

Subject | Minutes of the First Management Committee Meeting of COST Action CA16123

Safety Culture and Risk Management in Agriculture,
Brussels, March 17, 2017

1. Welcome to participants

The participants were welcomed by Estelle Emeriau, Science Officer, and by Milena Stoyanova, who replaced Aranzazu Sanchez the assigned Administrative Officer absent on that day, of Action CA16123. Estelle Emeriau chaired the first part of the meeting, including the election of the Action Chair, Vice Chair, and Grant Holder that was carried out under agenda item 8.

2. Adoption of the agenda

The agenda (**Annex 1**) for the 1st Management Committee (MC) meeting was adopted.

3. Status of the COST Action

CSO Approval: 24/10/2016

Start of the Action: 17/03/2017

End of Action: 16/03/2021

Total number of COST Countries having accepted the MoU: 25 (**Annex 2**-Action Fact Sheet)

Total number of COST Countries intending to accept the MoU: 1 (Belgium)

4. Tour de table/ introduction of the MC members

The list of officially nominated delegates and the participants of the meeting with their contact information is presented in **Annex 3**.

5. Establishment of quorum

The quorum (2/3 of COST Countries participating in the Action) was reached: 20 country representatives out of 25 attended the meeting (COST doc. 134/14 “COST Action Management Monitoring and Final Assessment” Annex I, Article 8).

6. General information on COST mechanism and the funding and reporting of coordination activities

Estelle Emeriau gave a presentation on the COST mechanism, Actions, networking instruments and policies of the COST Association (**Annex 4**). Relevant information can be found on the COST website at: <http://www.cost.eu>.

Milena Stoyanova continued with an introduction to the COST Grant System (**Annex 4**). Relevant information is on the COST website at <http://www.cost.eu/participate/networking>, including the following reference documents:

- Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)
- COST Action Management
- COST Vademecum
- Grant Agreement Template

7. Information on the Rules of Procedure for COST Action Management Committees (MC)

The Rules of Procedure for the Management Committee (**Annex 5**) were presented to and adopted by the MC.

8. Election of the Chair, Vice-Chair, Grant Holder Institution and its Scientific Representative

- Dr Risto RAUTIAINEN, Finland, was elected as the Chair.
- Dr John MCNAMARA, Ireland, was elected as the Vice-Chair.
- National Resources Institute, Luke c/o Aalto University, Finland, was elected as the Grant Holder Institution.
- Dr Risto RAUTIAINEN was elected as the Scientific Representative of the Grant Holder Institution

9. Workplan for the implementation of the COST Action (based on the Memorandum of Understanding – Presentation of the Action by the elected Action Chair)

- Prof. Risto RAUTIAINEN presented the workplan of the COST Action. The main objectives are
- 1) Identify and evaluate agricultural health and safety programmes and approaches on the national level;
- 2) identify knowledge, attitudes, behaviours and priorities among farmers regarding safety, health and risk management;
- 3) identify effective models for training and integrating vulnerable populations (including refugees and young workers) into the agricultural workforce;
- 4) develop means and indicators for monitoring progress and evaluating impact of interventions on injuries and illnesses in agriculture; and
- 5) disseminate results to stakeholders and the agricultural community.

10. Appointment of horizontal roles

- Prof. Risto RAUTIAINEN led the election of horizontal roles of the Action.

WG 1 leaders	Martina Jakob, Germany, WG1 Chair
	Peter Lundqvist, Sweden, WG1 Co-Chair
WG 2 leaders	Stephan Van der Broucke, Belgium, WG2 Chair
	Jose Rato Nunes, Portugal, WG2 Co-Chair
WG 3 leaders	Laura Girdziute, Lithuania, WG3 Chair
	Joze Staric, Slovenia, WG3 Co-Chair
WG 4 leaders	Eda Merisalu, Estonia, WG4 Chair
	Aurelie Berthet, Switzerland, WG4 Co-Chair
WG 5 leaders	Pat Griffin, Ireland, WG5 Chair
	Helle Domino, Denmark, WG5 Co-Chair
STSM manager	Claudio Colossio, Italy, STSM Manager
	Aurelie Berthet, Switzerland, WG4 Co-Manager
Communication	Pat Griffin, Ireland, Communications Manager
Training Schools	Dr. Catherine Laurent, France, Training Manager
	Sonja Srbinowska, Macedonia

11. Draft Work and Budget (W&B) Plan for the first Grant Period (GP)

- Prof. Risto RAUTIAINEN presented a W & B plan for the first Grant Period.
- Budget estimate at the moment is 116 000 euros for the first GP.
- We decided to arrange the next MC meeting in Croatia in September-October 2017 and the following meeting in the Spring 2018. WGs meet as part of each MC meeting.
- 8 - 10 STSM visits are possible during the first period.
- Grant opportunities will be explored to extend COST work.
- Results will be published in peer-reviewed articles, conference presentations, dissemination meetings and the project website.

12. Any Other Business (AOB)

Regarding its management rules, the MC decided of the following:

- the Core Group has a financial mandate up to 1000€

- all members need to announce their MC meeting participation plans via ecost within two weeks after the invitations are sent. This is important for the host to make arrangements and for the GH to manage the Grant.
- MC accepted the rule that everyone needs to send their reimbursements in two weeks after the meeting via ecost.
- Flat rates will be reconsidered after a 1st year of exercise
- Each WG vice chair is the contact point for WG5

On request of Professor Dov Zohar, the Israeli MC member who was not able to attend the meeting, a point on “developing a new safety climate scale for agriculture” will be added to WG 2 tasks.

13. Closing

- Action Chair closed the meeting at 4.45 PM by thanking all MC participants and COST Action staff for a very productive meeting, and wishing everyone safe travels home.

TABLE OF CONTENT

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Annex 2- Action Fact Sheet

Annex 3- Attendance list

Annex 4- COST Association presentation

Annex 5- The Rules of Procedure for COST Action Management Committees (COST doc. 134/14, Annex I)

COST Action CA16123
Action Title: Safety Culture and Risk Management in Agriculture

Draft Agenda
1st Management Committee Meeting
149 avenue Louise, 15th floor, Auditorium room, Brussels, Belgium
17 March 2017 from 09:30 to 17:00

1. Welcome to participants
2. Verification of the presence of two-thirds of the Participating COST Countries (quorum)
3. Adoption of agenda
4. Tour de table / introduction of the MC members
5. General information on COST mechanism and on the funding and reporting of coordination activities:
 - COST overview, policies and structure
 - Financing COST Action activities: Administrative Rules and Guidelines, Work and Budget Plan, COST Action Grant Agreement, Financial Reporting
 - Scientific/networking Reporting and Monitoring
6. Agreement on the internal rules of procedure for the Management Committee of the COST Action
7. Setting the frame for the Action - presentation by the Science Officer
 - Budget
 - Presentation of the Scientific Committee recommendations to the Action

----- Coffee break -----

8. Election of the Chair and Vice-Chair
9. Selection of:
 - The Grant Holder institution (Scientific Representative)
 - The FSAC rate for the Grant Holder institution
10. Presentation and discussion of the Action
 - a. Presentation of the Action by the "Main Proposer"/Chair of the Action (based on the Memorandum of Understanding)
 - Objectives and deliverables
 - Working Groups and other management roles/structures
 - Implementation of COST policies on the promotion of Inclusiveness and Excellence (see below list of Inclusiveness Target Countries), gender balance and Early Career Investigators (ECI)
 - b. MC discussion of:
 - Deliverables and timeline
 - Working Groups and other management roles/structures
 - Implementation of Scientific Committee recommendations and COST policies

Inclusiveness Target Countries: Bosnia-Herzegovina, Bulgaria, Cyprus, Czech Republic, Estonia, Croatia, Hungary, Lithuania, Latvia, Luxembourg, Malta, Montenegro, Poland, Portugal, Romania, Slovenia, Slovakia, the former Yugoslav Republic of Macedonia, Republic of Serbia and Turkey.

11. Establishment of Action Management structure
 - Election of Working Group Leaders and STSM Manager
 - Election of other management roles

----- Lunch break -----

12. Action implementation planning
 - a. Development of Objective Achievement Indicators for MoU Objectives
 - b. 1st Grant Period (GP)
 - Grant Period Goals, WG tasks and deliverables
 - Activity and budget planning (Work and Budget Plan preparation)
 - Dissemination strategy/ planning (Publications and outreach activities)
13. Any Other Business (AOB)
14. Closing



COST
COST Association

Action

CA16123

COST Grant System
5 April 2017

Action CA16123 Fact Sheet

Title

Safety Culture and Risk Management in Agriculture

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Details

Draft Mou: OC-2016-1-20946

Mou: 122/16

Start of Action: 17/03/2017

Entry into force: 06/12/2016

End of Action: 16/03/2021

CSO approval date: 24/10/2016

Objectives

Agriculture is one of the most hazardous industries in Europe, measured by work-related injuries, illnesses, disabilities and deaths. Statistics and studies show great differences in national injury and illness rates, as well as approaches and support for prevention of these adverse outcomes. Only few successful interventions have been found in systematic reviews. Understanding of the determinants of safety culture is lacking and consequently, well-informed actions to improve health, safety and risk management cannot be made. This Cooperation in Science and Technology (COST) Action explores reasons why agriculture lags behind other sectors, and why some countries have been more successful than others in reducing agricultural injuries and illnesses. This COST Action will 1) evaluate health and safety programmes and approaches on the national level, 2) identify knowledge, attitudes, behaviours and priorities among farmers regarding safety, health and risk management, 3) identify effective measures for training and integrating vulnerable populations (including refugees) into the agricultural workforce, 4) develop means and indicators for monitoring progress and evaluating the impact of interventions on injuries and illnesses in agriculture, and 5) disseminate results to stakeholders and the agricultural community. This COST Action will produce benchmarked and evidence-based recommendations to inform and guide national initiatives and efforts. The results will be made available to the scientific community, policy makers, vocational training, administrative and insurance personnel, farmers and practitioners working towards better social sustainability and safety culture in agriculture.

Parties

Country	Date	Country	Date	Country	Date	Country	Date
Belgium	23/03/2017	Bosnia and Herzegovina	21/12/2016	Croatia	06/12/2016	Denmark	08/12/2016
Estonia	23/11/2016	Finland	31/01/2017	France	14/12/2016	Germany	29/11/2016
Greece	05/12/2016	Hungary	14/03/2017	Ireland	21/12/2016	Israel	06/12/2016
Italy	26/01/2017	Latvia	07/12/2016	Lithuania	04/01/2017	Malta	13/12/2016
Montenegro	13/03/2017	Norway	15/02/2017	Poland	21/12/2016	Portugal	13/02/2017
Romania	05/04/2017	Serbia	14/01/2017	Slovenia	31/01/2017	Spain	04/01/2017
Sweden	20/12/2016	Switzerland	28/11/2016	fYR Macedonia	07/12/2016		

Total:

27

Intentions to accept the MoU							
Country	Date		Country	Date		Country	Date
Total:							0

Working Groups
None

Website
None

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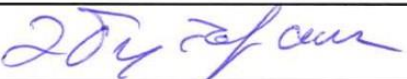
fYR Macedonia					
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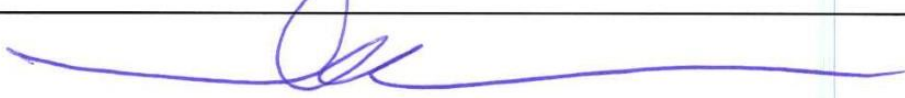
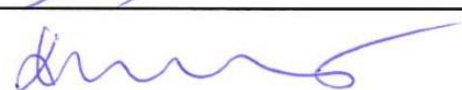
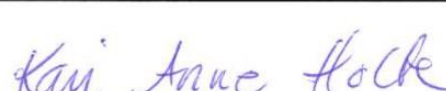
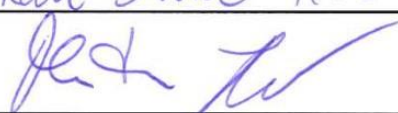

Grant Holder: LUONNONVARAKESKUS- Finland	
GH Scientific Representative	GH Financial Representative
GH Legal Representative	GH Manager/Administrator

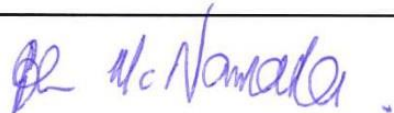

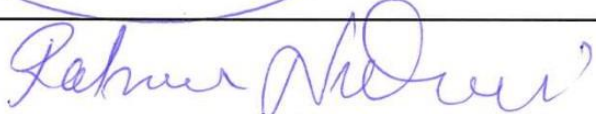

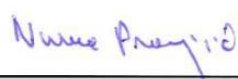
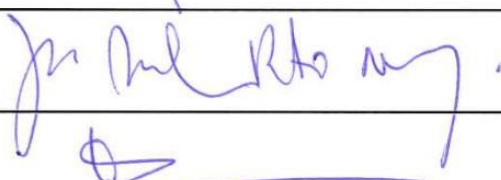



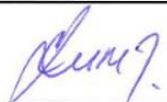
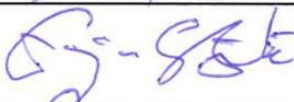
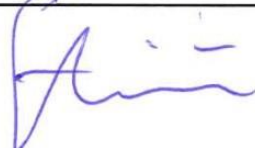
MEETING ATTENDANCE LIST

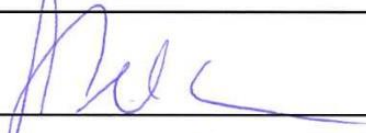
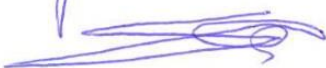



ECOST-MEETING-CA16123-170317-082892

Meeting Title: 1st Management Committee meeting			Start Date: 20
Action Number: CA16123			
Grant Holder: Ms Aranzazu Sanchez		E-mail: Aranzazu.Sanchez@cost.eu	Tel: +3225333820

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Country Codes: Belgium (BE), Bosnia and Herzegovina (BA), Croatia (HR), Denmark (DK), Estonia (EE), Finland (FI), France (FR), Germany (DE), Greece (EL), Ireland (IE), Italy (IT), Japan (JP), Korea (KR), Lithuania (LT), Luxembourg (LU), Malta (MT), Netherlands (NL), Norway (NO), Poland (PL), Portugal (PT), Serbia (RS), Slovenia (SI), Spain (ES), Sweden (SE), Switzerland (CH), FYR Macedonia (MK), **Turkey (TR)**

Meeting Secretary
(Chair or local organiser)
Name + signature:

