood and Enlargement Negotiations under the Instrument for Pre-Accession Assistance was renewed in December 2017. The purpose of this work is to introduce the candidate and potential candidate countries to the European tripartite OSH model and to allow them to participate in the European OSH network of EU-OSHA. EU-OSHA has a national focal point in each of the Western Balkan countries and Turkey (except in Bosnia and Herzegovina), and it supports information exchange and awareness-raising activities in line with the Healthy Workplaces Campaigns. Campaign materials, as well as other publications on various topics, have been translated into the languages of the beneficiary countries.

In 2017, EU-OSHA supported seven training courses and conferences in the beneficiary countries. The topics covered included the Healthy Workplaces for All Ages campaign, the European safety and health legislation, dialogue between the social partners, OSH in education and using e-tools for risk assessment.

A company from Serbia was among the winners of the European Healthy Workplaces Good Practice Awards and representatives from this company attended the award ceremony in Malta. The focal points attended the focal point meetings of the Agency as well as training sessions and workshops held in Spain and other Member States. EU-OSHA staff supported Turkey by attending the 8th International OSH Conference in Istanbul in May. This networking and exchange of ideas helps to improve the understanding of European OSH practices and social dialogue across the region.

Corporate management

For information on Management and Control (ABM, internal control and data protection) and programming and evaluation, refer to relevant sections under Part II, Part III (a) and Part III (b).

Administrative support

For financial management and human resources, refer to Part II - 2.3 and 2.4

ICT developments

In 2017, EU-OSHA drafted and adopted a web and ICT strategy. It also worked with the EU Intellectual Property Office to develop a disaster recovery plan and investigated cloud implementation of Microsoft Office 365, which would mean that staff would always have up-to-date software.

Following thorough checking and testing, EU-OSHA will complete its migration to IP (internet protocol) telephony — or digital telephony — in the first quarter of 2018, which will increase efficiency. Furthermore, to enable staff to be more mobile and give them greater flexibility, EU-OSHA is replacing workstations with laptops and developing a teleworking guide.

The client relationship management (CRM) tool was improved and there are plans to add a meeting management module. This tool allows information about partners and stakeholders and how they interact with EU-OSHA to be recorded, so that it can target its products more effectively.

The ICT team was also kept busy providing support for developing the activity-based management tool, Matrix, the data visualisation tools for the costs and benefits of OSH project and the EU OSH Information System, the Online interactive Risk Assessment (OiRA) website, the 2018-19 campaign website, the Napo website, the corporate website and the e-tool on dangerous substances.

With regard to document management, EU-OSHA procured archival services for the storage and confidential destruction of documents. It also made contact with the Directorate-General for Informatics and the Commission's Secretary-General regarding replacing its current electronic document management system, Adonis, with ARES. The new software is expected to be implemented in 2018.

Part II (a) Management

Management's assurance is based on the examination of the evidence of the effectiveness of risk management, internal control systems and other governance processes. Such evidence derives from both internal and external sources.

Internally, the Director is responsible for ensuring the implementation of the internal control systems, which are monitored and assessed on a regular basis and in accordance to the established mechanisms and procedures, cf. section 2.5. A further source of assurance is the outcome of the internal audits carried out by the Internal Audit Service of the European Commission, which serves as the internal auditor of the Agency, cf. section 2.6.1.

Externally, assurance is based on an examination of the evidence resulting from the observations and recommendations included in the European Court of Auditors' report, cf. section 2.6.2., as well as the European Parliament's observations included in the Director's discharge decision for the financial year N-2, cf. section 2.8

The present section of the Activity Report includes a review of such internal and external sources of assurance with the objective to assess the control results and other relevant aspects that support the management assurance of the five internal control objectives for budget implementation (cf. article 30.2 of the Financial Regulation), which include:

- effectiveness, efficiency and economy of operations
- reliability of reporting
- safeguarding of assets and information
- prevention, detection, correction and follow-up of fraud and irregularities
- adequate management of the risks relating to the legality and regularity of the underlying transactions, taking into account the multiannual character of programmes as well as the nature of the payments concerned.

2.1 Governing Board

Before submitting the final annual work programme to the Governing Board for adoption, the Agency carries out a risk and internal control self-assessment. Critical risks, if any, are reported in the work programme together with the internal control standards prioritised for the year. For 2017, EU-OSHA had identified no critical risk. Likewise, neither any significant risk materialised nor any control issue emerged during the implementation phase which needed to be referred to the Governing Board.

As required, during the Governing Board and Bureau meetings planned for the year the Director reported on progress versus the achievements of objectives and delivery of planned outputs, including deviations from plans, results of the evaluations, outcome of the internal and external audits carried out at EU-OSHA and the European Parliament's discharge decision.

For the details of the work of the Governing Board during 2017, cf. Part I – 6.1. Strategic networking – Board and Bureau. The list of the members of the Governing Board as of 31 December 2017 as well as the list of the decisions adopted in 2017 are available respectively in Annex VI and VII.

2.2 Major events

“Modernisation of the EU Occupational Safety and Health Legislation and Policy”

On 10 January 2017 the European Commission launched the communication “Safer and Healthier Work for All - Modernisation of the EU Occupational Safety and Health Legislation and Policy”.²⁶ EU-OSHA plays

²⁶ European Commission, “Safer and Healthier Work for All - Modernisation of the EU Occupational Safety and Health Legislation and Policy”, 10 January 2017, COM(2017)12final.

a key role in implementing the actions following from the communication and the communication has been reflected in EU-OSHA's plans and work. Some of EU-OSHA's activities will be particularly important in relation to the communication, for example the Online interactive Risk Assessment activity which contributes to better implementation of legislation and policy, the activity on Micro and Small Enterprises which identified the specific issues related to this group of enterprises, and the overviews and campaigns on musculo-skeletal disorders and dangerous substances. The European Commission's communication has therefore placed EU-OSHA as one of the main vehicles for delivering on the EU policy in this area.

European Pillar of Social Rights

The Commission presented the European Pillar of Social Rights on 26 April 2017 and EU leaders proclaimed the Pillar at the Social Summit in Gothenburg, Sweden, on 17 November 2017.

The Pillar established 20 key principles and rights to support fair and well-functioning labour markets and welfare systems. In particular, the Pillar states that workers have the right to a high level of protection of their health and safety at work and that they have the right to a working environment adapted to their professional needs and which enables them to prolong their participation in the labour market. EU-OSHA is given an important role in implementing the principles. It is expected that new EU policy objectives for OSH after 2020 may emerge, which would require flexibility and adaptability to a fast-changing context.

Staff cuts

The Inter-institutional Agreement 2013/C 373/01 foresaw a decrease by 5% in the establishment plans in all institutions, bodies and EU Agencies, which should be effected between 2014 and 2018. In addition, the institutions agreed on a 5% additional levy for "cruising speed" Agencies to contribute to a redeployment pool for "new task" and "start-up phase" Agencies, which required a further effort by EU-OSHA. In 2016, the establishment plan was decreased by one TA post. The last post to be cut to comply with the requirement was another TA post in the establishment plan 2017. As a consequence of the staff cuts, EU-OSHA has reviewed its work processes and adapt to the new situation.

Brexit and Multi-annual financial framework 2020-2027

The outcome of the inter-institutional negotiations on the resources perspectives for the years after 2020 and the impact of the Brexit on the EU budget as a whole and on the policy area in particular may require a redefinition of priorities.

2.3 Budgetary and financial management

In 2017, the Agency could rely on the following sources of revenue:

- an actual income from the European Union Budget of EUR 14,462,775
- a total of EUR 100,100 from Spanish and Local Authorities,
- EUR 64,185,59 as miscellaneous revenues.

Revenue	Budget	Actual
EU Subsidy	15,037,500.00	14,462,775.00
Other grants	p.m.	290,000.00
Other subsidies	100,100.00	100,100.00
Other revenues	p.m.	64,185.59
Total	15,137,500.00	14,782,410.59

Regarding the expenditure, the budget allocated for the Agency's staff (Title 1) was implemented at 99,6%. The carry forward to 2018 (1,6%) is justified by staff related services contracted in 2017 but which remain to be paid.

Expenditure	Budget	Committed
Staff	5,665,100	5,642,875
Building and infrastructure	1,434,310	1,434,175
Operational activities	8,038,190	7,459,712
Total	15,137,600	14,536,762

For the building and infrastructure general expenditure (Title 2), related appropriations have a total percentage implementation of 100,0%. The carry forward to 2018 (40,4%) is explained by refurbishment works taking place at year-end and ICT projects of which continuity is to take place in 2018.

The budget allocated to the operational expenditure title 3 was implemented to a level of 92,8% and carry forward to 2018 is 36,5%.

In 2017, was signed and a new grant agreement for preparatory measures for the participation of Western Balkans and Turkey in the network of EU-OSHA (IPA II 2016 programme) with the European Commission for a total amount of EUR 290,000 for a period of 2 years.

Actions under the previous IPA programme ended in 2017 but some legal obligations will remain in 2018 year of the final completion of the project. The specific projects "Health and Safety at Work of Older Workers", "ENPI - Preparatory measures for the collaboration of ENP countries" were completed. Executive summary below.

Specific projects	Period	Funding	Total committed	Total paid
Health and Safety at Work of Older Workers	2012-2017	2,000,000.00	1,900,043.38	1,900,043.38
ENPI - Preparatory measures for the collaboration of ENP countries	2014-2016	373,424.00	302,387.75	302,387.75
IPA II programme	2015-2017	410,000.00	358,810.58	290,714.04
IPA II programme (new)	2017-2019	290,000.00	130.000.00	0.00
Total over the years		3,073,424.00	2,691,241.71	2,493,145.17

One amending budget was necessary mainly in order to record the decrease in both income and expenditure of EUR 60,000 following final contribution of the Basque Regional Government in 2017 (EUR 40,000 instead of EUR 100,000) and prepare the budgetary legal basis for the new grant agreement (IPA II programme - new).

Eleven budgetary transfers were carried out in order to reallocate resources from areas where budgetary savings were identified towards areas of scarce resources, to ensure the achievement of the year's objectives.

Goods and services were contracted out for a total amount of EUR 8,437,831.23 through different procurement procedures.

Detailed financial information is available in the annexes.

2.4 Human Resources Management

Throughout 2017, EU-OSHA continued to adopt Implementing Rules giving effect to the Staff Regulations (Article 110). Among other HR policies, the Agency adopted a new policy on protecting the dignity of the person and preventing psychological and sexual harassment. It also adopted a decision on the implementation of telework. Regarding implementation of the EU-OSHA policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment, the Agency has put in place a manual of informal procedures, and concluded selection of confidential counsellors. In order to support EU-OSHA staff on the implementing provisions of teleworking, the Agency has drawn up a guide indicating procedures and good practice.

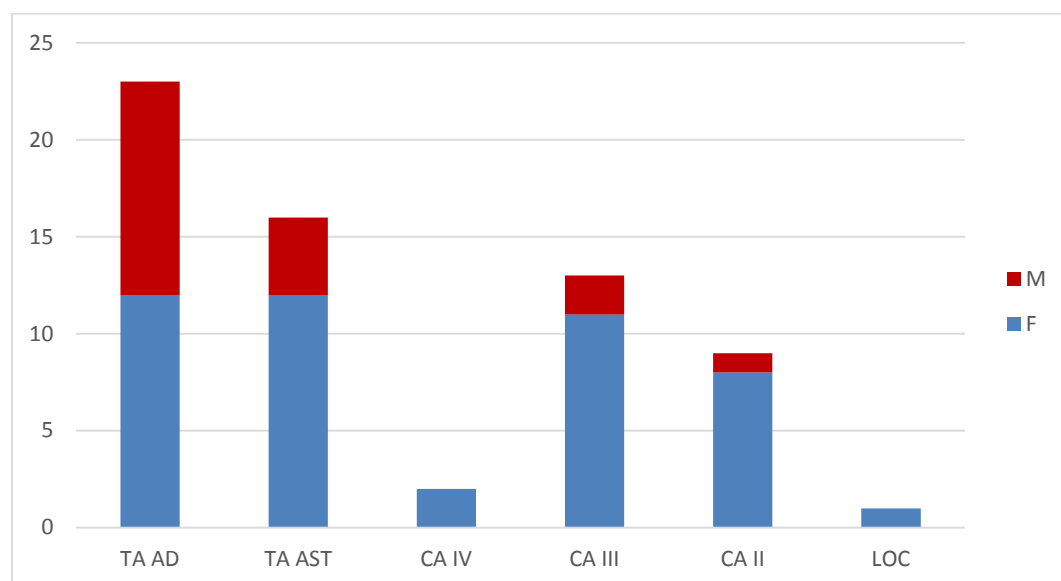
EU-OSHA is committed to ongoing engagement with its staff and developing their competencies and skills. The Learning and Development Plan for the year was approved early in 2017 and implemented successfully throughout the year. A new tool, 'EU-Learn for managing learning and training' was launched at the beginning of May 2017.

EU-OSHA also carried out the annual staff appraisal exercise. Its completion was followed by the launch of the reclassification procedure, which was closed in mid-November 2017. Subject to the availability of resources and authorised posts for reclassification, the Agency followed the indicative average career speed set out in the implementing provisions, in accordance with Annex IB of the Staff Regulations.

Recruitment and staffing

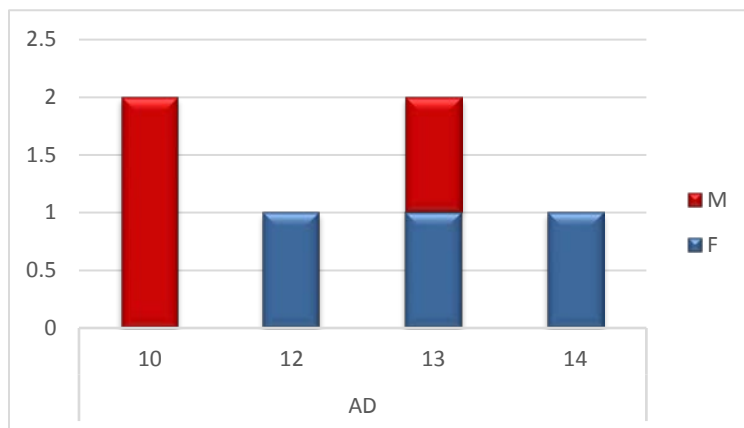
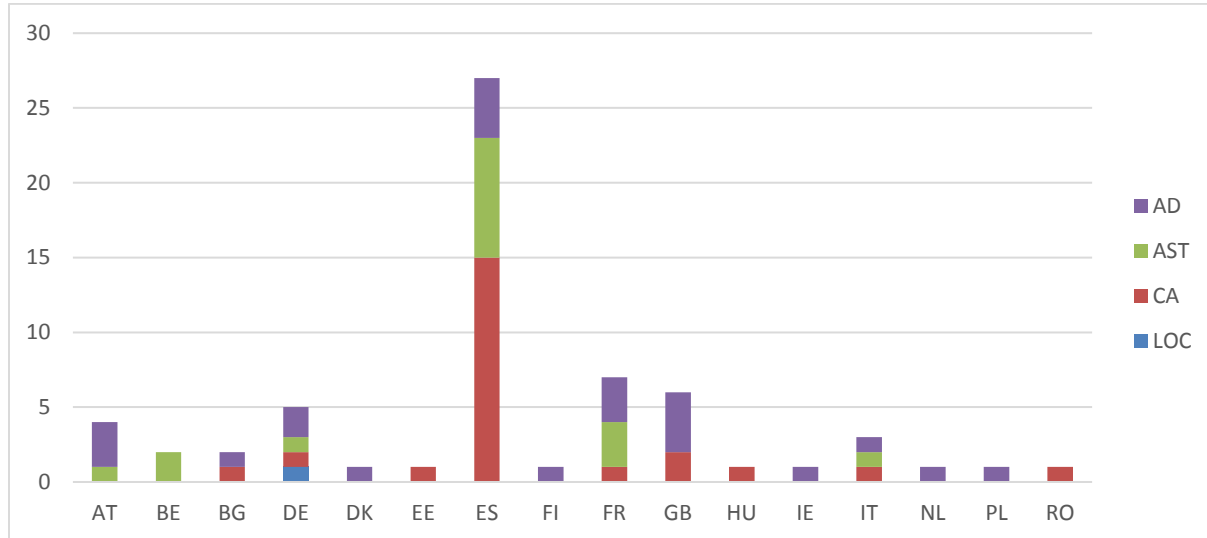
In line with the Programming Document and EU-OSHA's staff numbers and the evolution of its staff, during 2017, three vacancies linked to statutory posts were filled. An offer of one post was also made in 2017, and the successful candidate started work in January 2018. One further recruitment procedure was launched in 2017 and will be concluded in 2018.

The charts below illustrate the staff breakdown by contract type and function group and the gender balance as of 31 December 2017:



Distribution by gender of Temporary Agents posts in grades AD 10 to AD 14:

As of 31 December 2017, staff distribution by nationality was as follows:



Changes in the establishment plan

EU-OSHA implemented the cumulative 10% cut in establishment plan posts (Temporary Agents (TA)) as established in Inter-institutional Agreement 2013/C 373/01 between 2012-2017. To maintain the level of delivery of the work programme, the Agency has searched for efficiency gains to do better with less while avoiding stress among staff due to overload.

Results of screening exercise

As regards the screening exercise, EU-OSHA applies the methodology agreed by all EU Agencies. In 2017, the Agency operated with 67.2% operational, 19.7% overheads and 13.1% neutral staff.

The Agency's organisational chart is available in Annex III. Details of the establishment plan 2017 and the results of the screening exercise compared to previous years are available in Annex IV.

2.5 Assessment by management

This section outlines and assesses the main internal sources of assurance that support the management's assessment.

Control effectiveness and efficiency

At the management level, the Agency can rely on a set of processes that allow to monitor the Agency's performance and compliance to the established procedures and plans.

To a large extent, controls are a regulatory requirement that cannot be reduced for efficiency purposes. However, as much as it is possible, EU-OSHA has a risk-based approach to controls. The more risky an area is perceived on the basis of documentary evidence and assessment, the greater the number of controls and mitigating measures are put in place. Apart from regulatory compliance, there is a number of non-quantifiable benefits resulting from these controls, including transparency and accountability vis-à-vis the discharge authority and EU citizens. However, in order to increase efficiency, EU-OSHA is continuously assessing its controls to make sure that the controls in place add value. Based on such an assessment a two-step workflow was introduced in 2017 for financial transactions considered being of low risk. This has freed up resources from ex-ante verification.

Control processes at EU-OSHA include finance and procurement processes; internal control processes; and quality processes.

Internal control processes

An Internal Control Coordinator is appointed by the Director and is responsible for coordinating and overseeing the implementation of most of the internal control processes. The Internal Control Coordinator has also a prominent role in a number of procedures in the finance area²⁷.

The main control objective is to ensure that the Agency has reasonable assurance that the total amount of all the financial operations authorised during the financial year that are not in conformity with the applicable contractual or regulatory provisions does not exceed 2% of the authorised commitments (cf. definition of materiality criteria in Annex VIII).

The non-conformity procedure replaced the exception procedure previously in force. The new procedure was tested throughout 2015 and became fully operational as from 2016. With the new procedure, not only shall ex-ante exceptions be recorded, but also ex-post non-compliances (ex-post events). This is expected to contribute to improve existing procedures and detect internal control weaknesses earlier. Non-conformities recorded in 2017 did not indicate weakness within the existing controls that are qualitatively and quantitatively relevant with respect to the materiality criteria.

Other relevant internal control processes relate to risk management and internal control standards assessment. A detailed account for 2017 is available in section 3.1 and 3.2. Other control processes include: sensitive functions procedure, business continuity policy and procedures, ICT security policy, information governance policy.

Finance and procurement processes

EU-OSHA has had a new Financial Regulation since 2014. The Agency's Regulation is based on the Framework Financial Regulation (Commission Delegated Regulation (EU) N° 1271/2013 of 30 September 2013). The Agency's Financial Regulation and the related Rules of Application are the legal basis which underpin every financial transaction that is implemented at the Agency.

²⁷ Due to the departure of the appointed Internal Control Coordinator in mid-2016, the Director appointed *ad interim* for the role the Head of the Promotion and Communication Unit. At the moment, the recruitment of the new ICC is underway.

The Agency has established finance processes aimed to ensure the adequate management of the risks relating to legality and regularity of the transactions in line with the principle of sound financial management. Such processes take into account the multiannual character of the activities as well as the type of transactions. EU-OSHA can rely on a financial and budgetary reporting procedure, which allows close monitoring of budget consumption. In 2016, in order to further align to EU-OSHA's working arrangements in Activity Based Management, the budget structure moved from the traditional Unit-based mode to an activity-based one. As a result, as from 2017, financial and budgetary reporting provide a consolidated monitoring of the budget vis-à-vis the activities.

Since 2012, the Agency has been operating under a clear, formalised policy in relation to financial circuits, actors and delegations, which is reflected in the organizational structure. Tasks and responsibilities are allocated according to the financial delegations and on the basis of the principle of segregation of duties between the authorising officer and the accountant. The monthly security reports issued in 2017 provide evidence of the fact that these two principles were consistently applied and respected. Clear and concise checklists on a routing sheet underpin each financial transaction and provide an audit trail of the actions performed by each actor involved. A thorough review of the financial checklists was finalised in 2015. In order to ensure harmonisation and alignment to the actual risks and needs, a Finance Team has been established.

Whereas ex-ante verification cover the vast majority of the financial transactions, as from 2017 and further to an exhaustive risk assessment, a two-step financial workflow has been introduced for transactions below EUR 2,000 (corresponding to 2,7% of payments made in 2017). As foreseen in the Financial Regulation, and as a further source of assurance, EU-OSHA established an ex post control procedure with the objective to carry out an annual cross-check on a sample of transactions.

For procurement the Agency can rely on a comprehensive procedure which refers to the European Commission's Vade-mecum. A Procurement Team has been established to ensure harmonisation across the Agency. All procurement procedures carried out at the Agency – from conception to conclusion - are subject to supervisory measures and mitigating controls. These include: formal opening and evaluation processes, declarations of absence of conflict of interest undersigned by the members of the committees, assessment of exclusion, selection and award criteria documented in writing.

In 2017, neither any complaints were received by unsuccessful tenderers nor referred to the Ombudsman. Furthermore, no proceedings were initiated by a contractor against the Agency before the Court.

Quality processes

Since 2013, a Quality Team is in charge of coordinating the procedures related to activity based management – both planning and implementation –, performance monitoring and evaluation of activities. The objective is two-fold: on the one hand, to ensure that the Agency delivers in line with its mandate and the indications by the Governing Board as well as in accordance to the performance objectives set; and, on the other, to ensure that the activities have achieved the intended outcomes. These quality processes are meant to support the authorising officer's declaration of assurance in relation to the use of resources for the intended purposes.

EU-OSHA first adopted an activity-based management approach in 2014 with the aim of improving the efficiency and effectiveness of internal management, planning and resource use. To support this activity-based approach, in 2016, the first two modules of a new IT system for information management were implemented — one for time management and the other for managing procurement and tenders.

Efforts in the first part of 2017 focussed on carrying out a mid-term review of the project. Work towards rolling out the main module — for managing projects and work programme implementation and monitoring — is now under way, and will imply migrating all activity-related information from currently used work planning tools to the new system. The new tools are expected to be fully functional and in use from mid-2018.

Ensuring a good alignment between possible deviations during work programme implementation and the decision-making at the most appropriate level has required an additional quality assurance mechanism. In January 2017, the Board adopted a decision on non-substantial amendments to the annual work programme (cf. article 32.4 Financial Regulation), which provides a definition for non-substantial amendments and empowers the Director to implement them. Non-substantial amendments are those that do not lead to increases or decreases above 2 % (cumulative value since the last Board's decision) of the operational budget (Title 3). When the cumulative value exceeds 2% the Board's approval is required. In 2017, a Board decision was necessary on one occasion in December 2017. The amendments reflected changes to a limited number of planned deliverables and the reallocation of budget appropriations that these changes implied. The Agency is working towards a more qualitative definition of substantial/non-substantial amendments which seems to be more suitable to the Agency's work and the context in which it operates.

Fraud prevention and detection

At the end of 2014, the Governing Board adopted an Anti-fraud strategy on the basis of the guidelines issued by the European Anti-Fraud Office (OLAF) for EU Agencies.

The overall purpose of the Anti-fraud strategy is to improve the prevention and detection of fraud, the conditions for investigation of fraud and to achieve adequate reparation and deterrence, with proportionate and dissuasive sanctions and respecting due processes. It is available on the Agency's website.

The strategy covers a three-year timespan (2015-2017) and its implementation is monitored regularly by the Agency's Bureau. It is based on a risk assessment focused on fraud risks as part of the broader risk assessment carried out by the Agency. Whereas the measures and controls already in place to ensure legality and regularity of the transactions (segregation of duties, four-eyes principle, procedures and checklists) are considered to address satisfactorily the identified fraud risks, the strategy foresees to further develop an anti-fraud culture in the organisation and to enhance existing internal procedures for the purpose of fraud prevention and improved fraud detection techniques. In particular the procurement and human resources areas were affected. Furthermore, an internal procedure for reporting and handling potential fraud cases and their outcomes was adopted and made available to the staff on the Intranet. Raising awareness on ethics, integrity and fraud prevention and detection among staff is a standing priority at the Agency. Information on fraud prevention, ethics and integrity is provided via regular training sessions to all staff and systematically to all newcomers.

The implementation of the strategy will undergo an assessment in the first half of 2018. On this basis, and further to a new fraud-focussed risk assessment, a revised strategy will be presented to the Governing Board for adoption – covering three more years, up to 2020.

Fraud risks are regularly assessed during the annual risk assessment exercise performed by the Agency.

During 2017, no cases were transmitted to the European Anti-fraud Office (OLAF).

Transparency, accountability and integrity

The Agency's commitment to transparency, accountability and integrity is reflected in the first place in the policy on management of conflict of interest, adopted by the Board at the end of 2014. The main objective of this policy is in fact to ensure the integrity of the decision making process by establishing compelling criteria for transparency and ethics.

The policy is based on a risk assessment which concluded that the risk level is overall low. This is due, in particular, to the role and mandate of the EU-OSHA which does not include regulation or inspection. The peculiar Agency's governance structure (tripartite Board) also represent a solid check-and-balance mechanism.

The policy mainly addresses Board and Advisory Group members and gives an account of the measures foreseen by the Staff Regulations in relation to staff members. It provides some criteria for the assessment

of conflict of interest situations and foresees preventive and corrective measures. In particular, it requires the Governing Board and Advisory Group members as well as senior management of the Agency (Director and Heads of Unit) to submit their declaration of interests and a summary of their CV for regular assessment (every 5 years) and for further publication on the Agency's website.

A new Board is in place since late 2016. The declarations of interest and CVs have been assessed and so far, none of the files assessed reported any situation that may qualify as a conflict of interest in the meaning of the policy and no file was referred to the Conflict of Interest Committee for further analysis.

A number of concrete measures are also in place to prevent conflict of interest situations for staff members, covering recruitment and procurement procedures and unpaid leave and end-of-the-service specific declarations.

As part of its commitment to transparency, EU-OSHA makes key documents publicly available on the website, including corporate strategy, work programmes and annual reports, main evaluation and performance results, minutes and deliberations by the Governing Board and the Bureau.

2.6 Assessment of audit results during the reporting year

EU-OSHA undergoes two independent audits: an internal audit, carried out by the Internal Audit Service (IAS) of the European Commission, and an external audit, carried out by the European Court of Auditors (ECA).

As from 2014, as a result of a change in the Financial Regulation (article 104) the audit on the accounts is being carried out by a private audit firm contracted by the Agency via a framework contract concluded by the European Commission.

2.6.1 Internal Audit Service (IAS)

The IAS audits EU-OSHA on the basis of a multi-annual Strategic Internal Audit Plan (SIAP) that is agreed with the Agency's management before the start of the period of reference.

The current SIAP covers the period from 2017 to 2019. Three topics were selected for future audits, namely: 1) Healthy Workplaces Campaign and IT support; 2) ESENER/OSH Overviews; 3) Planning and Budgeting.

The 2016 Audit report identified processes requiring further action to improve controls in 2017: Networking knowledge, stating that a business plan for OSHwiki should be drawn up; IT Governance and ICT Security Management. The IAS agreed on EU-OSHA's action plan to tackle these three processes. The plan was implemented during the year and subsequently the IAS recommendations closed.

In December 2017, The IAS performed the 2017 audit on Healthy Workplaces Campaign and IT support; the final draft report from the audit was submitted to EU OSHA by end of April 2018 and did not include any critical or very important recommendations.

More details about the status of the recommendations is available at 2.7.

2.6.2. European Court of Auditors (ECA)

The procedure related to the 2016 accounts was smoothly implemented during 2017. The European Court of Auditors (ECA) certified the legality and regularity of EU-OSHA's accounts while noting, on the one hand, the high level of carry forward in Title 2 and 3 and acknowledging, on the other, the reasons put forward by the Agency.

On 23 February 2018, EU-OSHA submitted its provisional accounts for 2017 to the ECA and the Commission. At the end of March 2018, the report on budgetary and financial management was submitted to the Budgetary Authority. In March 2018, the 2017 provisional accounts were audited. A first report was sent by the external audit company by 31 March notifying the ECA that EU-OSHA's accounts were

considered reliable. The ECA carried out its annual audits on the legality and regularity of a sample of EU-OSHA's 2017 financial transactions in September 2017 and in March 2018.

The ECA will base its own findings as well as on the outcome of the audit carried out by the independent audit firm to draft its report on EU-OSHA. By the date of preparation of the present report, the Agency has not yet received the final report by the ECA related to the 2017 accounts. There are sound expectations, however, that the ECA's opinion on the truth and fairness of the accounts as well as on the legality and regularity of the transactions underlying the accounts will provide a statement of assurance as evidenced so far. Any observations will be implemented as part of the ongoing continuous efforts towards further improvements.

2.7 Follow up of recommendations and action plans for audits

By the end of 2017, EU-OSHA had neither critical nor very important open recommendations. For the 2017 IAS Audit on Healthy Workplaces Campaigns and IT Support at EU-OSHA, IAS concluded that the management and control system for the establishment and implementation of the Healthy Workplaces Campaigns of EU-OSHA is generally adequate and effective. Any observations will be implemented as part of the ongoing continuous efforts towards further improvements.

2.8 Follow up of observations from the discharge authority

This section includes the observations and comments issued by the discharge authority in relation to the implementation of the 2015 budget as well as the follow up measures adopted by the Agency for the observations requiring action from the Agency.

The discharge decision in relation to 2015 was adopted during the plenary session of the European Parliament on 29 April 2017. With that decision, the Parliament granted the Agency's Director the discharge in respect of the implementation of the budget for the financial year 2015 and approved the closure of the accounts for 2015.

The specific observations reported by the Parliament in the Agency's discharge decision and the follow-up measures adopted by the Agency, where relevant, are reported in the table below.

Observation number	Observation of the Discharge Authority 2015	Response and measures taken by EU-OSHA	Status
Budget and financial management (3)	Acknowledges the fact that the Agency's activity-based approach to budgeting, piloted in 2014, was fully implemented in 2015, allowing the Agency to plan further ahead as well as to put greater emphasis on collaboration and teamwork within the organisation; acknowledges, moreover, that the Agency made a great deal of progress on the development of an e-tool for activity-based management and budgeting which was to be implemented in 2016; calls on the Agency to inform the discharge authority on the effects the e-tool's implementation will have on its organisation.	<p>The e-tool (MATRIX) is implemented stepwise. Two modules have been implemented and the remaining modules will be implemented in 2018. The first two modules have meant an increase in the quality of data and in user friendliness compared to previous solutions. The objective and expectation are the same for the remaining modules. Regarding work organisation, it is important to stress that EU-OSHA aims at supporting its work organisation via the e-tool rather than having the e-tool defining the work organisation of EU-OSHA. Taking this into account, the e-tool so far has allowed to increase the efficiency and effectiveness of concerned work processes at EU-OSHA.</p> <p>It should be noted that ABM was already implemented at EU-OSHA in 2014 and that the e-tool is not being developed by EU-OSHA but is provided to EU-OSHA from another agency (with some customization) allowing efficiency in the development process.</p>	Ongoing
Prevention and management of conflicts of interest and transparency (12)	Notes that the Agency has yet to implement internal rules on whistleblowing; notes that the Agency is awaiting guidelines from the Commission; calls on the Agency to adopt the rules that will allow its internal whistleblowing policy to foster a culture of transparency and accountability in the workplace, to inform and train employees regularly of their duties and rights with regard to that policy, to ensure protection of whistleblowers from reprisal, to follow	<p>The process is ongoing. EU-OSHA is awaiting the new EC guidelines on whistleblowing. In the meantime, EU-OSHA refers to the EC guidelines on whistleblowing of 2012 and shares information with all staff on ethics, fraud prevention, conflict of interest, etc. on its specially designed intranet page.</p> <p>Up to the end of 2017, the agency followed an Anti-fraud strategy 2015-2017 and action plan.</p>	Ongoing

Observation number	Observation of the Discharge Authority 2015	Response and measures taken by EU-OSHA	Status
	up on the substance of whistleblowers' alerts in a timely manner and to put in place a channel for anonymous internal reporting; calls on the Agency to publish annual reports on the number of whistleblower cases and on how they were followed up and to provide those annual reports to the discharge authority; asks the Agency to report to the discharge authority when its whistleblowing rules have been established and implemented.		
Prevention and management of conflicts of interest and transparency (13)	Notes with concern that the Agency's policy on the prevention and management of conflicts of interests does not take into account external staff members, interim staff and seconded national experts; calls on the Agency to update its policy to include external members of staff, interim staff and seconded national experts and to report back to the discharge authority.	EU-OSHA shares information with all staff on ethics, fraud prevention, conflict of interest, etc. on its specially designed intranet page The agency follows a policy on management of conflict of interest of 2014. This action to be defined for 2018	Ongoing
Other comments (19)	Calls on the Agency to continue to monitor closely, analyse and report on health and safety conditions at work and to propose initiatives for improving them.	EU-OSHA continues its work to monitor and analyse OSH issues in order to enable prevention of risks. Particular attention is given to those areas highlighted as EU policy priorities.	Ongoing

Part II (b) External Evaluations

EU-OSHA has a well-established performance monitoring and evaluation system in place in order to ensure the necessary information for accountability, management and learning purposes.

In 2015, the Agency adopted a new evaluation policy and procedure. A multi-annual evaluation plan for 2016-2019 has been adopted in accordance with the evaluation policy and the requirements of EU-OSHA's Financial Regulation. Almost all activities included in the Programming Document are expected to undergo either an ex-post or a mid-term evaluation between 2016 and 2019. Any new activity shall undergo an ex-ante evaluation, whose outcome is discussed with the Bureau and main stakeholders, before it is included in the Programming Document. The policy and procedure establishes a harmonised approach to evaluation and a systematic follow-up on the conclusions from the evaluations.

Three evaluations were finalized in 2017: A mid-term evaluation of the Multi-annual Strategic Programme 2014-2020; an ex-post evaluation of the Safer and Healthier work at any age activity, and an ex-post evaluation of ESENER II.

Over 2016-2017 a mid-term evaluation of EU-OSHA's 2014-2020 Multi-annual Strategic Programme was carried out. The evaluation concluded that in general, the challenges and opportunities identified by EU-OSHA and included in the MSP are still relevant for the coming six years. The evaluation was very positive in terms of both the effectiveness of the multi-annual plan and the Agency's work.

At a more specific level, the evaluation showed that "the majority of EU-OSHA stakeholders consider the MSP an effective and useful planning tool for carrying out the work of the Agency. As a long-term planning document, it has had an overall positive effect on the process of EU-OSHA's short and medium-term planning and on the work of the Agency as a whole. This is particularly evident through the introduction of relevant objectives and priority areas providing a clear focus to the work of the Agency. This has also benefitted EU stakeholders as the clear framework that exists allows for predictability and transparency in the work carried out by EU-OSHA. The current objectives will remain relevant for the coming years and will help EU-OSHA to address the current challenges faced in Europe in the field of OSH. The MSP is in line with current EU OSH policy, and therefore will continue to offer added value to EU-OSHA and other stakeholders in the coming years. There is no need to change the intervention logic of the MSP."²⁸

The findings of the evaluation have served as an input to the discussions on the extension and update of EU-OSHA's Multi-annual Strategic Programme. The evaluation included four recommendations which have all been implemented.

With regard to the Safer and healthier work at any age activity, the evaluation indicates that the activity contributed to a very large extent to the mission/vision of EU-OSHA and especially to the achievement of its strategic objective for the priority area 2 – facts and figures. It has also significantly contributed to the EU policy objectives in the field of OSH and ageing. The activity outputs and results successfully support the aims of the European Parliament pilot project, basically by providing very detailed and extensive information about current OSH and older workers-related policies, strategies and experiences developed at EU Member States by policy makers and company practices, as well as their effectiveness and the views of different stakeholders.

The results of the project clearly complement other projects/activities carried out by EU-OSHA. In this regard, the project strongly supports the 2016–17 Healthy Workplaces Campaign.

In addition, it has had a clear EU added value by providing for the first time a comprehensive European picture of what is taking place in Europe and all EU Member States (plus EFTA countries) in terms of older workers-related OSH policies and practices developed by policy makers and enterprises, facilitating both the exchange, sharing and comparability of information amongst EU Member States on relevant information

²⁸ Panteia et al (2017), Mid-term evaluation of EU-OSHA's Multi-annual Strategic programme 2014-2020 (MSP)

related to the topic as well as the possibility to learn from each other. By doing that, the project has successfully attempted to bring the key OSH-dimension to the current European and national policy debates on ageing workforce.

The evaluation points out to the complexity of the research design as one of the main challenges which has affected the implementation of the project from an effectiveness and efficiency viewpoint, despite being methodologically sound and coherent.

In 2017 an ex-post evaluation of the second edition of ESENER, ESENER2, was carried out. The evaluation found that ESENER2 had provided useful information to policy-makers at both EU and national level. ESENER2 is particularly valued for its comparable and reliable data. The evaluation highlights that the activity is the basis for action at the political level and thereby contributes to the design, implementation and monitoring of effective OSH policies. ESENER2 included a number of changes in survey design and organisation compared to ESENER1. The findings from the evaluation are that these changes have been positive and improved the survey. There is also an assessment of links to other European surveys covering or including OSH aspects and the conclusions is that the different surveys complement each other very well as they survey different respondents and cover different topics.

The EU added value is assessed as high as ESENER is a unique source of European level data. The information could not have been obtained from national sources and without ESENER there would therefore not have been a comprehensive European overview. The added value at national level is particularly high in those countries with limited national data available.

The evaluation of ESENER2 highlights one area which can be improved and that is the dissemination and communication of the results of the activity. A comprehensive communication strategy for ESENER at EU-OSHA seems to be desirable.

Last but not least, at the end of 2016, the European Commission launched a joint evaluation of the four Agencies that operate under the remit of the Directorate-General for Employment, Social Affairs and Inclusion, namely EU-OSHA, Cedefop, Eurofound and the European Training Foundation. This evaluation aims to assess the relevance, effectiveness and efficiency of each of these agencies, and to identify overlaps in their mandates and activities. The results of this evaluation were discussed with representatives of the Agencies, their Boards and other stakeholders at a seminar on 8 December in Brussels.

Part III Assessment of the effectiveness of the internal control systems

3.1 Risk Management

EU-OSHA carries out an annual risk assessment taking into account the inherent risk environment in which the Agency operates as well as the specific activities and processes in which its work is operationalised. At the corporate level, the assessment exercise involves the Director and the senior management.

For each of the identified risks, the Director appoints a coordinator, who is in charge to draft an action plan, coordinate its implementation and report back to the Management quarterly. The risks, the action plan and records of its implementation are included in a risk register.

The risk register related to 2017 included eleven risks, four in relation to the external environment, two regarding people and the organisation and five related to planning and processes and systems.

All risks were ranked as moderate. Overall, the action plan has been followed up adequately and none of the risks has materialised in a way that has impacted negatively the Agency's reputation or the achievement of the strategic or operational objectives.

3.2 Compliance and effectiveness of Internal Control Standards

In 2007 and with subsequent amendments, the Governing Board of the Agency adopted a set of Internal Control Standards (ICSs), based on the European Commission's model and international good practice, and aimed to ensure the achievement of the policy and operational objectives. As a result, the Agency established the organisational structure and the internal control systems that are in line with the standards and with the risk environment in which it operates.

The Agency carries out an annual assessment of the ICSs. The assessment is based on the degree of the implementation of the standards across the year and takes into account the results of the risk assessment as well as the recommendations of external and internal auditors. The Director and the senior management are involved in the assessment exercise.

On that basis, the Director decides on the ICSs to prioritise in the context of the annual work programme for the planning year. The Director appoints coordinators for each ICS/requirements who are responsible for drafting an action plan, which is monitored quarterly under her supervision.

The Management Group continuously monitors the Agency's compliance with the Internal Control Standards (ICS) and assess about the actions foreseen in the risk register. Every autumn there is an annual self-assessment foreseen in the Internal Control Policy in order to ensure a thorough screening of the current state of play and evaluate the improvements and weaknesses in terms of compliance with the requirements per standard. Based on the weaknesses identified, the Management Group decides on the list of prioritised ICS for the following year and allocates coordinators to each prioritised ICS who are requested to draft an Action Plan for the Management Group's approval aiming improvement and to coordinate the follow up of the approved actions through the year. The same risk self-assessment is done in order to identify the main risks the Agency is facing in the following year that may affect the implementation of the work programme or may in any other way harm its good reputation. This assessment allows the MG to take an informed decision about where controls and focus is most needed during the forthcoming year. This assessment allows the MG to take an informed decision about where controls and focus is most needed during the forthcoming year.

While the assessment performed at the end of 2017 concluded that overall the ICSs²⁹ were effectively implemented, room for improvement has been identified in the following areas: (ICS 3) staff allocation and mobility, (ICS 7) operational structure, (ICS 8) processes and procedures.

3.3. Data Protection

New data protection rules will come into force across the EU at the end of May 2018. To ensure a smooth transition, in 2017 the Agency began preparatory work for the adaptation of its data protection procedures. For instance, new privacy statements, in relation to the processing of personal data, were put in place. Data protection issues are a top priority for EU-OSHA and, as such, continued to be integrated into the Agency's policies throughout the year. In compliance with the rules and the Data Protection Regulation, following consultation with the data protection officer, several privacy statements in relation to the processing of personal data have been drafted or revised and shared with staff.

²⁹ 2014 Internal Control Framework

Part IV. Management assurance

4.1 Review of the elements supporting assurance

The Director can rely on the following building blocks of assurance:

- the existing measures to ensure legality and regularity of the Agency's underlying transactions, including ex-ante verification and ex post controls, regular checks on segregation of duties and specific measures to prevent and detect fraud and conflict of interest;
- the work of the Internal Audit Service and the Agency's follow up to the audit recommendations;
- the lessons learnt from the reports of the European Court of Auditors for the years prior to the year of this declaration;
- the assessment of the quantitative and qualitative nature of the non-conformities included in the register for 2017;
- the Agency's performance management framework, which includes regular monitoring of performance indicators and planning and follow up to evaluations;
- the declaration of the Internal Control Coordinator grounded on his regular monitoring of the implementation of internal control systems at the Agency, including the self-assessment and follow up to internal control standards and the Agency's risk management policy.

Part II and III are based on a systematic analysis of the evidence available with respect to the building blocks of assurance.

4.2 Reservations

None.

4.3 Overall conclusions on assurance

The Director has reasonable assurance that, overall, suitable controls are in place and working as intended; risks are being appropriately monitored and mitigated; and necessary improvements and reinforcement measures are being implemented. As a result, there have not been reasons to introduce any reservation for the year 2017.

Part V. Declaration of Assurance

I, the undersigned, Christa Sedlatschek, Director of the European Agency for Safety and Health at Work, in my capacity as Authorising officer,

Declare that the information contained in this report gives a true and fair view.

State that I have reasonable assurance that the resources assigned to the activities described in this report have been used for their intended purpose and in accordance with the principles of sound financial management, and that the control procedures put in place give the necessary guarantees concerning the legality and regularity of the underlying transactions.

I confirm that I am not aware of anything not reported here which could harm the interests of the Agency.

(signed)

Bilbao, 28 May 2018

Annexes

Annex I. Core business statistics

	Objective	Indicators	Targets	2016	2017
Mission	We develop, gather and provide reliable and relevant information, analysis and tools to advance knowledge, raise awareness and exchange occupational safety and health (OSH) information and good practice which will serve the needs of those involved in OSH	1) Budget implementation 2) Budget execution 3) Staff capacity 4) Work programme delivery	1) 95% 2) Title 1: 90%; Title 2: 75%; Title 3: 65% 3) 95% 4) 90% 5) 10% increase per year*	1) 96% 2) Title 1: 94%; Title 2: 69%; Title 3: 54% 3) 97% 4) 84% 5) 2.408.455 unique visitors	1) 96% 2) Title 1: 98%; Title 2: 64%; Title 3: 59% 3) 100% 4) 89% 5) -8% unique visitors
Vision	To be a recognised leader promoting healthy and safe workplaces in Europe based on tripartism, participation and the development of an OSH risk prevention culture, to ensure a smart, sustainable, productive and inclusive economy	5) Reach of online users 6) Reach of users through networking 7) Uptake of publications etc. (downloads) 8) Stakeholder assessment: Performance 9) Stakeholder assessment: Quality	6) 10.000 stakeholders reached 7) 5% increase per year* 8) 80% 9) 80%	6) 37.926 7) 82.558 8) 86% ³⁰ 9) 84% ³¹	6) 18.531 7) -6% 8) 91% ³² 9) 88% ³³
Strategic objective 1 – Anticipating change	The provision of credible and good quality data on new and emerging risks that meet the needs of policy-makers, researchers and workplace intermediaries and allow them to take timely and effective action	1) Reach: online users 2) Uptake of electronic information 3) Quality	1) 10% increase per year* 2) 5% increase per year* 3) 80%	1) 77.792 2) 399 3) 73% ³⁴	1) 7% 2) 177% 3) 85% ³⁵

³⁰ EU-OSHA Stakeholder Survey 2016

³¹ EU-OSHA Stakeholder Survey 2016

³² EU-OSHA Stakeholder Survey 2018

³³ EU-OSHA Stakeholder Survey 2018

³⁴ EU-OSHA Stakeholder Survey 2016

³⁵ EU-OSHA Stakeholder Survey 2018

* Data between 2015 and 2016 are not directly comparable due to the launch of a new corporate website mid-2015 with a new information structure. This applies to all results for page-views and downloads related to 2016.

Objective	Indicators	Targets	2016	2017	
Strategic objective 2 – Facts & figures	The provision of an accurate and comprehensive picture of current OSH risks, their health effects, and how they can be prevented and managed, to allow a better understanding of these issues among policy-makers and researchers	1) Reach: online users 2) Uptake of electronic information 3) Quality	1) 10% increase per year* 2) 5% increase per year* 3) 80%	1) 432.528 2) 15.459 3) 87% ³⁶	1) 11% 2) 21% 3) 87% ³⁷
Strategic objective 3 – Tools for OSH management	The provision of relevant tools for smaller workplaces to manage health and safety, and the engagement of intermediaries in the further development and dissemination of these tools	1) Reach: online users 2) Quality	1) 10% increase per year* 2) 80%	1) 123.178 2) 90% ³⁸	1) -11% 2) 85% ³⁹
Strategic objective 4 – Raising awareness	To get the occupational safety and health message across to multiple beneficiaries by raising awareness about workplace risks and how to prevent them, together with the Agency's intermediaries, and to ensure that Agency information reaches the intended beneficiaries and intermediaries.	1) Reach: online users 2) Uptake of electronic information 3) Quality 4) Reach: newsletter subscribers	1) 10% increase per year* 2) 5% increase per year* 3) 80% 4) 5% increase	1) 1.935.808 2) 29.603 3) 82% ⁴⁰ 4) 3%	1) 56% 2) 11% 3) 88% ⁴¹ 4) 5%
Strategic objective 5 – Networking knowledge	The mobilisation of the OSH community through new tools to promote and facilitate the generation and maintenance of a body of high quality knowledge	1) Reach: online users 2) Quality	1) 10% increase per year* 2) 80%	1) 1.667.312 2) 71% ⁴²	1) -5% 2) 79% ⁴³

³⁶ EU-OSHA Stakeholder Survey 2016

³⁷ EU-OSHA Stakeholder Survey 2018

³⁸ EU-OSHA Stakeholder Survey 2016

³⁹ EU-OSHA Stakeholder Survey 2018

⁴⁰ EU-OSHA Stakeholder Survey 2016

⁴¹ EU-OSHA Stakeholder Survey 2018

⁴² EU-OSHA Stakeholder Survey 2016

⁴³ EU-OSHA Stakeholder Survey 2018

	Objective	Indicators	Targets	2016	2017
Strategic objective 6 – Networking and communication	To develop and implement networking and activities to ensure that the Agency's activities meet the needs of its key stakeholders, to promote tripartism at European and Member State level, to enable networks to take an active part in the Agency's activities.	1) Quality 2) Stakeholders' engagement	1) 80% 2) 80%	1) 96% ⁴⁴ 2) 76%	1) 97% ⁴⁵ 2) 77%
OiRA	Work with intermediaries to provide free of charge, easy-to-use, state-of-art OiRA tools adapted to the sectors in which the companies operate	1) Accumulated Guest Users by end 2017 2) Accumulated risk assessments end 2017	1) 5% increase per year 2) 5% increase per year	1) 105% 2) 45%	1) 182% 2) 29%
HWC 2016-2017	Promote sustainable work and healthy ageing, and highlight the importance of prevention throughout the whole working life.	1) Media partners 2) Distribution of campaign material	1) 15-25 media partners 2) 1.000.000 pieces of campaign materials distributed (1&2 over 2016 and 2017)	1) 35 2) 789.666	1) 34 2) 1.200.000
Strategic and operational networking	Stakeholder engagement	1) Stakeholder engagement	1) 80% of Board members/ FOPs attending meetings	1) 76%	1) 77%

⁴⁴ Based on satisfaction with seminars and events organised in 2016.

⁴⁵ Based on satisfaction with seminars and events organised in 2017.

Indicators per activity

Activity / Indicators	Delivery of 2017 outputs foreseen in AMP		Quality	
	Target	Actual 2017	Target (%)	Actual 2017 (%)
1.2 Large scale foresight	5	5	80%	85%
2.1 ESENER	7	6	80	87%
2.3 Micro and small enterprises	5	2	80	85%
2.4 Work related diseases	11	5	80	89%
2.5 Costs and benefits of OSH	4	4	80	85%
2.7 MSDs	0	1	N/A	N/A
3.1 OiRA	8	8	80	85%
4.3 HWC 2016-2017	7	7	80	87%
4.5 HWC 2018-2019	8	8	80	N/A
4.7 Awareness raising actions and communications	16	16	80	90%
4.8 Multilingualism	1	1	80	N/A
5.3 Networking knowledge actions	8	8	80	79%
6.4 Strategic and operational networking	23	21	80	97%

Table 6 – Status of outputs of the work programme 2017 as presented at Governing Board meeting on 26 January 2018

Type	Name	Target date	Status	Actual/Foreseen date for finalisation
1.2. LARGE-SCALE FORESIGHT				
Output: Seminar, event etc	Seminar on 3 review articles with FOPs (1st FOP meeting in 2018)	Q1 2018	Not yet finalised	Q1 2018
Output: Articles	3 consolidated review articles on new and emerging issues	Q2 2018	Not yet finalised	Q2 2018
Output: Event summary/Seminar online summary	Summary of seminar with FOPs on the review articles	Q2 2018	Not yet finalised	Q1 2018
Output: Articles	2 consolidated review articles on new and emerging issues	Q2 2017	Finalised	Q2 2017
Output: Event summary/Seminar online summary	Summary of seminar with FOPs on the review articles	Q2 2017	Finalised	Q4 2017
Output: Seminar, event etc	Seminar on 2 review articles with FOPs (1st FOP meeting in 2017)	Q1 2017	Finalised	Q2 2017
Output: Report	Report scoping study foresight 3	Q3 2018	Not yet finalised	Q2 2020
Output: Report	Report foresight 2 phase 1	Q1 2017	Finalised	Q2 2017
Output: Summary of report	Summary Final report foresight 2 (PAPER)	Q1 2018	Not yet finalised	Q2 2018
Output: Report	Final report foresight 2	Q1 2018	Not yet finalised	Q2 2018
Output: Audiovisual: Infographics	Scenario cartoons	Q1 2018	Not yet finalised	Q2 2018
Output: Seminar, event etc	1 dissemination workshops EU level (incl. 1 scenario-testing WS + 1 promotion WS (1 with FOPs))	Q4 2017	Finalised	Q4 2017
Output: Event summary/Seminar online summary	2-3 SOSs of 2017 foresight dissemination workshops	Q1 2018	Not yet finalised	Q2 2018
Output: Seminar, event etc	2-3 2018 foresight dissemination workshops EU level	Q4 2018	Not yet finalised	Q4 2018
Output: Event summary/Seminar online summary	2-3 SOSs of 2018 foresight dissemination workshops	Q1 2019	Not yet finalised	Q1 2019
Output: Report	Overview on EU Policy development (follow up 2)	Q3 2018	Finalised	Q4 2017
Output: Summary of report	Summary - Overview on EU policy development (follow up 2)	Q3 2018	Finalised	Q4 2017

2.1. ESENER				
Output: Report	Secondary analysis OSH Management Report	Q1 2018	Not yet finalised	Q1 2018
Output: Summary of report	Secondary analysis OSH Management Report	Q1 2018	Not yet finalised	Q1 2018
Output: Report	Secondary analysis Psychosocial Risk Management Report	Q1 2018	Not yet finalised	Q1 2018
Output: Summary of report	Secondary analysis Psychosocial Risk Management Report	Q1 2018	Not yet finalised	Q1 2018
Output: Report	Secondary analysis - Technical assessment of ESENER-2 universe	Q1 2018	Not yet finalised	Q1 2018
Output: Report	Secondary analysis ESENER-2 Ex-post evaluation	Q1 2018	Not yet finalised	Q1 2018
Output: Report	ESENER2 - Secondary analysis - worker representation - country reports (7)	Q2 2017	Finalised	Q2 2017
Output: Report	Joint analysis report ESENER 2 + Labour Force Survey	Q2 2017	Finalised	Q2 2017
Output: Summary of report	Summary of Joint analysis report ESENER 2 + Labour Force Survey	Q2 2017	Finalised	Q2 2017
Output: Report	Worker representation overview report	Q2 2017	Finalised	Q2 2017
Output: Summary of report	Worker representation overview report - summary	Q2 2017	Finalised	Q1 2017
Output: Audiovisual: Infographics	Secondary analyses of ESENER-2 DVT	Q4 2017	Cancelled	
Output: Seminar, event etc	4 national events via FOPs in 2017	Q4 2017	Finalised	Q4 2017
2.3. MSEs				
Output: Report	Final report: Analysis of the findings (work packages 1,2&3)	Q1 2018	Not yet finalised	Q2 2018
Output: Summary of report	Summary of report: Analysis of the findings (work packages 1,2&3)	Q1 2018	Not yet finalised	Q2 2018
Output: Seminar, event etc	Closing Conference	Q1 2018	Not yet finalised	Q2 2018
Output: Event summary/Seminar online summary	SOS on Closing Conference	Q2 2018	Not yet finalised	Q3 2018
Output: Report	National technical reports (9) on enterprise interviews	Q4 2017	Not yet finalised	Q2 2018
Output: Report	Comparative report on enterprise interviews	Q4 2017	Not yet finalised	Q2 2018
Output: Report	Inventory of successful strategies, policies and interventions	Q4 2017	Finalised	Q4 2017

Output: Report	Comparative report on the roles of intermediaries (qualitative research)	Q4 2017	Finalised	Q4 2017
Output: Report	National technical reports (9) on qualitative research on the role of intermediaries	Q4 2017	Not yet finalised	Q4 2018
2.4. Work-related diseases				
Output: Report	Feasibility study - development of EU survey (occupational cancer risks)	Q4 2017	Not yet finalised	Q1 2018
Output: Summary of report	Summary - Feasibility study (development of EU survey (occupational cancer risks))	Q4 2017	Not yet finalised	Q1 2018
Output: Seminar, event etc	Seminar to discuss the results of the feasibility study and future steps	Q2 2018	Not yet finalised	Q2 2018
Output: Event summary/Seminar online summary	Summary - Seminar to discuss the results of the feasibility study and future steps	Q4 2018	Not yet finalised	Q4 2018
Output: Articles	Short document for enterprises - rehabilitation & back to work measures - cancer	Q3 2018	Not yet finalised	Q3 2018
Output: Report	Final report - rehabilitation & back to work measures - workers affected by cancer	Q3 2018	Not yet finalised	Q3 2018
Output: Summary of report	Summary - Final report - rehabilitation & back to work measures - workers affected by cancer	Q3 2018	Not yet finalised	Q3 2018
Output: Report	Literature review on rehabilitation and back to work measures for workers affected by cancer, incl. those affected by work-related cancer	Q2 2017	Finalised	Q1 2017
Output: Seminar, event etc	Workshop to discuss the findings - rehabilitation and back to work - cancer	Q3 2017	Finalised	Q4 2017
Output: Event summary/Seminar online summary	Seminar online summary - workshop rehabilitation and back to work from cancer	Q2 2018	Not yet finalised	Q1 2018
Output: Articles	Short document - prevention of health risks when handling cargo loads in ports (fumigation)	Q4 2017	Finalised	Q1 2018
Output: Report	Literature review - Fumigation in cargo - health risks in ports	Q4 2017	Not yet finalised	Q1 2018
Output: Report	5 articles - review on alert and sentinel systems	Q2 2018	Not yet finalised	Q3 2018
Output: Report	Final report - Review on alert and sentinel systems	Q3 2018	Not yet finalised	Q3 2018
Output: Summary of report	Summary - Final report - Review on alert and sentinel systems	Q3 2018	Not yet finalised	Q3 2018
Output: Report	Literature review on alert and sentinel systems	Q3 2017	Finalised	Q3 2017

Output: Seminar, event etc	Seminar to discuss the current approaches - alert and sentinel systems	Q2 2017	Finalised	Q2 2017
Output: Seminar, event etc	Workshop to discuss the findings - alert and sentinel systems	Q3 2017	Not yet finalised	Q1 2018
Output: Articles	5 articles - review on specific disease - biological agents	Q2 2018	Not yet finalised	Q2 2018
Output: Summary of report	Executive summary - Final report - review on specific diseases - biological agents	Q3 2018	Not yet finalised	Q3 2018
Output: Report	Final report - Review on specific diseases - biological agents	Q3 2018	Not yet finalised	Q3 2018
Output: Event summary/Seminar online summary	Seminar online summary - Workshop to discuss the findings - biological agents	Q4 2017	Not yet finalised	Q3 2018
Output: Report	Literature review on specific diseases - biological agents	Q4 2017	Not yet finalised	Q2 2018
2.5. Costs and benefits of OSH				
Output: Report	Report 1 on estimations of the economic costs of work-related diseases and accidents	Q1 2017	Finalised	Q1 2017
Output: Summary of report	Report 1 on estimations of the economic costs of work-related diseases and accidents	Q2 2017	Finalised	Q1 2017
Output: Report	Report 2.2 on estimations of the economic costs: Development of economic model based on national data	Q2 2019	Not yet finalised	Q2 2019
Output: Summary of report	Report 2.2 on estimations of the economic costs: Development of economic model based on national data	Q2 2019	Not yet finalised	Q2 2019
Output: Data visualisation	Data visualisation - development of an economic model based on international data - with ILO, Singapore, Finland, ICOH, EC	Q3 2017	Finalised	Q3 2017
Output: Articles	Development of an economic model based on international data - with ILO, Singapore, Finland, ICOH, EC	Q3 2017	Finalised	Q3 2017
2.7 MSDs				
Output: Seminar, event etc	MSDs experts meeting	Q2 2017	Finalised	Q2 2017
3.1. OiRA				
Output: Seminar, event etc	OiRA community meeting / conference	Q4 2017	Finalised	Q4 2017
Output: Seminar, event etc	OiRA seminar with OIRA partners top "policy" representatives	Q4 2017	Finalised	Q4 2017

Output: Seminar, event etc	events organised by EU-OSHA or OiRA partners: 1st slot (5)	Q2 2017	Finalised	Q2 2017
Output: Other	OiRA sectoral tools published - 1st slot (10)	Q2 2017	Finalised	Q2 2017
Output: Seminar, event etc	events organised by EU-OSHA or OiRA partners: 2nd slot (5)	Q3 2017	Finalised	Q3 2017
Output: Other	OiRA sectoral tools published - 2st slot (10)	Q3 2017	Finalised	Q4 2017
Output: Seminar, event etc	events organised by EU-OSHA or OiRA partners: 3rd slot (5)	Q4 2017	Finalised	Q4 2017
Output: Webfeature	Launch of the new OiRA website and normal updating/maintenance of the OiRA website (ongoing task)	Q4 2017	Finalised	Q1 2017

4.3. HWC For All Ages

Output: Seminar, event etc	Organisation of 65-75 seminars and 15-25 media & PR activities (ECAP 2017_1st & 2nd round)	Q4 2017	Finalised	Q4 2017
Output: Seminar, event etc	GPA Ceremony (2017)	Q2 2017	Finalised	Q2 2017
Output: Seminar, event etc	Healthy Workplaces Summit 2017	Q4 2017	Finalised	Q4 2017
Output: Seminar, event etc	Two OCP steering group meetings (2017)	Q4 2017	Finalised	Q4 2017
Output: Report	Joint Agency Report	Q2 2017	Finalised	Q2 2017
Output: Data visualisation	Infographics (national) based on DVT OW	Q2 2017	Finalised	Q2 2017
Output: Report	Ex-post evaluation report Safe Workers at Any Age	Q2 2017	Finalised	Q2 2017

4.5. HWC 2018-2019

Output: Other	Revised agency publications - campaign info sheets, case studies and other	Q2 2019	Not yet finalised	Q2 2019
Output: Report	Report on mapping of EU information and revision of EU-OSHA resources - gaps analysis	Q4 2017	Finalised	Q4 2017
Output: Report	Report on mapping of MS information and proposal for case studies	Q3 2017	Finalised	Q4 2017
Output: Seminar, event etc	A+A Workshop - Roadmap on carcinogens	Q4 2017	Finalised	Q4 2017
Output: Other	Definition of ECAP/ARPP offer 2018	Q4 2017	Finalised	Q4 2017
Output: Seminar, event etc	Campaign kick-off meeting	Q1 2018	Not yet finalised	Q1 2018
Output: Seminar, event etc	EU partnership meeting	Q2 2018	Not yet finalised	Q2 2018

Output: Seminar, event etc	Campaign launch event (press conference)	Q2 2018	Not yet finalised	Q2 2018
Output: Other	HWC 2018-19 Campaign website & private area	Q1 2018	Not yet finalised	Q1 2018
Output: Other	Core promotion material: Campaign Guide (e-version/25 languages)	Q4 2017	Finalised	Q4 2017
Output: Other	Core promotion material: Campaign leaflet (e-version/25 languages)	Q4 2017	Finalised	Q4 2017
Output: Other	Core promotion material: Campaign poster(e-version/25 languages)	Q4 2017	Finalised	Q3 2017
Output: Other	Core promotion material: GPA flyer (e-version/25 languages)	Q4 2017	Finalised	Q4 2017
Output: Other	Core promotion material: NAPO DVD on dangerous substances	Q1 2018	Not yet finalised	Q1 2018
4.7 AR actions & communications				
Output: Audiovisual: Video	Napo DVD (road transport)	Q3 2017	Finalised	Q4 2017
Output: Seminar, event etc	Stand - Europe Day and communication actions (Metro Bilbao)	Q2 2017	Finalised	Q2 2017
Output: News release	DOK Leipzig winner communication actions (NR+WT)	Q4 2017	Finalised	Q4 2017
Output: Seminar, event etc	2017 ARPP national activities (phase 1: January -June)	Q2 2017	Finalised	Q3 2017
Output: Seminar, event etc	2017 ARPP national activities (phase 2: July - December)	Q4 2017	Finalised	Q4 2017
Output: Seminar, event etc	2017 DOK Leipzig - Award Ceremony	Q4 2017	Finalised	Q4 2017
Output: Seminar, event etc	50-80 events over Europe with Agency participation	Q4 2017	Finalised	Q4 2017
Output: Audiovisual: Video	DOK Leipzig: duplication of DVDs of 2016 winning film(s)	Q2 2017	Finalised	Q2 2017
Output: Other	Stand at the XXI World Congress on safety and health at work in Singapore (3-6 September)	Q3 2017	Finalised	Q3 2017
Output: Report	Annual Report 2016	Q2 2017	Finalised	Q2 2017
Output: News release	5-7 press releases covering all activities - 1st semester	Q2 2017	Finalised	Q2 2017
Output: Articles	35-45 articles covering all activities -1st semester	Q2 2017	Finalised	Q2 2017
Output: News release	5-7 press releases covering all activities - 2nd semester	Q4 2017	Finalised	Q4 2017

Output: Articles	35-45 articles covering all activities - 2nd semester	Q4 2017	Finalised	Q4 2017
Output: Other	Implementation of the Agency's distribution programme - 1st semester	Q2 2017	Finalised	Q2 2017
Output: Other	Implementation of the Agency's distribution programme - 2nd semester	Q4 2017	Finalised	Q4 2017
Output: Seminar, event etc	Info stand at the A+A Dusseldorf (17-20 October) and communication actions	Q4 2017	Finalised	Q4 2017
4.8 Multilingualism				
Output: Other	Implementation of Agency's translation plan	Q1 2018	Finalised	Q1 2018
Output: Other	Implementation of Agency's portfolio offer of translations to focal points	Q1 2018	Finalised	Q1 2018
Output: Other	Implementation of improved quality control procedure	Q4 2017	Finalised	Q4 2017
5.3. Networking knowledge				
Output: Articles	75 revised or new OSHwiki articles		Finalised	Currently information on national OSH strategies is available in the section 2 "national strategies" in the OSHwiki articles on national systems for each Member State.
Output: Other	Support to the EC on ad-hoc requests in the context of the EU OSH Information system		Finalised	Pilot visualisation for two indicators online in a test environment for stakeholders
Output: Other	Updated web section strategies		Finalised	
Output: Other	Updated web section on EU legislation		Finalised	
Output: Seminar, event etc	Consolidation of stakeholder views on research priorities	Q4 2017	Finalised	

Output: Seminar, event etc	Conference / seminar on e-tools	Q3 2017	Finalised	ND: This amount is for reimbursable expenses. It was wrongly included in the procurement plan 2017 adopted by the Board in December 2016
Output: Event summary/Seminar online summary	SOS conference on e-tools		Finalised	
Output: Articles	OSHWiki articles related to e-tools (10)		Finalised	5 articles max in 2018, and 4 in 2017.
6.4. Strategic-Oper.networking				
Output: Seminar, event etc	Director's Visit 1	Q1 2017	Finalised	Q2 2017
Output: Seminar, event etc	Director's Visit 2	Q2 2017	Finalised	Q2 2017
Output: Seminar, event etc	Director's Visit 3	Q3 2017	Finalised	Q4 2017
Output: Seminar, event etc	Director's Visit 4	Q4 2017	Cancelled	Q1 2017
Output: Seminar, event etc	OKAG I 2017	Q1 2017	Finalised	Q1 2017
Output: Seminar, event etc	OKAG II 2017	Q4 2017	Finalised	Q4 2017
Output: Other	Participation in OSH World Congress (Singapore)	Q3 2017	Finalised	Q1 2017
Output: Seminar, event etc	FOP-17-01	Q1 2017	Finalised	Q1 2017
Output: Seminar, event etc	FOP-17-02	Q2 2017	Finalised	Q2 2017
Output: Seminar, event etc	FOP-17-03	Q4 2017	Finalised	Q4 2017
Output: Seminar, event etc	Visits to Agency 1-5 - general issues	Q2 2017	Finalised	Q3 2017
Output: Seminar, event etc	Visits to Agency 6-10 - general issues	Q4 2017	Finalised	Q3 2017
Output: Seminar, event etc	Annual EEN OSH Ambassador meeting	Q4 2017	Cancelled	Q1 2017
Output: Seminar, event etc	Active participation in EEN annual conference	Q4 2017	Finalised	Q4 2017
Output: Other	EEN OSH Award	Q4 2017	Finalised	Q4 2017
Output: Seminar, event etc	Board meeting I	Q1 2017	Finalised	Q1 2017
Output: Seminar, event etc	Board seminar I	Q1 2017	Finalised	Q1 2017
Output: Seminar, event etc	Bureau meeting I	Q1 2017	Finalised	Q1 2017

Output: Seminar, event etc	Board meeting II	Q2 2017	Finalised	Q2 2017
Output: Seminar, event etc	Bureau meeting II	Q2 2017	Finalised	Q2 2017
Output: Seminar, event etc	Bureau meeting III	Q4 2017	Finalised	Q4 2017
Output: Seminar, event etc	Board meeting I 2018	Q1 2018	Not yet finalised	Q1 2018
Output: Seminar, event etc	Board meeting II 2018	Q2 2018	Finalised	Q2 2018
Output: Report	Evaluation Report (Strategic and operational networking, Awareness raising, communications and the 2016-2017 campaign)	Q3 2018	Not yet finalised	Q4 2018
Output: Seminar, event etc	TARAG I	Q1 2017	Finalised	Q1 2017
Output: Seminar, event etc	TARAG II	Q3 2017	Finalised	Q3 2017

Annex II. Statistics on financial management

Table 1 – Implementation of the annual appropriations (C1) between 1 January and 31 December 2017

Budget chapter	Official Budget Description	Initial appropriations (1)	Transfers (2)	Final appropriations (3)	Final amount committed (4)	% Committed (4/3)	Paid in 2017 (5)	% Paid (5/3)	Carry forward to 2018 (6)	% Carry forward (6/3)	Cancelled appropriations (7)	% Cancelled appropriations (7/3)
11	Staff in active employment	5,671,100	- 65,000	5,606,100	5,587,783	99.7%	5,512,841	98.3%	74,942	1.3%	18,317	0.3%
14	Sociomedical infrastructure	19,000	10,000	29,000	27,533	94.9%	12,843	98.1%	14,690	50.7%	1,467	5.1%
15	Mobility	15,000	15,000	30,000	27,560	91.9%	27,560	91.9%	-	0.0%	2,440	8.1%
20	Rental of building and associated costs	633,260	- 28,422	604,838	604,838	100.0%	468,605	414.2%	136,233	22.5%	-	0.0%
21	Information technologies	542,800	81,117	623,917	623,917	100.0%	323,021	153.7%	300,896	48.2%	-	0.0%
22	Movable property and associated costs	36,150	16,781	52,931	52,931	100.0%	7,167	153.4%	45,764	86.5%	-	0.0%
23	Current administrative expenditure	54,500	12,824	67,324	67,218	99.8%	12,540	213.0%	54,679	81.2%	106	0.2%
24	Postage & telecommunications	108,600	- 23,301	85,299	85,271	100.0%	43,992	123.2%	41,279	48.4%	29	0.0%
30	Priority areas & operational activities	8,014,690	- 69,000	7,945,690	7,384,945	92.9%	4,489,518	242.1%	2,895,427	36.4%	560,745	7.1%
31	Support to operational activities	102,500	- 10,000	92,500	74,767	80.8%	36,297	39.2%	38,470	41.6%	17,733	19.2%
	Sum:	15,197,600	- 60,000	15,137,600	14,536,762	96.0%	10,934,383	72.2%	3,602,379	23.8%	600,838	4.0%

Table 2 - Transfers of appropriations (C1) carried out in 2017 and relative value in percentage

Budget Item		Appropriations 2017				% Item	% Title	% Total budget
Code	Description	Initial (1)	Amending 1 (2)	Transfers (3)	Final (4) = (1)+(2)+(3)			
1100	Basic Salary	2,863,250		- 99,600	2,763,650	-3.5%	-1.8%	-0.7%
1101	Family allowances	525,000		- 20,500	504,500	-3.9%	-0.4%	-0.1%
1102	Expat+Foreign res. allow.	430,000		-	430,000	0.0%	0.0%	0.0%
1103	Secretarial allowances	4,250		60	4,310	1.4%	0.0%	0.0%
1112	Local staff	35,000		-	35,000	0.0%	0.0%	0.0%
1113	Contract agents	1,185,000		- 13,600	1,171,400	-1.1%	-0.2%	-0.1%
1120	Profess.training of staff	120,000		- 11,000	109,000	-9.2%	-0.2%	-0.1%
1130	Insurance ag. sickness	136,000		9,500	145,500	7.0%	0.2%	0.1%
1131	Insurance ag. accidents	22,000		- 5,000	17,000	-22.7%	-0.1%	0.0%
1132	Insurance ag. unemploy.	50,000		4,500	54,500	9.0%	0.1%	0.0%
1140	Childbirth/death allow.	600		- 60	540	-10.0%	0.0%	0.0%
1141	Travel exp. annual leave	55,000		1,000	56,000	1.8%	0.0%	0.0%
1175	Interim Services	150,000		- 10,000	140,000	-6.7%	-0.2%	-0.1%
1177	DG ADMIN admin. help	49,000		-	49,000	0.0%	0.0%	0.0%
1178	Inter-agencies secretariat	1,000		600	1,600	60.0%	0.0%	0.0%
1180	Misc exp staff recruitm.	12,000		33,500	45,500	279.2%	0.6%	0.2%
1181	Travel expenses	1,500		1,500	3,000	100.0%	0.0%	0.0%
1182	Inst. reset & transfer allow	12,000		23,500	35,500	195.8%	0.4%	0.2%
1183	Removal expenses	7,000		12,600	19,600	180.0%	0.2%	0.1%
1184	Temp daily subs allow.	12,500		8,000	20,500	64.0%	0.1%	0.1%
1410	Medical service	15,000		6,000	21,000	40.0%	0.1%	0.0%
1420	Other welfare serv.	4,000		4,000	8,000	100.0%	0.1%	0.0%
1522	Trainees	15,000		15,000	30,000	100.0%	0.3%	0.1%
1	TOTAL T1 - Staff	5,705,100	-	- 40,000	5,665,100	n/a	-0.7%	-0.3%
2000	Rent	344,760		- 10,265	334,495	-3.0%	-0.7%	-0.1%
2010	Insurance	8,000		- 1,970	6,030	-24.6%	-0.1%	0.0%
2020	Water, gas, elect, heating	100,000	- 10,000	- 3,678	86,322	-3.7%	-0.3%	0.0%
2030	Cleaning & maintenance	85,000	- 15,000	- 14,403	55,597	-16.9%	-1.0%	-0.1%
2040	Fitting-out of premises	20,000	-	58,218	78,218	291.1%	4.1%	0.4%
2050	Security&Surv. Buildings	75,500	- 21,000	- 10,324	44,176	-13.7%	-0.7%	-0.1%
2100	IT operating expenditure	155,665	-	- 11,137	144,528	-7.2%	-0.8%	-0.1%
2120	Serv. by IT external providers	298,335	-	10,915	309,250	3.7%	0.8%	0.1%
2130	New & repl. Purchases	88,800	-	81,338	170,138	91.6%	5.7%	0.5%
2210	Replacement purchases	25,650	-	17,741	43,391	69.2%	1.2%	0.1%
2232	Vehicle upkeep, petrol	2,500	-	959	1,541	-38.4%	-0.1%	0.0%
2250	Public. & subscriptions	8,000	-	-	8,000	0.0%	0.0%	0.0%
2300	Stationery & office supp.	11,000	-	6,125	17,125	55.7%	0.4%	0.0%
2320	Bank charges	1,000	-	-	1,000	0.0%	0.0%	0.0%
2330	Legal expenses	10,000	-	4,750	5,250	-47.5%	-0.3%	0.0%
2331	Audit services	26,000	- 14,000	- 854	11,146	-3.3%	-0.1%	0.0%
2332	Other outsourced services	p.m.	-	27,572	27,572	n/a	1.9%	0.2%
2352	Internal catering serv.	6,500	0	1,268	5,232	-19.5%	-0.1%	0.0%
2400	Post. & deliv. charges	10,600	0	4,900	5,700	-46.2%	-0.3%	0.0%
2410	Teleph, telegraph, etc.	98,000	0	18,401	79,599	-18.8%	-1.3%	-0.1%
2	TOTAL T2 - Infrastructure	1,375,310	- 60,000	119,000	1,434,310	n/a	8.3%	0.8%
3010	Anticipating Change	198,650		- 10,000	188,650	-5.0%	-0.1%	-0.1%
3020	Facts & figures	850,230		78,170	928,400	9.2%	1.0%	0.5%
3030	Tools for OSH management	486,250		137,170	349,080	-28.2%	-1.7%	-0.9%
3040	Raising awareness and communication	5,590,660		-	5,590,660	0.0%	0.0%	0.0%
3050	Networking knowledge	310,750		-	310,750	0.0%	0.0%	0.0%
3060	Networking	578,150		-	578,150	0.0%	0.0%	0.0%
3100	Support to operational activities	102,500		- 10,000	92,500	-9.8%	-0.1%	-0.1%
3	TOTAL T3 - Operational expenditure	8,117,190	-	- 79,000	8,038,190	n/a	-1.0%	-0.5%
	TOTAL BUDGET	15,197,600	- 60,000	-	15,137,600	n/a	n/a	-0.4%

Table 3 - Implementation of the appropriations (C8) result of the carry forward 2016

Budget chapter	Official Budget Description	Initial appropriations (1)	Transfers (2)	Final appropriations (3)	Final amount committed (4)	% Committed (4/3)	Paid in 2017 (5)	% Paid (5/3)	Carry forward to 2018 (6)	% Carry forward (6/3)	Cancelled appropriations (7)	% Cancelled appropriations (7/3)
11	Staff in active employment	138,540	-	138,540	100,324	72.4%	100,324	72.4%	-	0.0%	38,217	27.6%
14	Sociomedical infrastructure	15,236	-	15,236	10,403	68.3%	10,403	68.3%	-	0.0%	4,832	31.7%
20	Rental of building and associated costs	91,784	-	91,784	86,493	94.2%	86,493	94.2%	-	0.0%	5,291	5.8%
21	Information technologies	256,662	-	256,662	255,381	99.5%	255,381	99.5%	-	0.0%	1,281	0.5%
22	Movable property and associated costs	4,409	-	4,409	4,021	91.2%	4,021	91.2%	-	0.0%	388	8.8%
23	Current administrative expenditure	25,426	-	25,426	22,165	87.2%	22,165	87.2%	-	0.0%	3,261	12.8%
24	Postage & telecommunications	38,537	-	38,537	30,660	79.6%	30,660	79.6%	-	0.0%	7,877	20.4%
32	Communication, campaigning & promotion	951,759	-	951,759	930,675	97.8%	930,675	97.8%	-	0.0%	21,084	2.2%
33	Networking & coordination	558,695	-	558,695	499,008	89.3%	499,008	89.3%	-	0.0%	59,687	10.7%
34	Prevention & research	1,860,162	-	1,860,162	1,807,613	97.2%	1,807,613	97.2%	-	0.0%	52,550	2.8%
	Sum:	3,941,210	-	3,941,210	3,746,742	95.1%	3,746,742	95.1%	-	0.0%	194,468	4.9%

Table 4 - Implementation of the special projects funded by specific other subsidy

Budget chapter	Official Budget Description	Total appropriations (1)	Total committed (2)	% Total committed (2/1)	Total paid (3)	% Total paid (3/1)	Appropriations 2017 (4)	Committed 2017 (5)	% Committed 2017 (5/4)	Paid 2017 (6)	% Paid 2017 (6/4)	Carryover to 2018 (7)	Carry forward to 2018 (8)
41	IPA2016 Programme 2017-2019	290,000	130,000	44.8%	-	0.0%	290,000	130,000	44.8%	-	0.0%	160,000	130,000
47	Health & Safety for older workers 2012-2017	2,000,000	1,900,043	95.0%	1,900,043	95.0%	147,817	47,860	32.4%	47,860	32.4%	-	-
48	ENPI 2014-2016	373,424	302,388	81.0%	302,388	81.0%	71,036	-	0.0%	-	0.0%	-	-
49	New IPA2 Programme 2015-2017	410,000	358,811	87.5%	290,714	70.9%	299,855	248,666	82.9%	180,569	60.2%	51,189	68,097
	Sum:	3,073,424	2,691,242	87.6%	2,493,145	81.1%	808,708	426,526	52.7%	228,429	28.2%	211,189	198,096

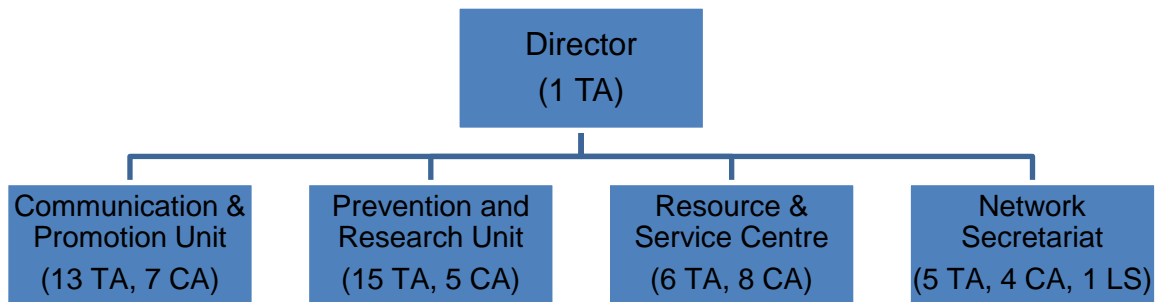
Table 5 - List of debit notes cashed in 2017

Debit note #	Concept	Amount	Cashed	Cashing Date
1	CALL FOR FUNDS 1/2017	3,759,375.00	Y	06/03/2017
2	CALL FOR FUNDS 2/2017	3,759,375.00	Y	13/07/2017
3	SUBSIDY 2017 OSALAN - BASQUE REGIONAL GOVERNMENT	40,000.00	Y	10/07/2017
4	SUBSIDY 2017 FROM SPANISH GOVERNMENT - INSHT	60,100.00	Y	28/08/2017
5	FC DI/05930 - LIQUIDATED DAMAGES	42,234.07	Y	24/07/2017
6	SIP 2017 MALTA SYMPOSIUM - REIMBURSEMENT TRAVEL COST EU-OSHA STAFF SPEAKER	727.28	Y	08/11/2017
7	CALL FOR FUNDS 3/2017	3,759,375.00	Y	16/11/2017
8	CIERRE CONTRATO CORREOS 48000244 Y BONIFICACIONES 2015-2016	2,757.24	Y	01/12/2017
9	EU-OSHA IPA 2016 - CONTRACT 2017/390-035	290,000.00	Y	15/12/2017
10	CALL FOR FUNDS 4/2017	3,050,000.00	Y	21/12/2017
11	PMO -ADMINISTRATIVE CHARGES 2016 - FINAL ACCOUNT	506.33	Y	26/06/2017
12	RECOVERY OF BALANCE 201712 CEACT	1,117.09	Y	20/12/2017

Table 6 – Types of procurement procedures carried out in 2017

Types of procurement procedures				
Procedure	Amount	%	Number of process	%
Negotiated procedure	755,272	9.0%	79	26.1%
Specifics contracts under FC	5,900,264	69.9%	146	48.2%
Interinstitutional procedures and SLA	1,782,294	21.1%	78	25.7%
Sum:	8,437,831	100.0%	303	100.0%

Annex III. Organisational chart as of 31.12.2017 (authorised posts under the EU budget)



Annex IV. Establishment plan

Function group and grade	2017			
	Authorised under the EU Budget		Filled as of 31/12/2017	
	Permanent posts	Temporary posts	Permanent posts	Temporary posts
AD 16		-		-
AD 15		-		-
AD 14		1		1
AD 13		2		2
AD 12		2		1
AD 11		1		-
AD 10		3		2
AD 9		3		4
AD 8		5		7
AD 7		7		4
AD 6		-		2
AD 5		-		-
AD TOTAL		24		23
AST 11		-		-
AST 10		-		-
AST 9		1		1
AST 8		-		-
AST 7		-		-
AST 6		3		2
AST 5		6		8
AST 4		2		2
AST 3		4		3
AST 2		-		-
AST 1		-		-
AST TOTAL		16		16
AST/SC 6		0		0
AST/SC 5		0		0
AST/SC 4		0		0
AST/SC 3		0		0
AST/SC 2		0		0
AST/SC 1		0		0
AST/SC TOTAL		0		0
TOTAL		40		39
GRAND TOTAL		40		39

Key functions	Type of contract at EU_OSHA (official, TA or CA)	Function group, grade of recruitment	Indication whether the function is dedicated to administrative support and coordination, operational or neutral
Head of Unit (Level 2 in the structure taking the Director as level 1)	TA	AD9	Operational
Senior Officer, Senior Specialist (Senior Project Manager)	TA	AD8	Operational
Officer, Specialist (Project Manager)	TA and CA	AD6, FG IV	Operational
Officer, Specialist (HR Officer, ICT Officer)	TA, CA	AST 3, FG III	Neutral, Administrative support and coordination
Junior Officer	N/A	N/A	N/A
Senior Assistant	N/A	N/A	N/A
Junior Assistant (Assistant Project Manager)	TA and CA	AST 1 to 3 FG II to III	Operational / administrative support and coordination
Head of Administration (Head of Unit)	TA	AD10	Administrative support and coordination
Head of Human Resources (HR Manager)	TA	AD7	Administrative support and coordination
Head of Finance	N/A	N/A	N/A
Head of IT (ICT Manager)	TA	AD6	Administrative support and coordination, Operational
Secretary, Assistant to the Head of Unit	TA and CA	AST3 FG II to FG III	Operational / Administrative support and coordination
Mail Clerk	N/A	N/A	N/A
Webmaster - Editor	CA	FG III	Operational, Administrative support and coordination
Data Protection Officer	TA	AST3	Operational, Administrative support and coordination (OSH project officer has been appointed as DPO)
Accounting Officer	TA	AST5	Neutral
Internal Auditor	N/A No IAC – IAS is the Agency's internal auditor	N/A	N/A
Secretary to the Director (Personal Assistant to the Director)	TA	AST3	Operational

Benchmarking against previous year results

Job Type (sub) category	Year 2015 (%)	Year 2016 (%)	Year 2017 (%)
Administrative support and Coordination	20.4	17.5	19.7
<i>Administrative Support</i>	13.4	12.9	13.1
<i>Coordination</i>	7.0	4.6	6.6
Operational	66.2	68.1	67.2
<i>General operational</i>	6.8	5.8	6.9
<i>Programme management</i>	54.0	56.5	54.4
<i>Top level Operational Coordination</i>	4.6	4.9	5
<i>Evaluation & Impact assessment</i>	0.8	0.9	0.9
Neutral	13.4	14.3	13.1
<i>Finance/control</i>	12.0	12.9	11.6
<i>Linguistic</i>	1.4	1.4	1.5

Annex V. Human and financial resources by activity

In this Annex, information is provided on the actual consumption of human and financial resources by activity (Activity Based Costing – ABC) as compared with the planned resources (Activity Based Budgeting – ABB). The activity structure is defined in the annual management plan. The data is based on the Agency's financial monitoring systems and the time register where staff register the time spent against the activities.

An explanation is provided in relation to deviations between planned and actual resources or above or below 30% of the operational budget – Title 3 of the concerned activities and of the staff time (expressed in full-time equivalents).

Activity Based Budgeting 2017 by activity	Cost	FTE
1.2. Large-scale foresight	464,046	2.3
2.1. European Survey of Enterprises on New & Emerging Risks (ESENER)	512,513	3.3
2.3. OSH overview: Micro and small enterprises	508,045	3.5
2.4. OSH overview : Work-related diseases and disabilities	546,769	3.2
2.5. OSH overview: Costs and benefits of OSH	687,432	2.7
2.7. OSH overview: Musculoskeletal disorders	203,360	1.7
3.1. Online interactive Risk Assessment (OiRA) tool	1,150,940	6.2
4.3. Healthy Workplaces Campaign (HWC) : 2016-17 "Healthy Workplaces for All Ages"	3,518,308	10.4
4.5. Healthy Workplaces Campaign (HWC) : HWC 2018-2019 "Dangerous substances"	1,758,566	7.4
4.7. Awareness raising actions and communication	2,477,572	8.7
4.8. Multilingualism	947,929	2.5
5.3. Networking knowledge	836,964	4.7
6.4. Strategic & operational networking	1,585,154	8.3
	15,197,600	65.0

Activity Based Costing 2017 by activity	Cost	FTE
1.2. Large-scale foresight	336,474	2.2
2.1. European Survey of Enterprises on New & Emerging Risks (ESENER)	494,195	3.0
2.3. OSH overview: Micro and small enterprises	354,528	2.4
2.4. OSH overview : Work-related diseases and disabilities	655,245	3.6
2.5. OSH overview: Costs and benefits of OSH	686,622	2.2
2.7. OSH overview: Musculoskeletal disorders	325,283	2.7
3.1. Online interactive Risk Assessment (OiRA) tool	594,576	3.3
4.3. Healthy Workplaces Campaign (HWC) : 2016-17 "Healthy Workplaces for All Ages"	2,991,197	8.5
4.5. Healthy Workplaces Campaign (HWC) : HWC 2018-2019 "Dangerous substances"	1,939,038	7.1
4.7. Awareness raising actions and communication	2,530,968	11.0
4.8. Multilingualism	1,272,010	2.4
5.3. Networking knowledge	669,374	3.9
6.4. Strategic & operational networking	1,687,252	9.9
	14,536,762	62.0

Deviations between ABB 2017 and ABC 2017

1.2 Large-scale foresight: The reduction in financial resources is due mainly to the cancellation of a follow-up review that was planned as a lead in to the next large-scale foresight that would have started in 2019. Following internal review, it was decided to examine different methodologies under the anticipating change priority area, drawing on the ex-post evaluation. Further reduction in budget resulted from lower than anticipated expenditure on dissemination and promotion workshops and cheaper than anticipated expert articles

2.3 Micro and small enterprises: The reduction in the financial resources is due to the postponement of the closing conference from early 2018 to June 2018, hence resources will be required from 2018, not 2017 budget. Lesser staff time than planned is due to the departure of a staff member involved in the activity and to the late delivery of one output which has impacted on the planned staff time.

2.4 Work-related diseases: Additional budget was required to cover the cost of one additional workshop, incorrectly omitted from the planning, and a greater than anticipated participation in the three planned workshops; all relating to the sub-projects on rehabilitation and return to work after cancer; review of alert and sentinel systems; and review of work-related diseases due to biological agents

2.7 Musculo-skeletal disorders: Final financial resources allocation to the activity for 2018-2020 required additional FTEs to design and plan the numerous projects on MSDs to be carried out over the next three years as part of the activity.

3.1 OiRA: The reduction in the financial resources is due to the cancellation of an EU sectoral tool (responding to an extended staff absence); cancellation of one of the four anticipated national tool development contracts (because of the poor quality of tenders received); and lower than planned production of promotional products and cancellation of OiRA promotion toolkit activities. Staff consumption is lower than expected mainly due to the departure of a member of the OiRA team who was not replaced in 2017 and the lower investment in time of some members of the OiRA team (because of their more important investment in time to other tasks not related to OiRA).

4.8 Multilingualism: An increase in the resources is due to a decision to fund the whole OSH Thesaurus project in 2017 instead of breaking it into 2 years. Funds were transferred to finance the updating of the multilingual OSH thesaurus with an additional 200 terms. This had originally been foreseen for 2018 and 2019.

5.3 Other networking knowledge actions: The reduction in resources is due to the cancellation of an OSHwiki update pending approval of a new strategy (adopted at the end of 2017); lower than expected costs in development of the EU OSH Information System visualisation (carrying over developments from the visualisation on EP Pilot Project visualisation); and reduced costs for the e-tools seminar (savings from organisation in-house rather than contracted). This resulted into less staff time consumed.

It should be noted that the difference between the total of 65 FTEs in the ABB and the 62 in the ABC is explained by non-occupied posts, sick leave, other forms of leave and working arrangements.

Annex VI. List of Governing Board members as of 31.12.2017

Governments

Members	Country	Alternates
Ms Véronique CRUTZEN	Belgium	Ms Nadine GILIS
Ms Darina KONOVA	Bulgaria	Ms Vaska SEMERDZHIEVA
Mr Zdravko MURATTI	Croatia	Mr Jere GAŠPEROV
Mr Jaroslav HLAVÍN	Czech Republic	Mr Pavel FOŠUM
Ms Charlotte SKJOLDAGER	Denmark	Ms Annemarie KNUDSEN
Mr Kai SCHÄFER	Germany	Ms Ellen ZWINK
Ms Maret MARIPUU	Estonia	Ms Eva PÕLDIS
Mr Stephen CURRAN	Ireland	Ms Marie DALTON
Mr Ioannis KONSTANTAKOPOULOS	Greece	Mr Georgios GOURZOULIDIS
Mr Javier MAESTRO	Spain	Ms Mercedes TEJEDOR
Mr Frédéric TEZE	France	Ms Katell DANIAULT
Mr Romolo DE CAMILLIS	Italy	Ms Alessandra PERA
Mr Anastassios YIANNAKI	Cyprus	Mr Aristodemos ECONOMIDES
Mr Renārs LŪSIS Coordinator	Latvia	Ms Jolanta GEDUŠA
Ms Aldona SABAITIENĖ	Lithuania	Ms Vilija KONDROTIENĖ
Mr Marco BOLY	Luxembourg	Mr John SCHNEIDER
Ms Katalin BALOGH	Hungary	Mr Gyula MADARÁSZ
Mr Melhino MERCIECA	Malta	Mr Mark GAUCI
Mr Rob TRIEMSTRA	Netherlands	Mr Martin DEN HELD
Ms Gertrud BREINDL Vice-Chairperson	Austria	Ms Anna RITZBERGER-MOSER
Ms Danuta KORADECKA	Poland	Ms Joanna FAŁDIGA
Mr Antonio SANTOS	Portugal	Mr Carlos PEREIRA
Mr Dantes Nicolae BRATU	Romania	Ms Anca Mihaela PRICOP
Mr Nikolaj PETRIŠIČ	Slovenia	Ms Vladka KOMEL

Members	Country	Alternates
Ms Lucia SABOVA DANKOVA	Slovakia	Ms Romana ČERVENKOVÁ
Mr Leo SUOMAA	Finland	Mr Wiking HUSBURG
Ms Erna ZELMIN-EKENHEM	Sweden	Ms Boel CALLERMO
Mr Clive FLEMING	United Kingdom	Mr Stuart BRISTOW
Mr Eyjólfur SÆMUNDSSON (Observer)	Iceland	Awaiting new name
Mr Robert HASSLER (Observer)	Liechtenstein	Mr Elmar FRICK (Observer)
Mr Yogindra SAMANT (Observer)	Norway	Ms Thorfrid HANSEN (Observer)

Employers

Members	Country	Alternates
Mr Kris DE MEESTER	Belgium	Mr Thierry VANMOL
Mr Georgi STOEV	Bulgaria	Awaiting new name
Mr Nenad SEIFERT	Croatia	Mrs Admira RIBICIC
Ms Nora ŠEJDOVÁ	Czech Republic	Mr Martin RÖHRICH
Ms Lena SØBY	Denmark	Mr Jens SKOVGAARD
Mr Eckhard METZE	Germany	Mr Stefan ENGEL
Ms Marju PEÄRNBERG	Estonia	Ms Piia SIMMERMANN
Mr Michael GILLEN	Ireland	Awaiting new name
Mr Christos KAVALOPOULOS	Greece	Ms Natascha AVLONITOU
Ms Marina GORDON ORTIZ	Spain	Ms Laura CASTRILLO NÚÑEZ
Mr Patrick LÉVY	France	Ms Nathalie BUET
Ms Fabiola LEUZZI	Italy	Awaiting new name
Mr Emiliós MICHAEL	Cyprus	Mr Polyvios POLYVIUO
Ms Ilona KIUKUCĀNE	Latvia	Awaiting new name
Mr Vaidotas LEVICKIS	Lithuania	Mr Jonas GUZAVIČIUS
Mr François ENGELS	Luxembourg	Mr Pierre BLAISE
Awaiting new name	Hungary	Awaiting new name

Members	Country	Alternates
Mr Lawrence MIZZI	Malta	Mr Brian ZAHRA
Mr Mario VAN MIERLO	Netherlands	Mr R. VAN BEEK
Ms Christa SCHWENG Vice-Chairperson	Austria	Ms Julia SCHITTER
Mr Rafal HRYNYK	Poland	Awaiting new name
Mr Marcelino PENA COSTA	Portugal	Mr Luis HENRIQUE
Mr Ovidiu NICOLESCU	Romania	Ms Daniela SÂRBU
Mr Igor ANTAUER	Slovenia	Ms Karmen FORTUNA
Ms Silvia SUROVÁ	Slovakia	Mr Róbert MEITNER
Mr Jan SCHUGK	Finland	Ms Riitta WÄRN
Ms Bodil MELLBLOM	Sweden	Mr Ned CARTER
Mr Matthew PERCIVAL	United Kingdom	Mr Terry WOOLMER
Mr Jón Rúnar PÁLSSON (Observer)	Iceland	Awaiting new name
Mr Jürgen NIGG (Observer)	Liechtenstein	Ms Brigitte HAAS (Observer)
Ms Ann Torill BENONISEN (Observer)	Norway	Awaiting new name

Workers

Members	Country	Alternates
Mr Herman FONCK	Belgium	Ms Caroline VERDOOT
Mr Aleksandar ZAGOROV	Bulgaria	Mr Ivan KOKALOV
Ms Gordana PALAJSA	Croatia	Mr Marko PALADA
Ms Radka SOKOLOVÁ	Czech Republic	Mr Václav PROCHÁZKA
Mr Jan KAHR FREDERIKSEN	Denmark	Ms Maria BJERRE
Ms Sonja KÖNIG	Germany	Mr Moriz-Boje TIEDEMANN
Ms Aija MAASIKAS	Estonia	Mr Argo SOON
Ms Dessie ROBINSON	Ireland	Mr Sylvester CRONIN
Mr Andreas STOIMENIDIS	Greece	Mr Ioannis ADAMAKIS
Mr Pedro J. LINARES	Spain	Ms Ana GARCIA DE LA TORRE
Mr Abderrafik ZAIGOUCHE	France	Ms Edwina LAMOUREUX

Members	Country	Alternates
Ms Cinzia FRASCHERI	Italy	Mr Marco LUPI
Mr Nikos SATSIAS	Cyprus	Mr Stelios CHRISTODOULOU
Mr Ziedonis ANTAPSONS	Latvia	Mr Mārtiņš PUŽULS
Ms Inga RUGINIENĖ	Lithuania	Mr Ričardas GARUOLIS
Mr Jean-Luc DE MATTEIS	Luxembourg	Mr Robert FORNIERI
Mr Károly GYÖRGY Chairperson	Hungary	Awaiting new name
Mr Anthony CASARU	Malta	Mr Alfred LIA
Mr Rik VAN STEENBERGEN	Netherlands	Mr Wim VAN VEELEN
Ms Julia NEDJELIK-LISCHKA	Austria	Mr Alexander HEIDER
Ms Agnieszka MIŃKOWSKA	Poland	Mr Dariusz GOC
Mr Fernando GOMES	Portugal	Ms Vanda CRUZ
Mr Corneliu CONSTANTINOAIA	Romania	Ms Mihaela DARLE
Ms Lučka BÖHM	Slovenia	Ms Katja GORIŠEK
Mr Peter RAMPASEK	Slovakia	Mr Róbert STAŠKO
Ms Paula ILVESKIVI	Finland	Mr Erkki AUVINEN
Ms Karin FRISTEDT	Sweden	Ms Christina JÄRNSTEDT
Mr Hugh ROBERTSON	United Kingdom	Awaiting new name
Mr Björn Ágúst SIGURJÓNSSON (Observer)	Iceland	Ms Helga JÓNSDÓTTIR (Observer)
Mr Sigi LANGENBAHN (Observer)	Liechtenstein	Ms Christine SCHÄDLER (Observer)
Ms Marianne SVENSLI (Observer)	Norway	Mr Jon Olav BERGENE (Observer)

European Commission

Member	Alternate
Mr Stefan OLSSON Employment, Social Affairs and Inclusion DG	Ms Charlotte GREVFORS ERNOULT Employment, Social Affairs and Inclusion DG
Mr Jesús ALVAREZ Vice-Chairperson Employment, Social Affairs and Inclusion DG	Awaiting new name
Mr Andrzej RUDKA Enterprise and Industry DG	Awaiting new name

Observers

Member	Alternate
Mr Juan MENÉNDEZ-VALDÉS European Foundation for the Improvement of Living and Working Conditions	Ms Erika MEZGER European Foundation for the Improvement of Living and Working Conditions
Mr Herman FONCK Chairperson of the Board of the European Foundation for the Improvement of Living and Working Conditions	
Ms Rebekah SMITH, Coordinator BUSINESSEUROPE	Ms Valerie CORMAN Conseil National du Patronat Français (CNPFF)
Ms Esther LYNCH, Coordinator European Trade Union Confederation (ETUC)	

Annex VII. Decisions taken by the Governing Board in 2017

Date	Decision	Written procedure/meeting
26/01/2017	Draft Programming Document 2018-2020	Governing Board meeting
26/01/2017	Draft Budget and Establishment Plan 2018	Governing Board meeting
26/01/2017	Rules for expert reimbursement	Governing Board meeting
26/01/2017	<ul style="list-style-type: none"> - Setting up a Staff Committee - Non-application of the Commission Decision on the maximum duration for the recourse to non-permanent staff in the Commission services (7 year rule) - Adoption by analogy of certain implementing rules to the Staff Regulations: <ul style="list-style-type: none"> o C(2013)9035 final on home leave for officials, temporary agents and contract agents posted in third countries (second paragraph of Article 7 Annex V to the Staff Regulations); o C(2013)8965 final on rules for the implementation of housing policy in EU delegations; o C(2013)9032 final on the living conditions allowance and the additional allowance referred to in Article 10 of Annex X to the Staff Regulations; o C(2013)8990 final on reimbursements due to officials assigned to non-member countries; o C(2013)9027 final on management of rest leaves pursuant to Article 8 of Annex X to the Staff Regulations. - Non-application of certain implementing rules to the Staff Regulations: <ul style="list-style-type: none"> o C(2016)3214 final concerning the function of adviser o C(2016)3288 final on middle management staff o C(2016)3855 final on training on the own initiative of the member of staff o C(2016)3828 final on the implementation of the learning and development strategy of the European Commission o C(2016)3827 final repealing existing rules on learning and development 	Governing Board meeting
26/01/2017	Delegation from the Board to the Bureau related to the adoption of Staff regulations implementing rules	Governing Board meeting
26/01/2017	Delegation from the Board to the authorising officer related to non-substantial amendments to the work programme	Governing Board meeting

Date	Decision	Written procedure/meeting
01/06/2017	Anti-harassment policy	Bureau meeting
01/06/2017	Opinion on final accounts 2016	Governing Board meeting
01/06/2017	2017 Amending budget I	Governing Board meeting
01/06/2017	EU-OSHA's Annual report 2016	Governing Board meeting
01/06/2017	Analysis and assessment of EU-OSHA Annual Activity Report 2016	Governing Board meeting
01/06/2017	Delegation to Bureau on OiRA business plan	Governing Board meeting
30/08/2017	Implementation of telework at EU-OSHA	Written procedure
14/09/2017	Application by analogy of Commission Decision C(2016)7270 of 17.11.2016 amending Decision C(2013)8985 laying down general provisions for implementing Article 43 of the Staff Regulations and implementing the first paragraph of Article 44 of the Staff Regulations and amending the Decision of the Governing Board 2015/43 of 17 September 2015, laying down general provisions for implementing Article 43 of the Staff Regulations and implementing the first paragraph of Article 44 of the Staff Regulations for temporary staff (appraisal of managerial performance)	Written procedure
15/12/2017	Final Programming Document 2018-2020	Written procedure
15/12/2017	Final Budget 2018	Written procedure
20/12/2017	Framework for Learning and Development	Written procedure

Annex VIII. Materiality criteria

Materiality is the basis for defining significant weaknesses in both qualitative and quantitative terms. Determining whether a weakness should be reported in the form of reservation in the Annual Activity Report is a matter of judgement of the Authorising Officer. He/she should identify the overall impact of a certain weakness and determine whether it can lead to a reservation and influence the conclusions on assurance. The materiality criteria provide the basis for this assessment of the Authorising Officer.

The materiality criteria used by EU-OSHA and the method used to assess their significance are presented below.

Weaknesses that are likely to lead to a reservation fall within the scope of the declaration of assurance and relate to the reasonable assurance of:

- uses of resources
- sound financial management
- legality and regularity of operations.

Examples of possible weaknesses that may qualify for a reservation include (non-exhaustive list):

- significant occurrence of errors in the underlying transactions (legality and regularity) detected during the controls or supervision exercises;
- significant control system weaknesses;
- insufficient audit coverage and/or inadequate information from internal control systems;
- critical issues outlined by the European Court of Auditors, the Internal Audit Service and the OLAF;
- significant reputational events.

Determining whether a certain weakness is material involves a judgment in qualitative and quantitative terms.

From a qualitative point of view, the significance of a weakness is judged on the basis of:

- nature and scope of the weakness;
- duration of the weakness;
- existence of satisfactory compensatory measures (mitigating controls);
- existence of provably effective corrective actions (action plans).

From a quantitative point of view, a weakness is considered material if the financial impact (monetary value of the identified problem, amount considered erroneous, amount considered at risk) is greater than 2% of the authorised commitments for the reporting year.

When a weakness is considered qualitatively and/or quantitatively material, a reservation should be formulated and reported in the Annual Activity Report.

The reservation should include a description of the nature of the weakness and the scope and should be quantified, if possible, in budgetary terms. The impact on the overall assurance declaration should be described. Mitigating and corrective measures should also be set out in the Annual Activity Report.

Annex IX. Follow up to evaluation recommendations

Over 2016-2017 a mid-term evaluation of EU-OSHA's 2014-2020 Multi-annual Strategic Programme was carried out. The evaluation concluded that in general, the challenges and opportunities identified by EU-OSHA and included in the MSP are still relevant for the coming six years.

At a more specific level, the evaluation showed that “the majority of EU-OSHA stakeholders consider the MSP an effective and useful planning tool for carrying out the work of the Agency. As a long-term planning document, it has had an overall positive effect on the process of EU-OSHA's short and medium-term planning and on the work of the Agency as a whole. This is particularly evident through the introduction of relevant objectives and priority areas providing a clear focus to the work of the Agency. This has also benefitted EU stakeholders as the clear framework that exists allows for predictability and transparency in the work carried out by EU-OSHA. The current objectives will remain relevant for the coming years and will help EU-OSHA to address the current challenges faced in Europe in the field of OSH. The MSP is in line with current EU OSH policy, and therefore will continue to offer added value to EU-OSHA and other stakeholders in the coming years. There is no need to change the intervention logic of the MSP.”⁴⁶

The findings of the evaluation have served as an input to the discussions on the extension and update of EU-OSHA's Multi-annual Strategic Programme.

⁴⁶ Panteia et al (2017), Mid-term evaluation of EU-OSHA's Multi-annual Strategic programme 2014-2020 (MSP)

Recommendation	Comment on the recommendation	Action plan	Timeframe	Status
EU OSHA should maintain a multi-annual strategic programme to provide a framework for planning	In short, the evaluation says that the MSP remains an appropriate tool and needs no particular adaptation. EU-OSHA can continue to use it as a framework for planning.	Ask for Board's agreement about the importance of an agreed strategic framework for medium-long-term planning.	Q2 2017	Finalised
EU OSHA to consider how the MSP can be used to promote commitment to OSH via the focal point network in Member States	Member States are responsible for resource allocation for focal points. EU OSHA can continue to promote the work of each focal point in the Member States and use the MSP to highlight the long-term nature of approaches to OSH.	Report on MSP evaluation findings to be presented to the FOP 17-03 Meeting Improving the facility for Agency to support network activities in MS, in particular where visiting FOP host institutions	Q3 2017 Q2 2017	Done
The strategic objective and priority areas do not need to be revised as they still are coherent with the EU approach to OSH.	Internal discussions within the Agency as well as with the Governing Board evidenced that the current MSP structure is adequate to cover the next strategy period.	Ensure Board's agreement on the continued validity of the 6 priority areas and strategic objectives - with the understanding that a discussion should be reopened should any new important element arise. Board to extend the validity of the MSP up to 2023. Content and activities to be discussed by the Board.	Q1 2018	Ongoing and on track

<p>The challenges identified in the MSP need little amendment, but should ensure that the following are clearly recognised: The changing employment and economic patterns in Europe, the increasing diversity of the European workforce, the need to manage dangerous substances in the workplace, the need to address WRDs - especially WRS, MSDs, and occupational cancers, the need to address the lack of information on the economic aspects of OSH, the need to consider new and emerging risks including the impact of ICT and the digital economy, the need to support MSEs, and the need for good data for evidence-based policy making</p>	<p>The evaluation suggests that if the MSP is to be revised, then the text identifying the European OSH challenges could be updated and adapted following recent developments in OSH in Europe (e.g. 2017 Commission Communication). However, there is nothing specifically "wrong" about the content.</p>	<p>Challenges in the MSP to be revised according to the new context and in line with the recommendations from the evaluators and additional comments by the Board.</p>	<p>Q1 2018</p>	<p>Ongoing and on track</p>
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Annex X. Declaration by the Internal Control Coordinator relating to the Annual Activity Report 2017

I, the undersigned Andrew Smith,

In my capacity as ad interim Internal Control Coordinator

Declare that I have reported my advice and recommendations to the Director on the overall state of the internal control systems at the Agency.

I hereby certify that the information provided in Part II and III of the present Annual Activity Report and in annexes is, to the best of my knowledge, accurate and exhaustive.

(signed)

Bilbao, 28 May 2018

Annex XI Final accounts

ACCOUNTS FOR 2017

INCLUDING THE BUDGETARY IMPLEMENTATION REPORT

CERTIFICATION TEXT FOR ANNUAL ACCOUNTS OF THE EU-OSHA

The annual accounts of the EU-OSHA for the year 2017 have been prepared in accordance with the title IX of the Financial Regulation applicable to the general budget of the European Union, the accounting rules adopted by the Commission's Accounting Officer and the accounting principles and methods adopted by myself.

I acknowledge my responsibility for the preparation and presentation of the annual accounts of the EU-OSHA in accordance with art 68 of the General Financial Regulation.

I have obtained from the authorising officer, who certified its reliability, all the information necessary for the production of the accounts that show the EU-OSHA's assets and liabilities and the budgetary implementation.

I hereby certify that based on this information, and on such checks as I deemed necessary to sign off the accounts, I have a reasonable assurance that the accounts present fairly, in all material aspects, the financial position, the results of the operations and the cash-flow of the EU-OSHA.

Bilbao, 3rd May 2018

Juan Carlos del Campo Benito
Accounting Officer

Adopted on 8th May 2018

Christa Sedlatschek
Director

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1 BUDGETARY IMPLEMENTATION REPORT FOR 2017

1.1 INTRODUCTION

A. Legal framework – Financial regulation

This report on the implementation of the budget has been prepared in accordance with Article 97 of the Financial Regulation of the Agency adopted on 15th January 2014.

B. Management information systems

The budget accounts are maintained by ABAC.

ABAC/ SAP are used as software for general accounting.

Various budgetary and financial reports are produced using the Business Object system.

1.2 REVENUES

Revenue entered in the 2017 budget is shown in the table below.

	2017 Revenue entered in the budget	2017 Actual revenue
100/101/102 - European Commission subsidy	15.037.500,00	14.328.125,00
200 - Grant from the Basque Regional Government	40.000,00	40.000,00
202 - Grant from the Spanish Government	60.100,00	60.100,00
221 - "Older workers" project (earmarked)	147.816,62 (1)	0,00
222 – ENPI Project (earmarked)	71.036,25 (1)	0,00
223 – NEW IPA 367-495 (earmarked)	299.855,22 (1)	0,00
224 – IPA II 2016 Programme (earmarked)	290.000,00	290.000,00
520 – Bank interest and others	p.m.	69,39
540 – Administrative incomes	p.m.	45.718,59
590 – Miscellaneous revenue	p.m.	18.397,61
Total	15.946.308,09	14.782.410,59

(1) Reinscription in the budget from 2016.

1.3 EXPENDITURES – GENERAL TABLE

Title	2016					2017					2017/2016	
	Credits	Committed	%	Payments	%	Credits	Committed	%	Payments	%	Comparative rates of execution	
	1	2	3=2/1	4	5=4/1	6	7	8=7/6	9	10=9/6	11=8/3	12=10/5
1	5.645.100	5.450.668	96,6%	5.296.893	93,8%	5.665.100	5.642.875	99,6%	5.553.243	98,0%	103,2%	104,5%
2	1.379.950	1.373.038	99,5%	956.220	69,3%	1.434.310	1.434.175	100,0%	855.325	59,6%	100,5%	86,1%
3	8.158.750	7.799.897	95,6%	4.429.280	54,3%	8.038.190	7.459.712	92,8%	4.525.815	56,3%	97,1%	103,7%
Total	15.183.800	14.623.604	96,3%	10.682.394	70,4%	15.137.600	14.536.762	96,0%	10.934.383	72,2%	99,7%	102,7%

1.4 BUDGET OUTURN ACCOUNT

	2017	2016
REVENUE		
Balancing Commission subsidy	14.328.125,00	14.462.775,00
Other subsidy from Commission (earmarked) (Phare, IPA,...)	290.000,00	0,00
Fee income	64.185,59	4.568,32
Other income	100.100,00	100.100,00
TOTAL REVENUE (a)	14.782.410,59	14.567.443,32
EXPENDITURE		
Title I: Staff		
Payments	5.553.243,24	5.296.893,10
Appropriations carried over	89.631,61	153.775,72
Title II: Administrative Expenses		
Payments	855.325,02	956.220,83
Appropriations carried over	578.850,19	416.817,77
Title III Operating Expenditure		
Payments	4.525.814,98	4.429.280,94
Appropriations carried over	2.933.897,09	3.370.616,32
Title IV Earmarked revenues		
Payments	228.429,26	970.645,89
Appropriations carried over	580.278,83	518.708,09
TOTAL EXPENDITURE (b)	15.345.470,22	16.112.958,66
RESULT FOR THE FINANCIAL YEAR (a-b)	-563.059,63	-1.545.515,34
Cancellation of unused payment appropriations carried over from previous year	194.467,98	145.493,28
Adjustment for carry-over from the previous year of appropriations available at 31.12 arising from assigned revenue	518.708,09	1.489.353,98
Exchange differences for the year (gain +/loss -)		
BALANCE OF THE RESULT ACCOUNT FOR THE FINANCIAL YEAR	150.116,44	89.331,92
Balance year N-1	89.331,92	165.108,69
Positive balance from year N-1 reimbursed in year N to the Commission	-89.331,92	-165.108,69
Result used for determining amounts in general accounting	150.116,44	89.331,92
Commission subsidy - agency registers accrued revenue and Commission accrued expense	14.178.008,56	
Pre-financing remaining open to be reimbursed by agency to Commission in year N+1	150.116,44	

1.5 BUDGET 2017. AMENDING AND BUDGET TRANSFERS

Budget Item		Appropriations 2017			
		Initial	Amendment 1	Transfers	Current
Code	Description				
1100	Basic Salary	2.863.250		-99.600	2.763.650
1101	Family allowances	525.000		-20.500	504.500
1102	Expat+Foreign res. allow.	430.000		0	430.000
1103	Secretarial allowances	4.250		60	4.310
1112	Local staff	35.000		0	35.000
1113	Contract agents	1.185.000		-13.600	1.171.400
1120	Profess.training of staff	120.000		-11.000	109.000
1130	Insurance ag. sickness	136.000		9.500	145.500
1131	Insurance ag. accidents	22.000		-5.000	17.000
1132	Insurance ag. unemploy.	50.000		4.500	54.500
1140	Childbirth/death allow.	600		-60	540
1141	Travel exp. annual leave	55.000		1.000	56.000
1175	Interim Services	150.000		-10.000	140.000
1177	DG ADMIN admin. help	49.000		0	49.000
1178	Inter-agencies secretariat	1.000		600	1.600
1180	Misc exp staff recruitm.	12.000		33.500	45.500
1181	Travel expenses	1.500		1.500	3.000
1182	Inst, reset & transfer allow	12.000		23.500	35.500
1183	Removal expenses	7.000		12.600	19.600
1184	Temp daily subs allow.	12.500		8.000	20.500
1410	Medical service	15.000		6.000	21.000
1420	Other welfare serv.	4.000		4.000	8.000
1522	Trainees	15.000		15.000	30.000
1...	TOTAL T1 - Staff	5.705.100	0	-40.000	5.665.100
2000	Rent	344.760		-10.265	334.495
2010	Insurance	8.000		-1.970	6.030
2020	Water, gas, elect, heating	100.000	-10.000	-3.678	86.322
2030	Cleaning & maintenance	85.000	-15.000	-14.403	55.597
2040	Fitting-out of premises	20.000	0	58.218	78.218
2050	Security&Surv. Buildings	75.500	-21.000	-10.324	44.176
2100	IT operating expenditure Serv. by IT external providers	155.665	0	-11.137	144.528
2120	providers	298.335	0	10.915	309.250
2130	New & repl. Purchases	88.800	0	81.338	170.138
2210	Replacement purchases	25.650	0	17.741	43.391
2232	Vehicle upkeep, petrol	2.500	0	-959	1.541
2250	Public. & subscriptions	8.000	0	0	8.000
2300	Stationery & office supp.	11.000	0	6.125	17.125
2320	Bank charges	1.000	0	0	1.000
2330	Legal expenses	10.000	0	-4.750	5.250
2331	Audit services	26.000	-14.000	-854	11.146
2332	Other outsourced services	p.m.		27.572	27.572

Budget Item		Appropriations 2017			
		Initial	Amendment 1	Transfers	Current
Code	Description				
2352	Internal catering serv.	6.500	0	-1.268	5.232
2400	Post. & deliv. charges	10.600	0	-4.900	5.700
2410	Teleph, telegraph, etc.	98.000	0	-18.401	79.599
2...	TOTAL T2 - Infrastructure	1.375.310	-60.000	119.000	1.434.310
3010	Anticipating Change	198.650		-10.000	188.650
3020	Facts & figures	850.230		78.170	928.400
3030	Tools for OSH management	486.250		-137.170	349.080
3040	Raising awareness and communication	5.590.660		0	5.590.660
3050	Networking knowledge	310.750		0	310.750
3060	Networking	578.150		0	578.150
3100	Support to operational activities	102.500		-10.000	92.500
3...	TOTAL T3 - Operational expenditure	8.117.190	0	-79.000	8.038.190
	GRAND TOTAL	15.197.600	-60.000	0	15.137.600

1.6 TRANSFER OF APPROPRIATIONS 2017

#	Ref.	Title	from to	item	Current appropriation s	Transfer	New appropriation s	Total transfer	Transfer(s) between Titles			Date of decision
									FR Check Art. 27 10% limit	Cumulated amount	%	
TR/01/17	OSH.4455	Title 3	from to	3030 3020	486.250,00 850.230,00	-64.120,00 64.120,00	422.130,00 914.350,00	64.120,00	n/a	n/a	n/a	18/05/2017

Justification : Higher than planned expenditure due to unforeseen complexity in development of visualization data for the activity "2.5. Cost and Benefit" (priority area 2, budget item 3020) implies a further need in appropriations (EUR 64,120) available in priority area 3 (budget item 3030) due to postponement of procurements for the activity "3.1. OiRA" because of unexpected staff absence & cancellation of a procurement process (poor quality in the bids received).

TR/02/17	OSH.4459	Title 1	from to	1100 1141	2.863.250,00 55.000,00	-1.000,00 1.000,00	2.862.250,00 56.000,00	1.000,00	n/a	n/a	n/a	29/05/2017
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Justification : Further appropriations (EUR 1,000) are necessary for covering fully the annual travel allowance to temporary staff of the Agency. The new total appropriations for budget item 1141 is EUR 56,000.

TR/03/17	OSH.4462	Title 1	from to	1100	2.862.250,00	-37.600,00	2.824.650,00	37.600,00	n/a	n/a	n/a	20/06/2017
				1178	1.000,00	600,00	1.600,00					
				1183	7.000,00	10.000,00	17.000,00					
				1184	12.500,00	12.000,00	24.500,00					
				1522	15.000,00	15.000,00	30.000,00					

Justification : Mid-year review of staff related costs, arrival/departure of temporary agent staff and extended offer for traineeships in EU-OSHA lead to an adjustment of appropriations for related budget items : "1178 - Inter-agencies secretariat" (+EUR 600), "1183 - Removal expenses" (+EUR 10,000), "1184 - Temporary daily subsistence allowances" (+EUR 12,000) & "Trainees" (+EUR 15,000) all covered by "1100 - Basic salaries" (-EUR 37,600).

TR/04/17	OSH.4465	Title 1	from to	1100	2.824.650,00	-22.000,00	2.802.650,00	22.000,00	n/a	n/a	n/a	10/07/2017
				1180	12.000,00	16.000,00	28.000,00					
				1410	15.000,00	6.000,00	21.000,00					

Justification : Upcoming recruitment procedure for the position of Head of Resources (not originally foreseen in budget 2017) and management of medical issues in relation to invalidity procedure lead to an adjustment of appropriations for related items: "1180 - Miscellaneous expenditure on staff recruitment" (+EUR 16,000), "1410 - Medical service" (+EUR 6,000) both covered by "1100 - Basic salaries" (-EUR 22,000).

TR/05/17	OSH.4469	Title 1	from	1175	150.000,00	-7.500,00	142.500,00	7.500,00	n/a	n/a	n/a	02/10/2017
			to	1182	12.000,00	7.500,00	19.500,00					

Justification : Further appropriations (EUR 7,500) are necessary for covering fully the necessary installation allowances for unplanned staff turnover (e.g. end of services and new comers)The new total appropriations for budget item 1182 is EUR 19,500.

TR/06/17	OSH.4473	Title 3	from	3030	422.130,00	-37.050,00	385.080,00	37.050,00	n/a	n/a	n/a	04/10/2017
			to	3020	914.350,00	37.050,00	951.400,00					

Justification : Further appropriations (EUR 37,050) are necessary for the activity "2.4. Work Related Disease" (Priority area 2 - Facts and Figures in order to cover higher than anticipated costs relating to workshop logistics and reimbursement of participants. The re-allocation of appropriations between priority areas for the is made possible by having 2017 lower costs for the development of national tools (Priority area 3 and activity "Tools for OSH management")

TR/07/17	OSH.4476	Title 1	from	1100	2.802.650,00	-10.000,00	2.792.650,00	17.500,00	n/a	n/a	n/a	24/10/2017
			to	1131	22.000,00	- 5.000,00	17.000,00					
				1175	142.500,00	- 2.500,00	140.000,00					
				1180	28.000,00	17.500,00	45.500,00					

Justification : Further appropriations (EUR 17,500) are necessary for covering unforeseen recruitment procedures (i.e. assessment centre for procedure RSC-HoU). The new total appropriations for budget item 1180 is EUR 45,500.

TR/08/17	OSH.4478	Title 2	from	2000	344.760,00	-10.200,00	334.560,00	27.600,00	n/a	n/a	n/a	27/11/2017
				2010	8.000,00	- 1.400,00	6.600,00					
				2020	90.000,00	- 3.600,00	86.400,00					
				2030	70.000,00	-12.400,00	57.600,00					
			to	2332	p.m.	27.600,00	27.600,00					

Justification : Further appropriations (EUR 27,600) are necessary for covering new contract for outsourced services in the field of facility management of the agency following signature of the framework contract EFCA/FRA/2017/04 applicable for the institutions European Fisheries Control Agency (VIGO), Fisheries Control Agency (VIGO), Fusion for Energy (Barcelona) and EU-OSHA (Bilbao)

TR/09/17	OSH.4480	Title 1	from	1101	525.000,00	-20.500,00	504.500,00	37.660,00	n/a	n/a	n/a	04/12/2017
				1113	1.185.000,00	-13.600,00	1.171.400,00					

				1140	600,00	- 60,00	540,00					
				1184	24.500,00	- 4.000,00	20.500,00					
				1103	4.250,00	60,00	4.310,00					
				1130	136.000,00	9.000,00	145.000,00					
				1132	50.000,00	4.500,00	54.500,00					
				1181	1.500,00	1.500,00	3.000,00					
				1182	19.500,00	16.000,00	35.500,00					
				1183	17.000,00	2.600,00	19.600,00					
			to	1420	4.000,00	4.000,00	8.000,00					

Justification: Final indexation for basic salaries and salary weighting factor for 2018 have been communicated by the European commission. They make possible to definitively identify availability and needs of appropriations for staff expenditure until the end of the financial year. The transfer TR/09/17 is therefore to cover all EU-OSHA obligations to staff regarding the payroll of December (+34,160) and allocate more appropriations to "1420 - Other welfare expenditure" in order to cover the external expert for confidential counsellors related costs (+ EUR 4,000).

TR/10/17	OSH.4487	Title 1	from	1100	2.792.650,00	-29.000,00	2.763.650,00	163.500,00	yes	-29.000,00	-1,0%	12/12/2017	
				1120	120.000,00	-11.000,00	109.000,00		yes	11.000,00	-9,2%		
		Title 2		2030	57.600,00	- 2.000,00	55.600,00						
				2050	54.500,00	- 7.000,00	47.500,00						
				2100	155.665,00	- 9.000,00	146.665,00						
				2330	10.000,00	- 4.500,00	5.500,00						
				2400	10.600,00	- 4.000,00	6.600,00						
		Title 3		2410	98.000,00	-18.000,00	80.000,00						
				3010	198.650,00	-10.000,00	188.650,00		yes	-10.000,00	-5,0%		
				3020	951.400,00	-23.000,00	928.400,00		yes	-23.000,00	-2,7%		
				3030	385.080,00	-36.000,00	349.080,00		yes	-36.000,00	-7,4%		
				3100	102.500,00	-10.000,00	92.500,00		yes	10.000,00	-9,8%		
				to	2040	20.000,00	60.000,00	80.000,00					
				2120	298.335,00	11.000,00	309.335,00						
		2130	88.800,00	83.000,00	171.800,00								
2210	25.650,00	9.500,00	35.150,00										

Justification : Please refer to the annexes of the Decision 2017/49 in order to have detailed justification and calculation of the percentage (maximum 10%) applicable to the transfer(s) between titles of agency's budget (article 27 of EU-OSHA Financial Regulation)

TR/11/17	OSH.4513	Title 2	from	2000	334.560,00	- 65,06	334.494,94	14.365,06	n/a			21/12/2017
				2010	6.600,00	-570,00	6.030,00					
				2020	86.400,00	- 77,79	86.322,21					
				2030	55.600,00	-2,85	55.597,15					
				2040	80.000,00	-1.781,99	78.218,01					
				2050	47.500,00	-3.323,94	44.176,06					
				2100	146.665,00	-2.136,65	144.528,35					
				2120	309.335,00	-85,15	309.249,85					
				2130	171.800,00	-1.661,57	70.138,43					
				2232	2.500,00	-959,17	1.540,83					
				2330	5.500,00	-250,00	5.250,00					
				2331	12.000,00	-854,00	11.146,00					
				2332	27.600,00	-27,60	27.572,40					
				2352	6.500,00	-1.268,48	5.231,52					
				2400	6.600,00	-900,00	5.700,00					
				2410	80.000,00	-400,81	79.599,19					
				2210	35.150,00	8.240,51	43.390,51					
				2300	11.000,00	6.124,55	17.124,55					

Justification : Please refer to the annex of the Decision 2017/50 in order to have detailed justification.

TOTAL TRANSFERS 2017	429.895,06	429.895,06
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1.7 BUDGETARY IMPLEMENTATION - CURRENT APPROPRIATIONS (C1)

Item	Heading	Final credits	Committed	% Committed (2/1)	Paid	% Paid (5/4)	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
A-1100	BASIC SALARIES	2.763.650,00	2.762.472,50	99,96 %	2.762.472,50	99,96 %	0,00	0,00 %	1.177,50	0,04 %
A-1101	FAMILY ALLOWANCES	504.500,00	504.247,63	99,95 %	504.247,63	99,95 %	0,00	0,00 %	252,37	0,05 %
A-1102	EXPATRIATION AND FOREIGN- RESIDENCE ALLOWANCES	430.000,00	426.609,05	99,21 %	426.609,05	99,21 %	0,00	0,00 %	3.390,95	0,79 %
A-1103	SECRETARIAL ALLOWANCES	4.310,00	4.305,36	99,89 %	4.305,36	99,89 %	0,00	0,00 %	4,64	0,11 %
A-1112	LOCAL STAFF	35.000,00	32.849,74	93,86 %	32.849,74	93,86 %	0,00	0,00 %	2.150,26	6,14 %
A-1113	CONTRACT AGENTS	1.171.400,00	1.169.510,98	99,84 %	1.169.510,98	99,84 %	0,00	0,00 %	1.889,02	0,16 %
A-1120	PROFESSIONAL TRAINING OF STAFF	109.000,00	102.278,32	93,83 %	73.633,09	67,55 %	28.645,23	26,28 %	6.721,68	6,17 %
A-1130	INSURANCE AGAINST SICKNESS	145.500,00	145.338,41	99,89 %	145.338,41	99,89 %	0,00	0,00 %	161,59	0,11 %

Item	Heading	Final credits	Committed	% Committed (2/1)	Paid	% Paid (5/4)	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
A-1131	INSURANCE AGAINST ACCIDENTS AND OCCUPATIONAL	17.000,00	16.306,08	95,92 %	16.306,08	95,92 %	0,00	0,00 %	693,92	4,08 %
A-1132	INSURANCE AGAINST UNEMPLOYMENT	54.500,00	54.409,08	99,83 %	54.409,08	99,83 %	0,00	0,00 %	90,92	0,17 %
A-1140	CHILDBIRTH AND DEATH ALLOWANCES AND GRANTS	540,00		0,00 %				0,00 %	540,00	100,00 %
A-1141	TRAVEL EXPENSES FOR ANNUAL LEAVE	56.000,00	55.897,74	99,82 %	55.897,74	99,82 %	0,00	0,00 %	102,26	0,18 %
A-1175	INTERIM SERVICES	140.000,00	139.790,63	99,85 %	129.342,15	92,39 %	10.448,48	7,46 %	209,37	0,15 %
A-1177	PMO ADMINISTRATIVE HELP	49.000,00	49.000,00	100,00 %	47.297,25	96,53 %	1.702,75	3,48 %	0,00	0,00 %
A-1178	INTERAGENCIES SECRETARIAT	1.600,00	1.600,00	100,00 %	818,00	51,13 %	782,00	48,88 %	0,00	0,00 %
A-1180	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT	45.500,00	45.500,00	100,00 %	12.136,85	26,67 %	33.363,15	73,33 %	0,00	0,00 %
A-1181	TRAVEL EXPENSES	3.000,00	2.954,29	98,48 %	2.954,29	98,48 %	0,00	0,00 %	45,71	1,52 %

Item	Heading	Final credits	Committed	% Committed (2/1)	Paid	% Paid (5/4)	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
A-1182	INSTALLATION RESETTLEMENT AND TRANSFER ALLOW	35.500,00	35.442,53	99,84 %	35.442,53	99,84 %	0,00	0,00 %	57,47	0,16 %
A-1183	REMOVAL EXPENSES	19.600,00	19.549,40	99,74 %	19.549,40	99,74 %	0,00	0,00 %	50,60	0,26 %
A-1184	TEMPORARY DAILY SUBSISTENCE ALLOWANCES	20.500,00	19.720,76	96,20 %	19.720,76	96,20 %	0,00	0,00 %	779,24	3,80 %
A-1410	MEDICAL SERVICE	21.000,00	20.571,51	97,96 %	8.072,52	38,44 %	12.498,99	59,52 %	428,49	2,04 %
A-1420	OTHER WELFARE EXPENDITURE	8.000,00	6.961,07	87,01 %	4.770,06	59,63 %	2.191,01	27,39 %	1.038,93	12,99 %
A-1522	TRAINEES	30.000,00	27.559,77	91,87 %	27.559,77	91,87 %	0,00	0,00 %	2.440,23	8,13 %
TOTAL TITLE I		5.665.100,00	5.642.874,85	99,61%	5.553.243,24	98,03%	89.631,61	1,58%	22.225,15	0,39%
A-2000	RENT	334.494,94	334.494,94	100,00 %	320.509,53	95,82 %	13.985,41	4,18 %	0,00	0,00 %
A-2010	INSURANCE	6.030,00	6.030,00	100,00 %	6.030,00	100,00 %	0,00	0,00 %	0,00	0,00 %
A-2020	WATER GAS ELECTRICITY AND HEATING	86.322,21	86.322,21	100,00 %	79.536,73	92,14 %	6.785,48	7,86 %	0,00	0,00 %

Item	Heading	Final credits	Committed	% Committed (2/1)	Paid	% Paid (5/4)	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
A-2030	CLEANING AND MAINTENANCE	55.597,15	55.597,15	100,00 %	13.706,28	24,65 %	41.890,87	75,35 %	0,00	0,00 %
A-2040	FITTING-OUT OF PREMISES	78.218,01	78.218,01	100,00 %	9.068,02	11,59 %	69.149,99	88,41 %	0,00	0,00 %
A-2050	SECURITY AND SURVEILLANCE OF BUILDINGS	44.176,06	44.176,06	100,00 %	39.754,93	89,99 %	4.421,13	10,01 %	0,00	0,00 %
A-2100	I.T. OPERATING EXPENDITURE	144.528,35	144.528,35	100,00 %	126.040,30	87,21 %	18.488,05	12,79 %	0,00	0,00 %
A-2120	SERVICES PROVIDED BY I.T. STAFF	309.249,85	309.249,85	100,00 %	186.295,95	60,24 %	122.953,90	39,76 %	0,00	0,00 %
A-2130	NEW AND REPLACEMENT PURCHASES	170.138,43	170.138,43	100,00 %	10.684,86	6,28 %	159.453,57	93,72 %	0,00	0,00 %
A-2210	NEW AND REPLACEMENT FURNITURE PURCHASES FURN	43.390,51	43.390,51	100,00 %			43.390,51	100,00 %	0,00	0,00 %
A-2232	VEHICLE UPKEEP PETROL AND HIRING MEANS OF TRANSP	1.540,83	1.540,83	100,00 %	1.217,32	79,00 %	323,51	21,00 %	0,00	0,00 %
A-2250	PUBLICATIONS AND SUBSCRIPTIONS	8.000,00	8.000,00	100,00 %	5.949,66	74,37 %	2.050,34	25,63 %	0,00	0,00 %

Item	Heading	Final credits	Committed	% Committed (2/1)	Paid	% Paid (5/4)	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
A-2300	STATIONERY AND OFFICE SUPPLIES	17.124,55	17.018,45	99,38 %	4.161,77	24,30 %	12.856,68	75,08 %	106,10	0,62 %
A-2320	BANK CHARGES	1.000,00	1.000,00	100,00 %	655,33	65,53 %	344,67	34,47 %	0,00	0,00 %
A-2330	LEGAL EXPENSES	5.250,00	5.250,00	100,00 %	2.887,50	55,00 %	2.362,50	45,00 %	0,00	0,00 %
A-2331	AUDIT SERVICES	11.146,00	11.146,00	100,00 %			11.146,00	100,00 %	0,00	0,00 %
A-2332	OTHER OUTSOURCED SERVICES	27.572,40	27.572,40	100,00 %			27.572,40	100,00 %	0,00	0,00 %
A-2352	INTERNAL CATERING EXPENSES	5.231,52	5.231,52	100,00 %	4.835,16	92,42 %	396,36	7,58 %	0,00	0,00 %
A-2400	POSTAGE AND DELIVERY CHARGES	5.700,00	5.671,31	99,50 %	4.173,36	73,22 %	1.497,95	26,28 %	28,69	0,50 %
A-2410	TELEPHONE TELEGRAPH TELEX RADIO AND TELEVISION	79.599,19	79.599,19	100,00 %	39.818,32	50,02 %	39.780,87	49,98 %	0,00	0,00 %
TOTAL TITLE II		1.434.310,00	1.434.175,21	99,99%	855.325,02	59,63%	578.850,19	40,36%	134,79	0,01%

Item	Heading	Final credits	Committed	% Committed (2/1)	Paid	% Paid (5/4)	Carry forward	% Carry forward	Cancelled credits	% Cancelled credits
		1	2	3=2/1	4	5=4/1	6	7=6/1	8=1-2	9=8/1
B3-010	ANTICIPATING CHANGE	188.650,00	75.040,50	39,78 %	42.241,80	22,39 %	32.798,70	17,39 %	113.609,50	60,22 %
B3-020	FACT & FIGURES	928.400,00	909.092,07	97,92 %	482.747,67	52,00 %	426.344,40	45,92 %	19.307,93	2,08 %
B3-030	TOOLS FOR OSH MANAGEMENT	349.080,00	217.390,67	62,28 %	132.451,61	37,94 %	84.939,06	24,33 %	131.689,33	37,72 %
B3-040	RAISING AWARENESS AND COMMUNICATION	5.590.660,00	5.476.053,37	97,95 %	3.493.023,41	62,48 %	1.983.029,96	35,47 %	114.606,63	2,05 %
B3-050	NETWORKING KNOWELEDGE	310.750,00	214.724,28	69,10 %	57.837,89	18,61 %	156.886,39	50,49 %	96.025,72	30,90 %
B3-060	NETWORKING	578.150,00	492.644,06	85,21 %	281.215,57	48,64 %	211.428,49	36,57 %	85.505,94	14,79 %
B3-100	SUPPORT TO OPERATIONAL ACTIVITIES	92.500,00	74.767,12	80,83 %	36.297,03	39,24 %	38.470,09	41,59 %	17.732,88	19,17 %
TOTAL TITLE III		8.038.190,00	7.459.712,07	92,80%	4.525.814,98	56,30%	2.933.897,09	36,50%	578.477,93	7,20%
TOTAL C1		15.137.600,00	14.536.762,13	96,03 %	10.934.383,24	72,23 %	3.602.378,89	23,80 %	600.837,87	3,97 %

1.8 BUDGETARY IMPLEMENTATION- APPROPRIATIONS CARRIED FORWARD (C8)

Item	Heading	Credits 1	Paid 2	% Paid 3=2/1	Cancelled credits 4=1-2	% Cancelled credits 5=4/1
A-1120	PROFESSIONAL TRAINING OF STAFF	107.309,04	72.167,55	67,25 %	35.141,49	32,75 %
A-1175	INTERIM SERVICES	27.555,37	27.498,49	99,79 %	56,88	0,21 %
A-1177	PMO ADMINISTRATIVE HELP	2.306,60			2.306,60	100,00 %
A-1178	INTERAGENCIES SECRETARIAT	1.000,00	657,50	65,75 %	342,50	34,25 %
A-1180	MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT	369,14			369,14	100,00 %
A-1410	MEDICAL SERVICE	11.588,27	7.570,44	65,33 %	4.017,83	34,67 %
A-1420	OTHER WELFARE EXPENDITURE	3.647,30	2.832,85	77,67 %	814,45	22,33 %
TITLE I		153.775,72	110.726,83	72,01%	43.048,89	27,99%
A-2000	RENT	7.944,95	6.876,02	86,55 %	1.068,93	13,45 %
A-2020	WATER GAS ELECTRICITY AND HEATING	4.975,66	3.835,42	77,08 %	1.140,24	22,92 %
A-2030	CLEANING AND MAINTENANCE	49.551,74	46.469,64	93,78 %	3.082,10	6,22 %
A-2040	FITTING-OUT OF PREMISES	9.888,43	9.888,43	100,00 %	0,00	0,00 %
A-2050	SECURITY AND SURVEILLANCE OF BUILDINGS	19.423,00	19.423,00	100,00 %	0,00	0,00 %
A-2100	I.T. OPERATING EXPENDITURE	30.854,36	29.971,11	97,14 %	883,25	2,86 %
A-2120	SERVICES PROVIDED BY I.T. STAFF	141.690,95	141.687,87	100,00 %	3,08	0,00 %
A-2130	NEW AND REPLACEMENT PURCHASES	84.117,12	83.722,10	99,53 %	395,02	0,47 %
A-2210	NEW AND REPLACEMENT FURNITURE PURCHASES FURN	2.071,70	2.071,70	100,00 %	0,00	0,00 %
A-2232	VEHICLE UPKEEP PETROL AND HIRING MEANS OF TRANSP	945,01	945,01	100,00 %	0,00	0,00 %
A-2250	PUBLICATIONS AND SUBSCRIPTIONS	1.392,13	1.004,48	72,15 %	387,65	27,85 %
A-2300	STATIONERY AND OFFICE SUPPLIES	1.626,18	1.511,97	92,98 %	114,21	7,02 %
A-2330	LEGAL EXPENSES	6.392,50	3.600,00	56,32 %	2.792,50	43,68 %
A-2331	AUDIT SERVICES	16.718,00	16.718,00	100,00 %	0,00	0,00 %
A-2352	INTERNAL CATERING EXPENSES	688,94	334,55	48,56 %	354,39	51,44 %
A-2400	POSTAGE AND DELIVERY CHARGES	1.772,70	1.602,57	90,40 %	170,13	9,60 %
A-2410	TELEPHONE TELEGRAPH TELEX RADIO AND TELEVISION	36.764,40	29.057,78	79,04 %	7.706,62	20,96 %
TITLE II		416.817,77	398.719,65	95,66%	18.098,12	4,34%
B3-203	COMMUNICATION, CAMPAIGN AND PROMOTION	937.684,76	928.662,09	99,04 %	9.022,67	0,96 %
B3-209	MISSION EXPENSES	14.073,95	2.012,52	14,30 %	12.061,43	85,70 %
B3-300	NETWORKING AND COORDINATION	289.024,94	254.599,91	88,09 %	34.425,03	11,91 %
B3-304	TRANSLATION OF STUDIES, REPORTS AND WORKING DOCUMENTS	237.571,80	236.160,00	99,41 %	1.411,80	0,59 %
B3-309	MISSION EXPENSES	32.098,75	8.248,33	25,70 %	23.850,42	74,30 %
B3-400	PREVENTION AND RESEARCH INFORMATION	1.840.888,34	1.802.305,52	97,90 %	38.582,82	2,10 %
B3-409	MISSION EXPENSES	19.273,78	5.306,98	27,53 %	13.966,80	72,47 %
TITLE III		3.370.616,32	3.237.295,35	96,04%	133.320,97	3,96%
TOTAL C8		3.941.209,81	3.746.741,83	95,07 %	194.467,98	4,93 %

1.9 BUDGETARY IMPLEMENTATION - EARMARKED REVENUES (R0)

Item	Heading	Credit		Committed	Paid							Carry forward comm. to 2018	Carry over credits to 2018
		Total	2017		2013	2014	2015	2016	2017	Total	%		
		1	2	3	4	5	6	7	8	9=4+...+8	10=9/1	10=3-8	11=2-3
B- 4100	IPA II 2016 PROGRAM M,	290.000,00	290.000,00	130.000,00	0,00	0,00	0,00	0,00	0,00	0,00	0,0 %	130.000,00	160.000,00
B- 4700	OLDER WORKERS	2.000.000,00	147.816,62	47.860,00	2.487,85	653.671,47	402.545,86	793.478,20	47.860,00	1.900.043,38	95,0 %	0,00	0,00(1)
B- 4800	ENPI	373.424,00	71.036,25	0,00	0,00	75.499,07	159.865,77	67.022,91	0,00	302.387,75	80,9 %	0,00	0,00(1)
B- 4900	NEW IPA 2015/367-495	410.000,00	299.855,22	248.665,80	0,00	0,00	0,00	110.144,78	180.569,26	290.714,04	70,9 %	68.096,54	51.189,42
Total R0		3.073.424,00	808.708,09	426.525,80	2.487,85	729.170,54	562.411,63	970.645,89	228.429,26	2.493.145,17	81,1 %	198.096,54	211.189,42

(1) No carry over, as the life of the project is finalized before the end of 2017

2 FINANCIAL STATEMENTS

Reporting entity

EU-OSHA was created by the Council Regulation (EC) 2062/94 of 18 July 1994 establishing a European Agency for Safety and Health at Work.

Basis for preparation

As a general rule, all aspect of the financial accounts have been drawn up in accordance with the Financial Regulation applicable to EU-OSHA adopted by EU-OSHA's Governing Board on 15th January 2014. Also the Regulation 966/2012 (General Financial Regulation) is applicable. Pursuant the article 145 of this general Financial Regulation, the financial statement shall comprise:

- The balance sheet
- The statement of financial performance
- The statement of changes on net assets
- The cash-flow table
- Notes to the financial statements

According to the accounting standards and to the instructions given by the Commission Accountant, the accounts are presented under accrual basis⁴⁷. According to the existing tools, and since ABAC was implemented in 2008, the accounts are produced during the year in a limited accrual basis, and by the end of the year the closing of the accounts are adapted to be presented in a full accrual basis. This adaptation consists mainly in:

- Consideration of impact of fixed assets and depreciation
- Consideration of impact of pre-financings
- Withdrawal of carry forwards and introduction of real debts (payables and accrued expenses)
- Withdrawal of the impact of the accrual operation of the last year.

These accounts are presented in respect of the accounting principles, explained as follows:

Currency

The accounts are established in Euros (€).

Going concern basis.

EU-OSHA is deemed to have been established for an indefinite duration.

Prudence.

Assets and income have not been overstated, liabilities and expenses have not been understated. No hidden reserves or undue provisions have been created.

Consistent accounting methods.

The accounting methods and valuation must not be changed from one year to the other.

The calculation of the depreciation starts the day of "mise en service". The depreciation rates are those established in the ABAC rules, and will be detailed in the specific item.

⁴⁷ "In accrual accounts, transactions are recognized when they occur... even if the payments (are) to be made the following year".

Comparability of information.

The financial statements show all the amounts in the corresponding item for the previous year. When the presentation of the classification of one of the components is changed, the corresponding amounts for the previous year shall be made comparable and reclassified.

Materiality and aggregation.

All the operations which are significant for the information have been taken into account in the financial statements. Items that are material by virtue of their size but with the same nature can be aggregated. Amounts negligible can also be aggregated.

No-netting principle.

Receivables and debts have not been offset against each other, nor may changes or incomes, save where charges and income derive from the same transaction, from similar transactions or from hedging operations and provided they are not individually material.

Reality over appearance.

Accounting events recorded in the financial statements are presented by reference to their economic nature.

Accrual-based accounting principle

Transactions and events shall be entered in the accounts when they occur and not when amounts are actually paid or recovered. They shall be booked to the financial years to which they relate.

Concerning the operations financed by earmarked revenues (R0) the cash principle has been kept. The effect of this in the whole accounts is negligible.

Valuation of assets and liabilities

Assets and liabilities shall be valued at purchase price or production cost. However, the value of non-financial fixed assets and formation expenses shall be written down for depreciation. In addition a write-down may be applied where the value of an asset decreases and an increase in the value of a liability may be covered by a provision.

Note related to Payroll charges

All salary calculations giving the total staff expenses included in the Statement of financial performance of the Agency are externalized to the Office for administration and payment of individual entitlements (also known as the Paymaster's Office-PMO) which is a central office of the European Commission.

The PMO's mission is to manage the financial rights of permanent, temporary and contractual staff working at the Commission, to calculate and to pay their salaries and other financial entitlements. The PMO provides these services to other EU institutions and agencies as well. The PMO is also responsible for managing the health insurance fund of the Institutions, together with processing and paying the claims of reimbursement from staff members. The PMO also manages the pension fund and pays the pensions of retired staff members. PMO is being audited by the European Court of Auditors.

The Agency is only responsible for the communication to the PMO of reliable information allowing the calculation of the staff costs. It is also responsible to check that this information has been correctly handled in the monthly payroll report used for accounting payroll costs. It is not responsible for the calculation of the payroll costs performed by PMO.

2.1 BALANCE SHEET

“The balance sheet gives a description of assets and liabilities at year-end. Assets are presented according to their liquidity...(the) liabilities according to the extents to which they are due.”

	Annexe n°	2017	2016	Variation
ASSETS				
A. NON CURRENT ASSETS				
Intangible assets		9.092,22	13.058,74	-3.966,52
Property, plant and equipment	A1	377.677,44	511.526,58	-133.849,14
Land and buildings		198.030,62	239.096,99	-41.066,37
Plant and equipment		12.098,22	31.060,83	-18.962,61
Computer hardware		74.397,71	121.058,99	-46.661,28
Furniture and vehicles		87.175,16	106.207,77	-19.032,61
Other fixtures and fittings		5.975,73	14.102,00	-8.126,27
Long-term receivables	A2	9.315,00	9.315,00	0,00
TOTAL NON CURRENT ASSETS		396.084,66	533.900,32	-137.816,66
B. CURRENT ASSETS				
Short-term pre-financing	A3	109.494,64	8.635,04	100.859,60
Short-term receivables		2.518.740,13	2.283.877,35	234.862,78
Sundry receivables	A4	18.766,47	13.131,44	5.635,03
Deferred charges	A5	6.030,00	6.030,00	0,00
Accrued income with consolidated EU entities	A6	2.493.145,17	2.264.715,91	228.429,26
Short term receivables with consolidated EU entities	A7	798,49	0,00	798,49
Cash and cash equivalents	A8	4.361.704,54	4.596.910,72	-235.206,18
TOTAL CURRENT ASSETS		6.989.939,31	6.889.423,11	100.516,20
TOTAL		7.386.023,97	7.423.323,43	-37.299,46
LIABILITIES				
A. NET ASSETS				
Accumulated surplus/deficit		3.163.123,74	3.143.458,92	19.664,82
Economic outturn for the year - profit+/loss-		-725.322,27	19.664,82	-744.987,09
TOTAL NET ASSETS		2.437.801,47	3.163.123,74	-725.322,27
B. CURRENT LIABILITIES				
Accounts payable		4.973.222,50	4.260.199,69	713.022,81
Current payables	L1	11.929,74	72.671,71	-60.741,97
Sundry payables	L2	7.991,39	25.355,92	-17.364,53
Accrued charges		1.591.829,54	1.262.529,14	329.300,40
Accrued charges with consolidated EU entities	L3	107.037,00	26.887,00	80.150,00
Pre-financing received from consolidated EU entities	L4	3.223.540,44	2.872.755,92	350.784,52
Other accounts payable against consolidated EU entities	L5	5.894,39	0,00	5.894,39
TOTAL CURRENT LIABILITIES		4.948.222,50	4.260.199,69	688.022,81
TOTAL		7.386.023,97	7.423.323,43	-37.299,46

STATEMENT OF FINANCIAL PERFORMANCE

“This financial statement sets out all revenue and expenditure incurred during the year, even if the related movement of cash will only take place in later years”

	2017	2016	Variation
Revenues from administrative operations	64.116,20	3.772,58	60.343,62
Other operating revenue	14.506.607,21	15.444.403,84	-937.796,63
TOTAL OPERATING REVENUE	14.570.723,41	15.448.176,42	-877.453,01
Administrative expenses	-7.275.590,27	-6.950.089,34	-325.500,93
All Staff expenses	-5.350.747,48	-5.101.317,01	-249.430,47
Fixed asset related expenses	-160.632,98	-175.236,30	14.603,32
Other administrative expenses	-1.764.209,81	-1.673.536,03	-90.573,78
Other operational expenses	-8.020.455,41	-8.478.636,45	458.181,04
TOTAL OPERATING EXPENSES	-15.296.045,68	-15.428.725,79	132.680,11
SURPLUS/(DEFICIT) FROM OPERATING ACTIVITIES	-750.322,27	19.450,63	-769.772,90
Financial revenues	0,00	580,87	-580,87
Financial expenses	0,00	-366,68	366,68
SURPLUS/ (DEFICIT) FROM NON OPERATING ACTIVITIES	0,00	214,19	-214,19
SURPLUS/(DEFICIT) FROM ORDINARY ACTIVITIES	-725.322,27	19.664,82	-744.987,09
ECONOMIC OUTTURN FOR THE YEAR	-725.322,27	19.664,82	-744.987,09

Ventilation of the operational incomes

Concept	2017	2016
Subvention Commission	14.178.008,56	14.373.443,08
Grants Spanish authorities	100.100,00	100.100,00
Accrued incomes new IPA 2015/367-495	180.569,26	110.144,78
Accrued incomes project Older Workers	47.860,00	793.478,20
Accrued incomes project ENPI	0,00	67.022,91
Other operational incomes	69,39	214,87
TOTAL	14.506.607,21	15.444.403,84

2.2 BUDGETARY VERSUS ECONOMIC OUTTURN: COMPARISON

	Items included in economic, but not in budgetary outturn	Items included in budgetary, but not in economic outturn	TOTAL
Earnmarked (RO) operations			
Project Old Workers			-99.956,62
Prefinancing received	-2.000.000,00	-99.956,62	
Outstanding cost statements	1.900.043,38		
Project ENPI			-71.036,25
Prefinancing received	-373.424,00	-71.036,25	
Outstanding cost statements	302.387,75		
New IPA 2015/267			-119.285,96
Prefinancing received	-410.000,00	-119.285,96	
Outstanding cost statements	290.714,04		
IPA II 2016 programme			-290.000,00
Prefinancing received	-290.000,00	-290.000,00	
Adjustement of expenses			580.278,83
Elimination carry over 17-18		580.278,83	
Pending reimbursement EC Old Workers	99.956,62		
Pending reimbursement EC ENPI	71.036,25		
Carry forward New IPA 2015/267	68.096,54		
Carry over New IPA 2015/267	51.189,42		
Carry forward New IPA II 2016 programme	130.000,00		
Carry over New IPA II 2016 programme	160.000,00		
Economic Outturn Account			0,00
No earmarked operations			
Budget Outturn 2017		150.116,44	150.116,44
Outturn to reimburse to the EC	-150.116,44		-150.116,44
Prefinancing given			100.859,60
Prefinancing paid 2017		109.494,64	
Prefinancing 2016 cleared 2017	-8.635,04		
Impact on fixed assets			-137.815,67
Purchase		22.817,32	
Depreciation	-160.632,99		
Reversal of accrual operations			1.185.105,34
Expenses	1.185.105,34		
Amounts paid C8			-3.746.741,83
Paid C8	-3.746.741,83		
Adjustement of expenses			2.067.738,26
Elimination carry forward		3.602.378,89	
Accrued expenses 2017	-1.594.555,74		
Amounts payables 2017 with conforme aux faits	-11.929,74		
Amounts payables 2016 with conforme aux faits	71.844,85		
Cancellation unused C8		-194.467,98	-194.467,98
Delta not explained			0,01
Economic Outturn Account	-4.415.661,59	3.690.339,31	-725.322,27

2.3 CASH-FLOW TABLE (INDIRECT METHOD)

	2017	2016
Cash Flows from ordinary activities		
Surplus/(deficit) from ordinary activities	-725.322,27	19.664,82
Operating activities		
Adjustments		
Amortization (intangible fixed assets) +	7.094,02	7.731,65
Depreciation (tangible fixed assets) +	153.538,96	164.628,94
(Increase)/decrease in Short term Pre-financing	-100.859,60	31.239,96
(Increase)/decrease in Short term Receivables	-234.064,29	-957.819,93
(Increase)/decrease in Receivables related to consolidated EU entities	-798,49	0,00
Increase/(decrease) in Accounts payable	331.343,90	-71.285,37
Increase/(decrease) in Liabilities related to consolidated EU entities	356.678,91	-75.776,77
Net cash Flow from operating activities	-212.388,86	-881.616,70
Cash Flows from investing activities		
Increase of tangible and intangible fixed assets (-)	-22.817,32	-86.234,48
Proceeds from tangible and intangible fixed assets (+)	0,00	2.875,71
Net cash flow from investing activities	-22.817,32	-83.358,77
Net increase/(decrease) in cash and cash equivalents	-235.206,18	-964.975,47
Cash and cash equivalents at the beginning of the period	4.596.910,72	5.561.886,19
Cash and cash equivalents at the end of the period	4.361.704,54	4.596.910,72

2.4 STATEMENT OF CHANGES ON NET ASSETS

Net assets	Accumulated Surplus (+) / Deficit (-)	Economic result of the year	Net assets (total)
Balance as of 31 December 2016	3.143.458,92	19.664,82	3.163.123,74
Balance as of 1 January 2017	3.143.458,92	19.664,82	3.163.123,74
Allocation of the Economic Result of Previous Year	19.664,82	-19.664,82	0,00
Economic result of the year		-725.322,27	-725.322,27
Balance as of 31 December 2017	3.163.123,74	-725.322,27	2.437.801,47

2.5 OFF – BALANCE ITEMS:

CONTINGENT LIABILITIES AND COMMITMENTS FOR FUTURE FUNDING

This item consists in amounts that have low risk to finish in real liabilities. The items accounted are:

Commitments for future funding	2017	2016
RAL - Commitments against appropriations not yet consumed	1.991.600,86	2.639.745,46
Operating lease	1.109.529,86	1.340.112,93
TOTAL	3.100.130,72	3.979.858,39

Operating lease	Charges still to be paid			Total charges to be paid
	<1year	1-5 years	>5 years	
Buildings	307.859,06	801.670,80	0,00	1.109.529,86

2.6 NOTES TO THE FINANCIAL STATEMENTS

2.6.1 A1: FIXED ASSETS.

Intangible fixed assets

	Total Computer Software
Gross carrying amounts 31.12.2016	190.843,62
Additions	3.127,50
Gross carrying amounts 31.12.2017	193.971,12
Accumulated amortization and impairment 31.12.2016	-177.784,88
Amortization	-7.094,02
Accumulated amortization and impairment 31.12.2017	-184.878,90
Net carrying amounts 31.12.2017	9.092,22

Tangible fixed assets

	Buildings	Plant and Equipment	Computer hardware	Furniture and vehicles	Other Fixtures and Fittings	Total
Gross carrying amounts 31.12.2016	375.507,41	395.678,93	693.828,16	465.382,68	39.339,86	1.969.737,04
Additions	7.600,00		12.089,82			19.689,82
Disposals						
Gross carrying amounts 31.12.2017	383.107,41	395.678,93	705.917,98	465.382,68	39.339,86	1.989.426,86
Accumulated amortization and impairment 31.12.2016	-136.410,42	-364.618,10	-572.769,17	-359.174,91	-25.237,86	-1.458.210,46
Depreciation	-48.666,37	-18.962,61	-58.751,10	-19.032,61	-8.126,27	-153.538,96
Disposals						
Accumulated amortization and impairment 31.12.2017	-185.076,79	-383.580,71	-631.520,27	-378.207,52	-33.364,13	-1.611.749,42
Net carrying amounts 31.12.2017	198.030,62	12.098,22	74.397,71	87.175,16	5.975,73	377.677,44

FIXED ASSETS. DEPRECIATION RATES

Asset type	Depreciation rate, consolidation manual	Depreciation rate used by reporting entity	Comments if differs from the Common rates (see column A)
Intangible assets			
Software for personal computers and servers	25%	25,0%	
Tangible assets			
Buildings	4%	November 2021 totally depreciated	Duration of the renting contract
Furniture and vehicles			
Office, laboratory and workshop furniture	10%	10,0%	
Electrical office equipment, printing and mailing equipment	25%	25,0%	
Transport equipment (vehicles and accessories)	25%	25,0%	
Computer hardware			
Computers, servers, accessories, data transfer equipment, printers, screens	25%	25,0%	
Copying equipment, digitising and scanning equipment	25%	25,0%	
Other fixtures and fittings			
Telecommunications equipment	25%	25,0%	
Audio-visual equipment	25%	25,0%	

2.6.2 A2: LONG TERM RECEIVABLES

Amounts paid in concept of guarantees

	2017	2016
Guarantees given: cash guarantee for office in Brussels	9.315,00	9.315,00

2.6.3 A3: PREFINANCING GIVEN 2017

Item	Commitment	Payment number	Concept	LE Key List	Committed 2017	Pre-financing paid 2017	RAL 2017	Estimation expenses incurred by the final beneficiary in 2017
B-3040	6059	15971	MEDIA MONITORING 2017 - EUOSHA/2016/0002/L2/02 UNDER FWC	6000332235	15.900,00	7.950,00	7.950,00	15.900,00
B-3040	6125	16881	EUOSHA/2017/0002/L1/1 MEDIA DATABASE & DISTRIBUTION MARCH-DEC 2017 UNDER FWC	6000263606	10.704,17	5.352,08	5.352,09	10.704,17
B-3020	6336	17030	SC 63 - WORKSHOP BIO AGENTS - NL - 10/10/2017- UNDER FWC	6000232243	12.787,23	3.836,17	8.951,06	12.787,23
B-3020	6374	17125	SC 65 - WORKSHOP SENTINEL ALERT - LEUVEN - 31/01/2018 - UNDER FWC		11.436,32	3.430,90	8.005,42	1.715,00
B-3060	6393	17311	SC 66 - BOARD MEETING 01-2018 - BILBAO - UNDER FWC		80.757,44	24.227,23	56.530,21	12.114,00
B-3040	6442	17457	EU-OSHA/CPU/2015/T2/ - 14/2017 - HWC 18-19 MATERIAL - UNDER FWC	6000054993	223.050,00	55.762,50	167.287,50	22.305,00
B-3040	6451	17466	SC EUOSHA/2017/0033/L2/2 - HWC KICK OFF MEETING 20/21 FEB 2018 IN BILBAO	6000358476	44.678,81	8.935,76	35.743,05	10.000,00
TOTAL					399.313,97	109.494,64	289.819,33	85.525,40

2.6.4 A4: SUNDRY RECEIVABLES

	2017	2016
To be recovered to staff / agencies (HB 40007000/45311000/45202000/49970000)	18.766,47	13.131,44

2.6.5 A5: DEFERRED CHARGES

	2017	2016
Insurance 2018 paid end 2017	6.030,00	6.030,00

2.6.6 A6: ACCRUED INCOMES CONSOLIDATED ENTITIES

	2017	2016
Outstanding cost statements NEW IPA project	290.714,04	110.144,78
Outstanding cost statements delegation agreement Older Workers	1.900.043,38	1.852.183,38
Outstanding cost statements ENPI project	302.387,75	302.387,75
TOTAL	2.493.145,17	2.264.715,91

2.6.7 A7: SHORT TERM RECEIVABLES WITH CONSOLIDATED ENTITIES

	2017	2016
GNSS Agency	769,95	0,00
EASO Agency	28,54	0,00
TOTAL	798,49	0,00

2.6.8 A8: CASH AND CASH EQUIVALENTS

The Agency held 2 bank accounts.

	2017	2016
Bank accounts	4.360.952,80	4.593.910,72
Petty cash	751,74	3.000,00
TOTAL	4.361.704,54	4.596.910,72

Credit quality of financial assets	
Counterparties with external credit rating	
Prime and high grade	4.142.772,14
Upper medium grade	218.180,66
Non-investment grade	751.74

2.6.9 L1: CURRENT PAYABLES

The amounts correspond to pending invoices arrived in 2017 and pending of payment at the year end, with the "conforme aux faits"

	2017	2016
Pending invoices arrived during the year	11.929,74	72.671,71

2.6.10 L2: SUNDRY PAYABLES

The amount corresponds to miscellaneous amounts concerning staff (HB accounts 45202000, 45290000, 45493000, 49291000)

	2017	2016
TOTAL	7.991,39	25.355,92

2.6.11 L3: DEFERRALS AND ACCRUALS

This amount corresponds to pending amounts owed, whose invoices are not in payables. Also the estimated expenses of pre-financing given (See note A3) are included.

	2017	2016
Outstanding cost statements for year N, to be arrived the year N+1, not covered by prefinancing (eligible expenses) – see note A3	85.525,40	1.987,50
Pending invoices, not arrived up to 31/12 of the year	1.399.392,14	1.156.230,84
Untaken annual leave	106.912,00	104.310,80
TOTAL	1.591.829,54	1.262.529,14

With consolidated entities:

	2017	2016
Translation Centre	107.037,00	26.887,00

2.6.12 L4: PRE-FINANCING RECEIVED FROM CONSOLIDATED ENTITIES

The amount corresponds to the amounts owed to the Commission for the following items:

	2017	2016
Budget outturn (see table)	150.116,44	89.331,92
Older workers project	2.000.000,00	2.000.000,00
ENPI project	373.424,00	373.424,00
NEW IPA (2015/367-495)	410.000,00	410.000,00
IPA II 2016 programme	290.000,00	0,00
TOTAL	3.223.540,44	2.872.755,92

2.6.13 L5: OTHER ACCOUNTS PAYABLE AGAINST CONSOLIDATED ENTITIES.

	2017	2016
EEA Agency	5.894,39	0,00

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The European Agency for Safety and Health at Work (EU-OSHA) contributes to making Europe a safer, healthier and more productive place to work. The Agency researches, develops, and distributes reliable, balanced, and impartial safety and health information and organises pan-European awareness raising campaigns. Set up by the European Union in 1994 and based in Bilbao, Spain, the Agency brings together representatives from the European Commission, Member State governments, employers' and workers' organisations, as well as leading experts in each of the EU Member States and beyond.

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