

Minutes of the second Management Committee meeting of The COST Action CA 16123 Safety Culture and Risk Management in Agriculture (SACURIMA)

Held on 31st October 2017, from 8.00-15.30 (CET), at the Croatian Institute for Public Health (CIPH), Rockefellerova 7, organized by the host Natasa Janev Holcer (CIPH).

Agenda

1. Welcome by the Action Chair

Action Chair (AC) Prof Risto Rautiainen welcomed all participants and proceeded to chair the meeting.

2. Tour de Table, introductions, quorum

Participants introduced themselves. For quorum, 2/3 of the Action member countries (19 out of 28 currently) must attend. Quorum was reached as 36 members and substitutes from 24 Action member countries were present. In addition, we had 1 observer from Australia and one invited potential observer from Iran. List provided at the end of the minutes.

3. Acceptance of the agenda

Jarkko Leppälä suggested moving budget discussion closer to the end – agenda with this change was accepted unanimously.

4. Minutes of the last meeting

Accepted unanimously.

5. Update from the Action Chair

On the COST website, SACURIMA start date is listed as 17.3.2017, and the grant period start date is 1.5.2017. The COST office provided clarification where the Grant Period/budget year starts on 1st May running till 30th April. The last Grant Period will run from 1st May till 16th March 2021. AC Risto Rautiainen will provide minutes of the previous meeting and other relevant meeting documentation in Dropbox.

Update on STSMs was added to this section, provided by Claudio Colosio. STSM can last from 2 weeks to 6 months for early stage researchers (defined as up to 8 years from obtaining PhD). Other researchers are eligible for STSMs from 5 days up to 3 months. STSM grants may range from 500 to 3.500 EUR. Offers to host had been made by University of Nebraska (if tied to systematic review for WG1, WG2, WG3 or WG4) and University of Milano (if tied to pesticides, biomechanics, ILO list of OD criteria for diagnosing). Other hosts, including Latvia emerged. STSMs should be completed by April 2018. Proposed preferences for candidates are: 1) journal manuscript as a goal and 2) age of the person. Other criteria for applicants and hosts may be introduced and shall be circulated within the next month. Acceptance of criteria requires e-mail vote. STSM should be followed by a 5-10 page report of what was accomplished, published on the Action website (www.agricost.eu). Applicants use the standard application form at SACURIMA COST website. Risto suggested spending all available year 1 funds, preferably making decisions by Christmas.

COST STSM rules and criteria (Vademecum) were reviewed:

“The evaluation of each received STSM application is performed by the Action MC. The Action Chair (or Vice-Chair if the Action Chair is affiliated to the Grant Holder Institution) or the appointed STSM Coordinator / Committee can assume this responsibility if the Action MC gives them the mandate to perform this task on their behalf. The evaluation criteria defined by the Action MC should be communicated to all potential applicants. The selection of successful STSM applicants must be done so in consideration of the scientific scope of the proposed mission and how the mission can support the Action in achieving its scientific objectives. There should be special considerations made by the Action MC with respect to

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supporting COST policies on promoting gender balance, enabling Early Career Investigators (ECI), broadening geographical inclusiveness.”

6. Update form the Grant Holder

Jarkko Leppälä as the Grant Holder representative provided an update on the Grant Period 1 budget framework.

The initial Grant Period 1 budget (May 1st to April 30th) has increased to 150 374.00_ EUR due to increased number of members. SACURIMA Action has at the time 28 countries, 50 members and 22 substitutes. The major expenses for Grant Period 1 will come from the current Zagreb MC2 meeting and the following Dublin MC3 meeting. The Core Group meeting and workshop in Sweden stayed within approved budget (slight increase approved by prior MC email vote). No training schools will be held in Grant Period 1. Two conference grants have been used (Jarkko Leppälä NES Lund, Risto Rautiainen ICOH Zagreb). Special conference grants have been added for early career researchers from ITC countries; total budget is now 17 500 EUR. Application information will be displayed on the Action website (www.agricost.eu). Next conference opportunities include The Midwest Rural and Agricultural Health and Safety Conference in Pella, Iowa USA on November 14-15, 2017; The International Occupational and Environmental Diseases Congress in Antalya Turkey March 5-7, 2018 co-chaired by Claudio Colosio, and ICOH Symposium in Dublin on April 29-May 4, 2018. We courage all ITC candidates to apply for the ITC conference grants. Grant Period 1 budget and expenditures were approved unanimously.

Administrative positions were discussed. It was accepted that Jarkko Leppälä (Luke, Finland) is the new Grant Holder Scientific Representative, taking over this position from AC Risto Rautiainen who was also listed as Scientific Representative. Aila Suokas (Luke, Finland) is the new Grant Holder Manager of the Action. ITC country manager is Nataša Janev Holcer from CIPH, Croatia. COST Science officer of the Action is Estelle Emeriau and administrative officer is Aranzazu Sanchez.

Monitoring and final assessment of Action includes the following:

PR 1	12	Report in the first year
PR 2	24	Report in the second year
FA	48	Report in the last year

The budget update for Grant Period 1 presented by Jarkko Leppälä and Risto Rautiainen is an interim report on the Action finances to date.

Reimbursement rules for this meeting, and other meetings are explained in Vademecum. Participants of this meeting will receive a link from eCOST to apply for reimbursement.

7. COST Policy implementation

The Core Group members were presented (table below). Grant Holder is Natural Resources Institute Finland (Luke). Action Chair is Risto Rautiainen (FI), Vice Chair is John McNamara (IR), Scientific Representative is Jarkko Leppälä (FI), Action Grant Manager is Aila Suokas (FI), Communications Manager is Pat Griffin (IR). It was proposed that the Communications

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Manager position could be changed to Anne Marie Heiberg (NO), if it is possible. Mr. Pat Griffin remains in both Communications Manager and WG5 leader positions until such change may be made. Grant Holder representative Jarkko Leppälä will ask from the COST Office about the possibilities to have Anne Marie Heiberg in this position. The Communications Manager would be primarily responsible for internal communications, while the WG 5 is responsible for external communications and dissemination.

Cost Action position	Experts	Fem	EC	ITC
Grant Holder	Natural Resources institute (Luke), Finland			
Action Chair	Risto Rautiainen, Finland			
Action Vice Chair	John McNamara, Ireland		1	
Scientific Representative	Jarkko Leppälä, Finland		1	
Action Grant Manager	Aila Suokas, Finland	1		
WG1 leaders	Martina Jakob, Germany Peter Lundqvist, Sweden*	1		
WG2 leaders	Stephan Van den Broucke, Belgium Jose Rato Nunes, Portugal*			1
WG3 leaders	Laura Girdziute, Lithuania Joze Staric, Slovenia*	1	1	1
WG4 leaders	Eda Merisalu, Estonia Aurelie Berthet, Switzerland*	1		1
WG5 leaders	Pat Griffin, Ireland Helle Birk Domino, Denmark	1		
STSM manager	Prof. Claudio Colossio, Italy			
Communications Manager/WG5	Pat Griffin, Ireland			
ITC manager	Natasa Janev, Croatia	1		1
Training School Managers	Catherine Laurent, France Sonja Srbinowska, Macedonia	1		1
Meets criteria		9	3	6
Total positions		17	17	17
% meets criteria		53	18	35

*=WG communications representative; Fem=Female; EC=Early Career; ITC=Inclusiveness Target Country

COST is open for all institutions. To date we have 21 female members in the Action and 20 members from ITC countries. At this meeting we have 13 early career members, 16 female members, 13 members from ITC countries and 14 female MC substitutes participating. Each Action needs to have a plan towards inclusiveness. Important aspects include geographical coverage and inclusion of early career scientists. We will invite members from ITC countries yet not represented in this Action as a part of the plan to enhance inclusiveness.

8. Follow up of MoU objectives

The overall description of SACURIMA objectives includes:

- 1) Identify and evaluate health and safety programmes in agriculture
- 2) identify knowledge, attitudes, behaviours and priorities
- 3) identify effective models for training vulnerable populations
- 4) develop means and for monitoring progress and evaluating impact
- 5) dissemination

Risto Rautiainen invited WG leaders to explain what has been achieved so far.

WG 1 report

Identify and evaluate agricultural health and safety programmes and approaches on the national level. WG leader: Martina Jakob, Germany. WG leader Martina suggested that WG 1 starts with a survey to all participating COST countries on national policies, programmes and approaches. She also presented a first outline of a questionnaire. This was followed by a creative discussion about the type of questions to be used and the problems of using statistics from Eurostat as well as national resources. WG 1 agreed to develop a revised

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questionnaire during the month of November through the use of e-mail communication among the group members. WG leader will send a revised proposal to the group and the participants give comments and suggestions for additional questions to be included. The survey may also include collection of programs, research projects, reports, "grey-literature". If in other languages - include a summary in English.

WG 2 report

The WG needs to conduct literature review as systematically as possible as this increases chances of publication and being of influence. For example; using steps in Cochrane Review. We need to specifically define search 'key words' e.g. Culture and agriculture (Stephan). Search Databases as follows: Web of Science; PubMed; Scopus; Google Scholar. Languages: Do we use just one language or several? We will decide this later when we see the preliminary search results. Preliminary search; Jarkko has kindly offered to do this. Grey literature; Every MC member should seek such literature in their country. Review of literature: Papers of potential interest need to be screened independently by two persons from among WG 2 members with a further review where discordance occurs. A means of working to make progress before MC Meeting in Dublin in March needs to be set up.

Timetable:

Selection of Key Words – End of November

Preliminary Check of Key Words – Mid December (Jarkko).

Literature Review. Commence in January (focusing on predictors of Risk Behaviour).

WG 3 report

WG 3 provided a summary of the meeting on 30th Oct, 2017. Identifying effective models for training and integration of vulnerable populations (including refugees and young workers) into the agricultural workforce. Detailed analysis of 85 scientific literature sources has been made in order to identify main problems in agriculture workforce and to identify effective models for training and integration of vulnerable populations into the agricultural workforce. Primary results were presented in international scientific conference 23rd EBES CONFERENCE – MADRID, presentation title: Human Risk in Agriculture: Problems and Perspectives.

Closest works

- 1) make literature review on vulnerable populations in agriculture (2018-01-31)
- 2) prepare scientific article and to find out publication possibilities (2018-03-31)
- 3) create questionnaire for COST members about training models in agriculture (local experience) (2018-03-31)

WG 4 report

Aims:

- 1) Make database research on injury and accident (incidence, cases, real number)
- 2) Complete criteria (which kind of criteria, people injured? Tasks? Type of workers?)

Start with Eurostat database, to review the size of the problem. To assess the intervention (sources: Eurostat with some limitations and weakness especially on reposted occupational diseases, scientific literature, and national databases from SACURIMA members). Background: it is a real difficulty to obtain information for all the countries. Specific indicators to assess intervention. Define which indicators will be relevant.

Data collection could maybe be a solution. Claudio Colossio and Frederika Masci take the task of Eurostat, bring from the end of the year some data from Eurostat with the help of Eda Merisalu and Aurélie Berthet.

Paper n°1

Title: Trends of occupational accidents and diseases in agriculture in Europe 2000-2015
7 occupational diseases reported and recognized: conclusions of the first paper

Paper n°2

Title: Occupational accidents and diseases in the published literature in Europe

Paper n°3

Title: Quality of interventions addressed at reducing the burden of occupational diseases and accidents in Europe (2000-2018)

Paper n°4

Risk of suicide in agricultural workers and rural population: myth or real public health problem?

Check to do a WG meeting separate from MC meeting. Skype meeting?
For Dublin meeting: We should have a concept of the first article.

Light lunch break.

Continuation of Minutes form meeting on 31st October 2017:

In introductory part after the break Aleksandar Džakula (MC substitute) explained principles of policy development. There is a problem statement phase which defines what the problem is (size of the problem, does it have a solution, what evidence we have). Aleksandar will send us the info about his presentation on decisions and dilemmas.

The question was raised if the Action should focus on certain type of agricultural activity or broadly include the agriculture, forestry, fishing, hunting, trapping etc. activities that are sometimes combined for broader 'agriculture' industry category. It was decided not to broaden the scope. We have to comply with the MoU, thus the Action will deal with production of animals and crops on farms, horticulture operations and greenhouses. Forestry work conducted as part of a farm operation is also covered, but commercial forestry work by employees of forestry companies, municipalities, parks, etc., as well as commercial fishing are excluded.

9. Scientific planning

The MoU describes deliverables for each WG. Several WGs have a need to approach member countries with survey questions. Decision is made to circulate the draft of the WG 1 questionnaire to all the groups so that other WGs can add few questions they find important. This will reduce the burden from several WGs approaching members separately. AC Risto Rautiainen is available for all questions and troubleshooting to coordinate this effort.

10. Dissemination and exploitation strategy

WG 5 leader Pat Griffin presented a draft Action website. WG 5 co-leader Helle Birk Domino has initiated a SACURIMA Facebook account to increase visibility of the Action. All members were encouraged to visit the website. Any comments and suggestions should be sent to Pat, to be addressed periodically. All members were encouraged to like the Action Facebook page and post relevant info as we go. Also, there is a need to communicate to the policy makers. We have to develop a dissemination plan and put it to MC meeting for discussion and approval. Finally, there is a need for combination of policy and information products directed towards the national policy makers and to cover broader community of participating countries.

11. Financial planning

The total grant for the first Grand Period is 150.374,00 EUR.

The second Grant Period budget framework was discussed, and the final Grant Period 2 budget will be approved in the Dublin MC3 meeting. The major budget issue is whether to hold one or two MC meetings in person. After discussion, it was decided that two MC meetings with WG breakout meetings is more efficient than one MC meeting and separate WG meetings. Upcoming MC meeting locations were also discussed. MC4 is tentatively held in Oslo area in conjunction with the Nordic Meeting on Agricultural Occupational Health and Safety in September 2018. Several options have been proposed for following meetings, including Italy, Portugal, Poland, Macedonia, Lithuania, Germany and Finland. Up to 2 conference grants for presenting SACURIMA work will be included in the budget. Peter Lundqvist from Sweden will update a list of conferences of interest for this Action. Members are encouraged to request these conference grants. Special conference grants are again available for early career researchers from ITC countries. We encourage all eligible ITC candidates to apply the ITC conference grants in Year 2.

Claudio Colosio emphasized sending as many people as possible for STSM. We also need to encourage eligible ITC members to attend conferences. Pat Griffin asked if only scientific conferences qualify? It was viewed favourably to present also at other public events; e.g. when John will present Ireland in the world of farm safety at agricultural conference. For visibility of Action it is advised to insert the logo of COST on ppt slides and show the webpage as a start of the ppt. There is a standard ppt slide in dissemination guidelines, logo of COST has to be seen and not overwritten, the logo of the Action should be placed in the upper right corner of the ppt slide. Final conclusion is that we need to have standard ppt slides to use for presentations.

Voting to accept the presented financial plan: 23 countries PRO, 0 countries CONTRA. Other voting results are displayed in table 2.

Table 2. Voting results

QUESTION	Votes PRO	Votes CONTRA
Acceptance of presented financial planning	23	0
Next grant period to have 2 MC meetings	14	4
In favour of two persons participating in two different dissemination conferences.	14	0
Keeping 10.000,00 EUR for the STSM	23	0
Keeping ITC conference grant budget at 15.000,00 EUR	17	1
Total Action Dissemination to have 1.700,00 EUR	19	0
Total grant 150.374,00 EUR	23	0

12. Training school proposal for the second grant period

One proposed TS topic was presented by Catherine Laurent, titled: “to specify and build a shared analysis of the diversity of the occupational status of the people who work on farms”. There is changing diversity of people on farms including family labourers, permanent employees (on and outside farms), unpaid workers and unregistered workers. This diversity is acknowledged as a problem together with large blind spot concerning persons employed outside farms.

TS will share qualitative descriptions of variety of statuses, and share resources of data. Planned are 4 presenters so far; they are statistician from EUSTAT, specialist for migrating populations on farms (Temper EU Project), and a trade union ETUI representative. It is required to have a minimum of 3 trainees per 1 trainer for the TS. Applicants from all COST countries, researchers, students etc. are encouraged / accepted to join the TS.

Location of TS: Paris, France.

Date: June 2018, more in detail to be decided soon in order to book facility.

Budget: complementary grant to be requested from INRA 5000,00 EUR. Local organiser 10.000,00 EUR grant from SACURIMA.

Participants: to be decided about eligibility for receiving grants.

Tentative budget:

4 trainers + 12 participants = 16 in total

Lunch, rooms etc. 5000,00 EUR lump sum, expenditure per trainee 3000 EUR for reimbursement, max 240,00 EUR accomm for 2 nights, 500,00 EUR travel.

12 trainees = 8.880,00 EUR + 4 trainers 17.000,00 EUR plus 10 people without grant (cca 8.000,00 EUR)

22 trainees = cost rises on 25.000,00 EUR

32 trainees = cost rises on 33.000,00 EUR

42 trainees = cost rises on 41.000,00 EUR

Other topics for other TS could include: Safety culture, Risk management. Other Suggestions welcome.

Discussion:

There is a possibility to reduce the number of trainers and the number of trainees.

Jarkko Leppälä asked can we include risk management into the title of the TS, and it is possible. However, this TS will be on policy level as it will attend the national issues in each country. Risto Rautiainen asked which objective or working group is this training school supporting? Also the costs seemed over our budget. To reduce the costs Claudio Colosio suggested organizing a TS as a side event to some bigger event/conference. Risto Rautiainen reminded about a need for a cancellation policy in case of low attendance. The acceptance of the original proposal for the training school in Paris was voted on.

Results of the voting: 8 countries PRO, 11 countries CONTRA.

We need to allocate 7.500,00 EUR to the next year period, currently there is a deficit in TS funds. The idea is to cut the costs of the MC meetings and to add the surplus to TS. Marija Bubas asks if there is a possibility to use this TS for enhancing skills of the trainees by adding how to use a tool for assessing health literacy in vulnerable populations (trainer could be Stephan Van Den Broucke) in that way it shall indeed be a training related to objectives of this Action and efforts already put into organization of this TS will not be wasted. Claudio Colosio proposed to adapt the proposed title and to have TS in Paris next year.

Results of voting: 18 PRO, 0 CONTRA.

We decided that Catherine Laurent will do soon another proposal for the training school in Paris in summer 2018 and we can do an email meeting to decide about it before the meeting in Dublin.

13. Web page www.agricost.eu

Everyone needs to register at the web page, we need permission from the COST office if the web page and logo are accepted. Within 2 weeks it is time to send in comments on the web page, but major changes will not be possible. Jarkko Leppälä will contact the COST office and provide link asking for approval. SACURIMA Facebook is active and all members should like and join SACURIMA Facebook as friends. Suggestion is expressed to link Facebook profile with a web page and if there should be any other suggestions they need to be sent to Pat Griffin.

14. Funded projects

If there should exist any funding opportunities at the national level, closely related to the aims of SACURIMA, the Action Chair will provide a letter of support for proposals. Horizon 2020 projects to be discussed at Dublin 2018. Finnish Health and Safety vision project results will be presented by Risto Rautiainen at the next meeting. Jarkko Leppälä will highlight projects of the Luke Institute.

15. AOB

We discussed next MC meeting locations. Proposals for the MC meetings in the second grant period were received from Norway (September 2018), Italy (2019), and other possible host countries: Portugal, Poland, Macedonia, Lithuania, Germany.

It was decided to have the MC 4 meeting in Norway, following the Dublin MC 3 meeting. Results of voting: 18 PRO, 1 CONTRA.

Next location Dublin, dates 14th -15th March, 2018. MC meeting ends at 16.00 on 15th which is important to know in order to book flights as soon as possible thus lower the traveling expenses and accommodation expenses as much as possible. Pat Griffin has booked 50 rooms, City North Hotel, with dedicated transport with the hotel. There are rooms for 1 large session and 3 breakout sessions. When booking hotel use SACURIMA term.

An eligible arrival is on 13th and take off on 16th March, 2018. Invitations are sent in November. Jarkko Leppälä suggests WG meetings on 14th March 2018. Voting will be done via e-mail.

There is the official list of participants provided by the organizer Natasa Janev Holcer.

16. Closing

AC Risto Rautiainen closed the meeting and thanked Natasa Janev Holcer and her team in Croatia for superb meeting organizing.

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Table 3. List of participants on 31st October 2017.

No	COUNTRY	NAME	SURNAME	WG	EMAIL
1	GERMANY	MARTINA	JAKOB	1Chair	mjakob@atb-potsdam.de
2	SWEDEN	PETER	LUNDQVIST	1 subst Chair	Peter-lundqvist@slu.se
3	LITHUANIA	LAURA	GIRDZIUTE	3 Chair	girlau@gmail.com
4	GREECE	ELENI	PETRIDOU	2 (+1,4)	epetrid@gmail.com
5	BELGIUM	STEPHAN	VAN DEN BROUCKE	2	Stephan.vendenbroucke@uclouvain.be
6	ESTONIA	EDA	MERISALU	4	Eda.merisaluvemu.ee
7	IRELAND	PAT	GRIFFIN	2+5	Pat.griffin@hsa.ie
8	SWITZERLAND	AURELIE	BERTHET	4	aurelie.berthet@hospvd.ch
9	FRANCE	CATHERI NE	LAURENT	1	Catherine.laurent@inra.fr
10	PORTUGAL	JOSE	RATO NUNES	2	ratonunes@esaelvas.pt
11	SERBIA	DIANA	LUPULOVAC	2	diana@niv.ns.ac.rs
12	CROATIA	ZLATKO	SARIC	2	zsaric@hzzzsr.hr
13	CROATIA	MARIJA	BUBAS	4 (+2+3)	mbubas@hzzzsr.hr, marija.bubas@gmail.com
14	CROATIA	SONJA	DAMJANOVIC -DESIC	1,4	sdamjanovic-desic@hzzzsr.hr
15	MONTENEGRO	KATARIN A	PAVICEVIC	4	katarina3mk@gmail.com
16	SLOVENIA	JOZE	STARIC	3	joze.staric@vf.uni-lj.si
17	BOSNIA HERZEGOVINA	NURKA	PRANJIC	3+4	pranicnurka@hotmail.com
18	SERBIA	BOJAN	SRDJEVIC	2+4	bojans@polj.uns.ac.rs
19	MONTENEGRO	MIRKO	KNEZEVIC	1	mirkok@ac.me
20	SPAIN	ANTONIO	PELEGRINA JIMENEZ	3	antpele@gmail.com
21	NORWAY	BJORN	HILT	1	bjorn.hilt@stolav.no
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23	DENMARK	OLE	CARSTENSE N	2	olcars@rm.dk
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