

Minutes of the Fourth Management Committee Meeting of the COST Action CA16123 Safety Culture and Risk Management in Agriculture (SACURIMA)

Held on 11th September 2018, from 8.00-12.00 (CET), at the Hurdal Conference Hotel, Norway.

Agenda

1. Welcome by the Action Chair

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

2. Tour de Table, introductions, quorum

Roll call was conducted and quorum was reached as 34 members and substitutes from 22 Action member countries were present. In addition, we had 4 observers from USA. Participant list is provided at the end of the minutes.

3. Acceptance of the agenda

Agenda accepted unanimously.

4. Minutes of the last meeting

Minutes accepted unanimously.

5. Update from the Action Chair

Action participants

Currently 30 countries and 52 members have joined; with substitutes and observers 80 individuals are involved overall. Observers from Australia and United States have joined and new observer members from Jordan and Iran have been accepted for a total of four international partner countries (IPC).

Start/end dates for the COST Action are from March 17, 2017 to March 16, 2021. Due to delayed start, fiscal periods are from May 1 to April 30, with the exception of the last year of the project. We are currently in year 2 of the 4-year project. The first and second Action periods have been very productive and full of activities. AC reminded members to report their activities without delay as they happen, as we need to do reporting again at end of April.

Risto reviewed components of the COST Networking Tools: Management Committee (MC) and Core Group Meetings, Working Group (WG) Meetings, Workshops and Dissemination Conferences, Inclusiveness Target Country Conference Grants, Action Results Dissemination (WG 5 leading this), Training Schools and Short Term Scientific Missions (STSM).

Eleni Petridou (Greece) brought up the point that we should consider sustainability of the group's efforts to be able to continue the SACURIMA collaboration work. Risto said we will definitely consider this and look for funding opportunities. Several related grant proposals have been already submitted, and all members are urged to apply as opportunities arise.

Risto discussed **ITC grants** for conferences. Early Career Investigators and students from ITC countries can apply for funding to attend conferences. Peter Lundqvist (Sweden) maintains a list of conferences that he has circulated. Students and early career investigators

SACURIMA CA16123
Minutes of the MC meeting, Hurdal, 11th September, 2018

should be to apply by filling out the form on eCOST site. It is important to apply early (now) in the fiscal year, to be able to complete the conference trip during the fiscal year, before end of April. Natasa Janev (Croatia) will review and accept the applications with AC.

Jarkko Leppälä (Finland) indicated that the Sacurima COST Action provides a **Workshop** at Nordic Meeting of Agricultural Occupational Health and Safety Conference (NMAOHS) later during the afternoon. The Workshop includes a panel of WG leaders discussing question like "What is safety culture, how do we define it and how do we promote it?". The panel presenters will be Stephen Van den Broucke (Belgium), Martina Jakob (Germany), Eda Merisalu (Estonia) and Laura Girdziute (Lithuania). Risto has agreed to be the panel chairman. This plan was approved by the MC.

Jarkko reminded that the summer MC email vote approve the second (current) period **Work and Budget Plan** and also to arrange the Working Group 5 meeting in Norway on September 9. The Work and Budget Plan had to be revised as we learned that the Training Schools need to have specific program and location planned to be acceptable to the COST Association. New Training School plans were requested; Catherine Laurent manages the Training School applications for next fiscal year.

Short Term Scientific Mission report was presented by STSM manager Claudio Colosio (Italy). He manages and approves applications with AC. To apply early career investigators (up to 8 years from completing PhD) have to log in to the COST website and make an eCOST profile and apply online. The system then notifies Claudio and Risto, who then check the application through the system. You have to describe the objectives and program of the visit which is usually 7-15 days, around 1,000 to 2,500 Euros. Once COST Office approves the STSM, the final approval is given. Travel costs are reimbursed after the mission and report have been completed. Claudio reported that two short term STSMs (Short Term Scientific Mission) have been completed and two are in process. We discussed about plans for two upcoming short-term scientific visits to Milan. One will come from Serbia about risk assessment in pesticide handling (Brankica Kartalovic) and one from Turkey. Jarkko Leppälä did the first STSM visit to Tartu, Estonian University of Life Sciences to develop a paper and advance project collaboration. Simona Menardo (Germany) worked with Claudio and Federica Masci (Italy) in Milan to work on a project. Another student from University of Milan went to University of Nebraska to work with Risto, but due to late approval of the Work and Budget Plan, this was not approved as an official STSM visit. Claudio asked the group to fill in the tabulated form, indicating who can host a visit, and who is interested in submitting proposals for STSM visits. Claudio needs information particularly on sites that are willing to host. We should have 4-5 STSMs this year. Jarkko Leppälä was asked to circulate a form again to the group. We discussed sending an email every second month, reminding COST members about deadline to receive applications. This should be also posted on the website. The last call for STSMs should be in February. If there are extra funds before the end of April perhaps best to dedicate money to additional STSMs.

Inclusiveness Target Country grants (ITC grants) manager Natasa Janev noted that it is important to circulate information on conference grant opportunities to students. Grants provided up to \$2,500 per person. Conference fee is capped at 500 Euros, hotel and meal costs are no more than 160 Euros per day. Only ITC country early career investigators can apply. Applicant needs to have an oral or poster presentation at the conference and their names should be listed in the conference proceedings. ITC grant rules are on the website. Application forms are submitted online at the eCOST site. Posters/papers need to be sent to the communications manager (Pat Griffin, Ireland) for dissemination. Only two approved ITC grants have been completed so far. Natasa asked the group to send information about any conferences so this can be added and circulated in Peter's list. Claudio mentioned two conferences that he is now working on organizing in Slovakia and Italy. Natasa and Risto are authorized to approve proposals.

The **Training School** manager Catharine Laurent reviewed the system for organizing Training Schools. The plans should need to have a topic, location and program planned in detail before approval. Catherine asked the members to send proposals asap for next fiscal year on topics that advances the goals of the SACURIMA Action. Working Groups in particular may have proposals that would share the knowledge gained to junior investigators. It could be possible even this period to organize a training school, given that we are most likely going to have some unspent funds towards the end of the fiscal year (eng of April 2019).

6. Update from the Grant Holder and budget status

Jarkko Leppälä as Grant Holder representative presented the budget framework for the Grant Period 2. Budget was 150,000 euros in the past grant period, but the approved expenditures were only 122,000 euros. About 10,000 was lost due to COST refusals. Please check instructions about which costs are eligible. Grant Holder cannot accept any reimbursement requests that are not in line with instructions. If we have several new countries, the Action budget may increase, but this depends on whether the MC approves new members. The MC needs to decide how to divide funds for the coming year. Reimbursement payments for the past meeting were processed very late. Jarkko reminded that if the claims include items that are not eligible, then it will take longer to get reimbursed. For example, if you use a taxi you need to have a justification. COST prefers public transport. You have to include a route map with reimbursement, if you are driving a car. If you are leaving from a destination other than home, you have to show why this is more economically advantageous. The next half year report will be coming in December. All participants need to sign their name to the meeting sign-up sheets or you will not be reimbursed. This current second period budget is now 162 000 euros.

During the period we need activities in ITC Countries. We have decided to have the next meeting in Novi Sad, Serbia. Dates were discussed and we decided to have the next MC meeting on March 19-21, 2019 as it was originally set in eCOST and the W&B Plan. We discussed the agendas for upcoming meetings. The Working Group leaders felt it is good to include the Working Group meetings connected to MC meeting. The Working Group teams should have more time in WG meetings to get their activities organized. Need to make sure there is enough representation in all of the working groups. Some groups are quite small. Also people in working groups should sign participant list and involve their institutions, which will provide more help for assigned working group members. Preferred plan might be to have a day for working groups, and half day for MC Meetings and half day for a farm visit. One option is to have a panel of farmers in Novi Sad so that the group could ask them what safety culture means to them? September 25-28, 2019 is proposed time to have the following MC meeting in Milan or Lodi, Italy. The group voted to have the Grant Period 3 September MC meeting in Milan, dates to be decided. MC members agreed they are happy with two MC meetings per period.

7. Update from the COST Association

The Science Officer is Estelle Emeriau as before. Administrative Officer in the COST Office has been Ange Marie Ina Uwase, AngeMarie.InaUwase@cost.eu during the absence of Aranzazu Sanchez.

8. Monitoring of the Action

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

9. Implementation of COST policies

COST policies emphasize inclusiveness and having strong representation of women, early career investigators and ITC country representatives in Action leadership positions. We have met these inclusiveness goals although we could have more early career investigators. In this MC meeting we had 48% female participants, 27% early career investigators, and 32% of participants were from ITC countries. We continue encouraging members from ITC countries to participate the SACURIMA Action.

10. 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

WG leaders have made separately their Working Group meeting minutes and they were presented already to the MC members after the working group meeting on September 10. Short summaries about the Working Group activities were presented.

WG 1 report

Identify and evaluate agricultural health and safety programmes and approaches on the national level. WG leader: Martina Jakob, Germany.

Martina presented the results of the questionnaires for comparing health and safety systems across countries. They have gathered information for 23 countries. It is difficult to summarize answers because the systems are too complex to summarize in just a few sentences. We also discussed presentations for the conference. It may not be appropriate to summarize results in a systematic review article, but a descriptive of article. If anyone is interested in looking at the questionnaires group should write to Martina and she can share them. Need to focus on the types of systems and their efficiency in different countries. Also need to share these results with other countries, however, again this would be difficult because results are complex. Considering framing responses around an ILO convention that Catharine has found. The group will plan a web meeting for upcoming activities. Perhaps an STSM or a Masters student would allow the group to pull together a summary of the results. Would be good for groups to have one or two web meetings between now and the next in person meeting.

WG 2 report

WG2 Goals and discussions involved systematic review on safety culture, search for interventions to change behaviour, and development of a survey tool that should have the following preparatory work: identifying and collecting existing surveys and tools and comparing agriculture to other [occupational] sectors. WG leader: Stephan Van den Broucke, Belgium.

WG2 focuses on defining safety culture and factors that determine safety culture on farms. The aim is to understand the determinants of safety culture, both individual and contextual factors. Further, WG2 aims to identify related knowledge, attitudes, norms, behaviours and to see what measures can be acted upon. The group will identify and develop tools for measuring these factors. This work involves looking at what already exists by doing a literature review as systematically as possible. A survey will be developed to explore farmers' views on issues related to safety culture. WG2 has so far mostly focused on the literature review; started literature review, and started collecting instruments for measuring safety culture. WG2 developed a OneNote page to organize the results and information. This will be circulated and the group can share articles, protocols and survey tools. By next week, the group hopes to have results of the literature review and a collection of a number tools that will be pooled together into one survey. WG2 looked at the research capacity of various group members -various members are doing literature reviews and Ireland has a post doc student that can contribute to moving the research forward for WG2.

WG 3 report

WG3 goals involve identifying effective models for training and integration of vulnerable* populations (including refugees and young workers) into the agricultural workforce. These are *1) immigrants; 2) migrants; 3) refugees; 4) young persons; 5) older persons; 6) women; 7) persons with disabilities; 8) minority; and 9) seasonal workers. Working Group leader: Laura Girdziute, Lithuania.

The group has conducted a literature review and is working on preparing surveys of young people, looking at their willingness to work in agriculture. WG3 is also looking at employers and their motivations for hiring vulnerable workers; asking groups to discuss what efforts are underway to protect vulnerable workers in their home countries. Some of this work has been presented at conferences.

WG 4 report

WG4 Aims involve database research on agricultural injuries and illnesses (incidence, cases, real numbers); completing criteria and means for monitoring progress and evaluating impact of safety culture in agriculture. Working Group leader: Eda Merisalu, Estonia.

WG4 is looking at developing means and indicators for monitoring process and evaluating the impact of interventions on injuries and diseases. WG4 is looking at existing surveillance and data collection systems to see how these could be improved. WG4 asked the group to assist and if they don't have the knowledge to answer questions sent to the members, please find experts in your countries that can. WG4 is looking at Claudio's paper on workers' health surveillance to provide some ideas. The group has divided up activities for reaching the groups objectives.

WG 5 report

WG5 Aims involve action dissemination. Working Group leader: Anne Marie Heiberg, Norway.

Task is to share information on SACURIMA activities with politicians, industry groups, farmers and the public through media. WG5 plans to develop a video aimed at policy makers and asks MC to allocate money for the development of the video. WG5 would also like to

SACURIMA CA16123
Minutes of the MC meeting, Hurdal, 11th September, 2018

make a second video for farmers at the end of the COST action. The sacurima.eu website has information on all of the members, but it was requested that each member make a 30 second video about who you are and what you do so that this can be posted on the website. The group has also been asked to develop a communication strategy. Will need to consider the budget and what is possible to do given the cost to publish. The group would like to meet in Berlin in conjunction with the ENASP meeting to do more work towards completing WG5 objectives. The group would also like Pat Griffin (Ireland) to seek opportunities to share SACURIMA information with policy makers in Brussels.

WG5 manages a Facebook page and everyone can post on it. All members are invited to become 'friends' on the page and post information. Also would like people to update their profiles with information and a picture on the website. Scientific papers from SACURIMA needs to be published in a special edition of a journal. Peter suggested a special issue in the Journal of Agromedicine. Risto will ask if this can be done. Information to farmers needs to be published in farm journals in each country. Anne Marie send a reminder to the group with instructions on how to make and send a video introduction for the website. We also need to include the names of individuals in the different working groups. SACURIMA has an account/profile on Research Gate. Anne Marie asked members to join and link it to the SACURIMA project. Risto mentioned that we need to create a campaign to implement what we have developed in our various countries. We also need to ensure sustainability after the project period. Risto offered to develop a draft social marketing concept, involving a plan for messages, their target population, and the different types of media for reaching these target populations. We also need a timeline for implementing this. WG5 will need some volunteer work from MC members to do this.

Light lunch break.

11. Scientific planning

Jarkko reviewed the proposed budget for the current and coming years. MC discussed the Scientific Activities in the second period and the budget (Table 1).

Activities:

It is estimated that the MC meeting costs are about 80 000 euros in this Grant Period. This meeting in Norway was estimated to be max 40 000 euros. The budget for the MC meetings was likely overestimated in the W&B plan. STSM costs and ITC costs stated as estimated in the W&B plan.

WG1 was suggesting to have at least one STSM visit to work with the questionnaire results. MC approved these suggestions.

Need to ask COST association if it is okay to have Sacurima papers published in a U.S.-based journal (Special issue of the Journal of Agromedicine). MC approved the publication ideas.

WG2 suggested one STSM for finalising the literature review about the safety culture descriptions and studies in agriculture. MC approved the suggestion.

Table 1. Budget for the second period.



WG3 is also publishing a literature review and doing a survey among young people in agriculture. MC approved these suggestions.

WG4 has a new journal manuscript to be published concerning the work in WG 4 and WG 1. WG4 also plans to carry out an inquiry about the data collecting systems in each country. MC approved these suggestions.

WG5 is proposing to prepare a dissemination video about the Action's main theme: Safety Culture and Risk Management in Agriculture. The video budget for this period is estimated to be at least 5000 euros. This video is targeted for policy makers. The video plan and other dissemination activities need to be continued in future WG5 meetings. The website texts should be also checked and updated. The dissemination costs are estimated so far to be 8500 euros including the video (5000 e), website costs (1000 e), article costs (2500 e). In addition WG5 recommends two dissemination meeting and conference participations (6000 e). MC approved these suggestions.

It was suggested that WG5 could have a morning meeting in Berlin prior to the Core Group afternoon meeting in Berlin on 29th of October. Four members in WG 5 are also Core Group members and some vice leaders can represent WG leaders if they are not able to come there. After the Berlin meeting the Sacurima Core Group and WG members are invited to participate in the ENASP conference on October 30, which is important for the Action dissemination. It was suggested to allocate 10 000 Euros to the Core Group meeting in Berlin. MC voted and approved these suggestions.

The Core Group meeting is held on 29th of October. The agenda include planning and promoting STSM and ITC activities, Training Schools, future Workshops and meeting preparations in Novi Sad. Also it could be a place to have comments for the review article results and manuscripts. Another working group meeting may be held to finish the work for the WG's manuscripts and publications in Spring 2019. It was suggested to allocate 5000 euros to the WG publication preparation meeting and 5000 for another safety culture workshop preferably in conjunction with the Novi Sad MC meeting. 1000 euros was for OERSA costs to decide by the Core Group. MC approved these suggestions.

SACURIMA CA16123
Minutes of the MC meeting, Hurdal, 11th September, 2018

It is likely that the Norway and Novi Sad MC meeting costs come under 40 000 euros per meeting. Then we are able to spend more on, for example, a Training School. We may also get more money for including new member countries. However, Training School ideas and detailed plans and programs must be completed and approved beforehand. One month from today (September 11), if we get a new idea for a training school we can approve this by e-vote and start to prepare it for the next Spring and in this Grant Period. MC approved these suggestions.

12. Requests to join the Action

The group also voted to accept new members to the COST action. MC approved the membership of the following persons:

COST Countries:

- Ms Petya Stavreva, United Agrarians, Bulgaria
- Professor Karolina Lyubomirova, Medical University Sofia, Bulgaria
- Professor Erhan Eser, Celal Bayar University School of Medicine, Turkey
- Dr Buhara Önal, Occupational Health and Safety Institute, Turkey
- Professor Pavel Kic, Czech University of Life Sciences, Czech

The MC meeting is asking Bulgaria, Turkey and Czech national coordinators to accept the Sacurima CA16123 MoU.

NNC partner countries:

- Professor Fouad Mounir, The National Forest School of Engineers, Morocco
- Dr Ayman Ekram, Suez Canal University, Egypt
- Professor Amani Waheed, Suez Canal University, Egypt

International Partner Countries:

- Stephen Reynolds, Colorado State University, USA
- Josh Schaeffer, Colorado State University, USA
- Chandran Achutan, University of Nebraska, USA

13. AOB

No other issues.

14. Location and date of next meeting

The next MC V meeting is in Novi Sad, Serbia on March 20-21, 2019 including the Working Group meetings.

The following MC VI meeting is in Milan, Italy on September 25-28, 2019.

The next Core Group meeting is in Berlin 29 October, 2018 and then in Novi Sad March 19, 2019.

The next Working Group 5 meeting is in Berlin 29 October, 2018.

15. Summary of MC decisions

Working Groups and Programs

SACURIMA CA16123
Minutes of the MC meeting, Hurdal, 11th September, 2018

- STSM, ITC, and Training School applications are requested for the current and following budget period.
- Plans were approved for SACURIMA Workshop and panel during NMAOHS conference in Hurdal, Norway.
- Members are urged to review COST rules on acceptable travel expenses to avoid rejected items and delayed reimbursements. Signing meeting attendance sheets is necessary for reimbursements.
- Surveys are prepared by several WGs; members are requested to respond.
- WG5 proposes to publish peer-reviewed articles as special edition of the Journal of Agromedicine, and articles to farmers and workers in national farm publications.
- WG5 requests all members to complete their member information on the sacurima.edu page, including 30 second video

Work and Budget Plan

- New expenditures, pending available funding due to potential lower than expected meeting costs were authorized for:
 - o WG5: 5000 E for Sacurima video, targeted to policy makers; 1000 E for website; 2500 E for article publication; 3000 E for dissemination conferences
 - o 10 000 E for Core Group meeting in Berlin
 - o 5000 E for (one) Working Group meeting for preparation of manuscripts
 - o 5000 E for Workshop in Novi Sad in conjunction with MC meeting
 - o Per request; STSMs, ITC Grans and Training Schools

Meetings

- Next MC meeting is in Novi Sad, Serbia, March 19-21, 2019
- Following MC meeting is in Milan/Lodi, Italy, September 25-28, 2019
- Next Core Group meeting is in Berlin, October 29, 2018
- Next Working Group 5 meeting is in Berlin, October 29, 2018

Members

COST Countries:

- Ms Petya Stavreva, United Agrarians, Bulgaria
- Professor Karolina Lyubomirova, Medical University Sofia, Bulgaria
- Professor Erhan Eser, Celal Bayar University School of Medicine, Turkey
- Dr Buhara Önal, Occupational Health and Safety Institute, Turkey
- Professor Pavel Kic, Czech University of Life Sciences, Czech

The MC meeting is asking Bulgaria, Turkey and Czech national coordinators to accept the Sacurima CA16123 MoU.

NNC partner countries:

- Professor Fouad Mounir, The National Forest School of Engineers, Morocco
- Dr Ayman Ekram, Suez Canal University, Egypt
- Professor Amani Waheed, Suez Canal University, Egypt

International Partner Countries:

- Stephen Reynolds, Colorado State University, USA
- Josh Schaeffer, Colorado State University, USA
- Chandran Achutan, University of Nebraska, USA

16. Closing

AC Risto Rautiainen closed the meeting and thanked Local Organizer Inger Johanne Sikkeland for organising the meeting.

17. Attachments

Participation list:

Sandija Zēverte-Rivža	MC Member	Latvia
Aurelie Berthet	MC Member	Switzerland
Helle Birk Domino	MC Member	Denmark
Dejan Bugarski	MC Member	Serbia
Ole Carstensen	MC Member	Denmark
Claudio Colosio	MC Member	Italy
Alain Garrigou	MC Member	France
Pat Griffin	MC Member	Ireland
Bjorn Hilt	MC Member	Norway
Martina Jakob	MC Member	Germany
Nataša Janev Holcer	MC Member	Croatia
Janne Karttunen	MC Member	Finland
Erich Koch	MC Member	Germany
Jarkko Leppälä	MC Member	Finland
Diana Lupulovic	MC Substitute	Serbia
Joanna Makulska	MC Member	Poland
Federica Masci	MC Substitute	Italy
John Mcnamara	MC Vice-Chair	Ireland
Eda Merisalu	MC Member	Estonia
Katarina Pavičević	MC Substitute	Montenegro
Antonio Pelegrina Jimenez	MC Member	Spain
Eleni Petridou	MC Member	Greece
Nurka Pranjic	MC Member	Bosnia and Herzegovina
Jose Rato Nunes	MC Member	Portugal
Risto Rautiainen	MC Chair	Finland
Bozena Sera	MC Member	Slovakia
Inger Johanne Sikkeland	MC Member	Norway
Bojan Srdjevic	MC Member	Serbia
Stephan Van Den Broucke	MC Member	Belgium
Mladenka Vujosevic	MC Substitute	Montenegro
Laura Girdziute	MC Member	Lithuania
Anne Marie Heiberg	WG Member [W	Norway
Catherine Laurent	MC Member	France
Peter Lundqvist	MC Member	Sweden
Stephen Reynolds	Other (e.g. obs	United States
Julie Sorensen	Other (e.g. obs	United States
Chandran Achutan	Other (e.g. obs	United States
Josh Schaeffer	Other (e.g. obs	United States
Ad De Rooij	MC Substitute	Netherlands