



VERSION 9

European Technology Platform

**Safety for Sustainable European
Industry Growth**

Terms of Reference

www.industrialsafety-tp.org

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1. FOREWORD

The information contained in this document is intended for presentation of the organisational aspects of the European Technology Platform on Industrial Safety in its present form.

Details are given of the functioning of the Technology Platform Industrial Safety, especially for the General Assembly of Members (GA), the Mirror Group (MG) and the Management Board together with the currently established Focus Groups (FG), i.e. the research area where innovation is needed to achieve the vision of the stated reduction of accidents by the 2020 time horizon.

Linkages to national Technology Platforms of the European Technology Platform on Industrial Safety (ETPIS), currently being established across Europe, are also included.

A great many organisations have input to this terms-of-reference document and actively participated in the preparation of the ETPIS as a whole.

The industrial safety sector is broad with a diverse range of stakeholders and so wider involvement is actively encouraged to further develop the ETP. This is particularly important to ensure the formulation of a vitally important Strategic Research Agenda and the implementation of the decided actions towards **gaining safety for sustainable European industry growth.**



2. BACKGROUND

2.1 POLICY CONTEXT

“Research and Technological Development (RTD) has a primary role to play in boosting competitiveness, economic growth and employment. The development of the European Research Area therefore forms a key pillar of the Lisbon strategy.

Yet, the alarm bells continue to sound:

Latest available figures (2001) show overall R&D investment in the Union to be approaching 2% of GDP, but at an average annual growth rate of 4% (1997-2002) which is wholly insufficient to meet the 3% target by 2010”¹

The **Technology Platforms’** potential for addressing major economic, societal and technological challenges is underlined in the Community action plan², which was set up in response to the Barcelona Council. This plan also considers Technology Platforms as stimuli for effective and efficient RTD. This applies to both the private and public sector.

The **European Initiative for Growth**³ identified the urgency to step up public and predominantly private investment in those technologies that are in the forefront of progress so that both growth and employment are stimulated.

The **positive impact on a wide range of Community policies** that TPs cause when addressing barriers to the concentration and improvement of RTD; as well as to the access of new technologies to the market is also a notable strategy.

In the Communication on Industrial policy⁴, the capability of TPs for enhancing competitiveness through mobilising research and innovation effort is identified. It is also stated that **the participation of Small and Medium Enterprises (SMEs) should be actively encouraged.**

The TPs are required to **contribute to the achievement of the EU’s sustainable development objectives.** The activities of the TPs are considered as important elements of the “Environmental Technologies Action Plan (ETAP)”⁵, which was proposed by the EC in January 2004.

The **societal dimension** must also be considered because the TPs address major economic and society challenges. Therefore, during their development, links with policy makers and civil society must be ensured, at the same time conforming with E.C. guidelines⁶.

¹ European Commission working paper on Technology Platforms. Report compiled by the Commission Inter-Service Group on Technology Platforms. DG RTD. 2004.

² COM (2003) 226 final “Investing in Research: an Action Plan for Europe”

³ COM (2003) 690 final, “A European Initiative for Growth Investing in Networks and Knowledge for Growth and Jobs Final Report to the European Council”

⁴ COM (2004) 274, “Fostering structural change: an industrial policy for an enlarged Europe”

⁵ COM (2004) 38 final, “Stimulating Technologies for Sustainable Development: An Environmental Technologies Action Plan for the European Union”

⁶ COM (2004) 713 final, “Collection and Use of expertise by the Commission principles and guidelines”

COM (2004) 704 final, “Towards a reinforced culture of consultation and dialogue – General principles and minimum standards for consultation of interested parties by the Commission”.



The **regional dimension** is particularly important, since the TPs can contribute to reduce the so-called digital divide between regions and to enhance networking and excellence mapping.

Recognising this potential, the initiative was launched to create a technology platform in the field of industrial safety.

2.2 THE VISION

The vision for industrial safety performance, which is fully developed in the European Technology Platform Strategic Research Agenda is summarised as follows.

1. By 2020, industrial safety performance shall have progressively and measurably improved in terms of reduction of reportable accidents at work and occupational diseases, environmental incidents and accident related production losses. It will have developed an "incident elimination" culture where safety is embedded in design, maintenance, operation and management at all levels in enterprises. This will be identifiable as an output from this Technology Platform meeting its quantified objectives
2. By 2020 there will be structured self regulated programmes in all major industry sectors which have firm, measurable performance targets for accident elimination meeting the annual reduction rate stated in the Technology Platform objectives
3. Accident free workplaces will become the norm by 2020

This will contribute in a major way to sustainable growth for all industry in Europe and improvement of social welfare.

2.3 OBJECTIVES

The *overall objectives* of the Technology Platform in industrial safety are to develop the competitiveness of the European Industry, in diverse industrial sectors by:

- decreasing the number of accidents and incidents (impact on availability of production systems and insurance costs)
- easing the introduction and exploitation of new technologies and innovation in society.

The *operational objectives* of the Technology Platform in industrial safety are set:

- To facilitate and accelerate the breakthrough for progress in industrial EH&S via a co-ordinated, integrated research and implementation process.
- To valorise, exploit and implement the results of Research in Industrial Safety.
- To gain Safety for Sustainable European Industry Growth
- To bridge the different aspects of "industrial safety" (Occupational health and safety of the workers & environmental safety including prevention of major accidents and protection of the environment).



The European Technology Platform for Industrial Safety is a major joint initiative to address major economic, technological and societal challenges in the context of the Commission policies related to Health and Safety at work Directives, for example: Seveso II Directive, ATEX Directive, IPPC Directive, Transport of dangerous goods.

ETPIS will also contribute to the implementation of the Community Strategy⁷ on OSH 2007-2012 which has set the objective of 25% cut in accidents at work by 2012.

⁷ see COM (2007) 62 final: Community strategy 2007-2012 on health and safety at work
http://ec.europa.eu/employment_social/emplweb/news/news_en.cfm?id=209



2.4 STRATEGIC RELEVANCE OF INDUSTRIAL SAFETY IN THE EUROPEAN UNION

The technology platform will intensify networking and stimulate technological and organisational improvement in industrial risk management. This will be achieved thanks to a commonly agreed research agenda, but also by working on education, standardisation, transferring to industry and strong interactions with other TPs concerned by risk issues (e.g. Manufature, Construction, Sustainable Chemistry, Hydrogen, Transport...).

There is a need for co-ordinated production of new knowledge, methodologies and processes, but improvement of industrial safety will also occur by a **better transfer of existing knowledge towards the companies notably the Small and Medium Enterprise (SME) sector and the newest members of the European Union, better training and education of all the actors concerned by the environmental and professional risks**, and by the **development of an 'incident elimination' culture**.

To **create solid links and functioning networks and to engage with all stakeholders in the field of health and safety of the workers, protection of the environment and the prevention of major accidents**, constitutes an ambitious challenge. The improvement of the situation will be of **benefit to European citizens, to industrial companies and to workers of diverse industrial sectors** (process, chemistry, manufacturing industry, construction, steel, mining...).

The platform mission shall be accomplished through the implementation of a Strategic Research Agenda (SRA), which will be permanently oriented towards a long-term vision.

2.5 INDUSTRIAL SAFETY: A STRATEGY TO GAIN SAFETY FOR SUSTAINABLE EUROPEAN INDUSTRY GROWTH

A modern approach to consider several, sometimes conflicting, criteria in location, design, operation and maintenance, will lead to improved safety and productivity as well as new business opportunities to European industry if properly implemented. This is the aim of the Technology Platform for Industrial Safety.

For a number of years, the trend has been to incorporate successive improvements but much remains to be done. Legislation, self-motivated efforts by employers and training-responsible personnel together with an ever increasing use of innovation procedures have been key factors. Research and Innovation have led to the establishment of modern improvement processes.

Nevertheless, there are underlying flaws in the process such as:

- Projects that are not fully deployed or their results are not exploited to the appropriate extent
- Duplication of effort leading to inefficient use of valuable resources. This is not specific to EC funded projects, but remains a concern
- Projects whose objectives only meet the needs of an insufficient number of stakeholders, thus causing a very limited or even non existent beneficial impact.

To cope with these shortcomings the following actions need to be progressively developed. The actions start with the preparation of a Strategic Agenda for Research on the following topics:



- **Research dedicated to safety of workers and environment**, which is to be read in terms of prevention of major accidents and protection of the environment, respectively
 - *Advanced Risk Reduction Technologies:*
 - *Risk assessment and management methods*
 - *Human and organisational factors*
 - *Education and training, transfer to industry*
 - *Emergent Risks*
 - *Structural Safety*
 - *Nano safety*
 - *Transport of Hazardous Substances*
 - *Research Infrastructures for Safety and Security*

and will continue with the implementation of a **deployment strategy** regarding the key issues mentioned hereunder:

- **Information, education, explanation** to create a **safety culture** within society to improve the practices regarding risk governance
- **Standardisation, in terms of on-going work, pro-active work, and anticipation of standardisation**
- **Communication**, including:
 - *Creation of safety indicators (leading and lagging)* for the public and authorities
 - *Establishment of user-friendly and interoperable databases of research and impacts: on going, planned or needed; and associated analysis processes to detect possible trends, gaps and duplications.*
- **Transfer to industry and competent authorities for implementation. This should include feedback to the ETP for impact assessment enabling an on-going improvement towards the ETP's vision**
- **Support to other European Technology Platforms** by providing methods, tools, knowledge and expertise.



3. MISSION OF INDUSTRIAL SAFETY TP

3.1 MISSION STATEMENT OF INDUSTRIAL SAFETY TP

Gaining Safety for Sustainable European Industry Growth

3.2 MISSION IMPLEMENTATION

- Bring **all stakeholders together**, namely industry, research, regulators, policy makers in the Industrial Safety domain so that a continuous dialogue is maintained permanently to aim at achieving common objectives
- To **take SMEs on board** (primarily through the National Technology Platforms) making them pro-active, transfer the knowledge to them and gain feedback on impact
- To develop comprehensive understanding of challenges and opportunities in order to **achieve widespread consensus**
- To **develop a long-term vision** for the development and growth of new technologies, including the downstream regulatory environment in which technologies are developed and marketed
- To **elaborate maintain and follow up the Strategic Research Agenda (SRA)**
- To create a **coherent strategy and action plan** to deliver agreed programmes of activities and optimise the benefits
- To **contribute to the necessary mobilisation of resources** from private, regional, national and EU's sources including their coordination
- To **exercise Independence and Transparency**, so that no lobbying for a particular party can occur. At the same time to develop a common approach independent of the viewpoints and interests of specific groups.
- To **engage in qualitative and quantitative impact assessment, development and implementation of appropriate and quantitative indicators** ensuring regular feedback to enable an on-going improvement towards the TP's vision.



4. ACTIVITIES SUPPORTING THE MISSION

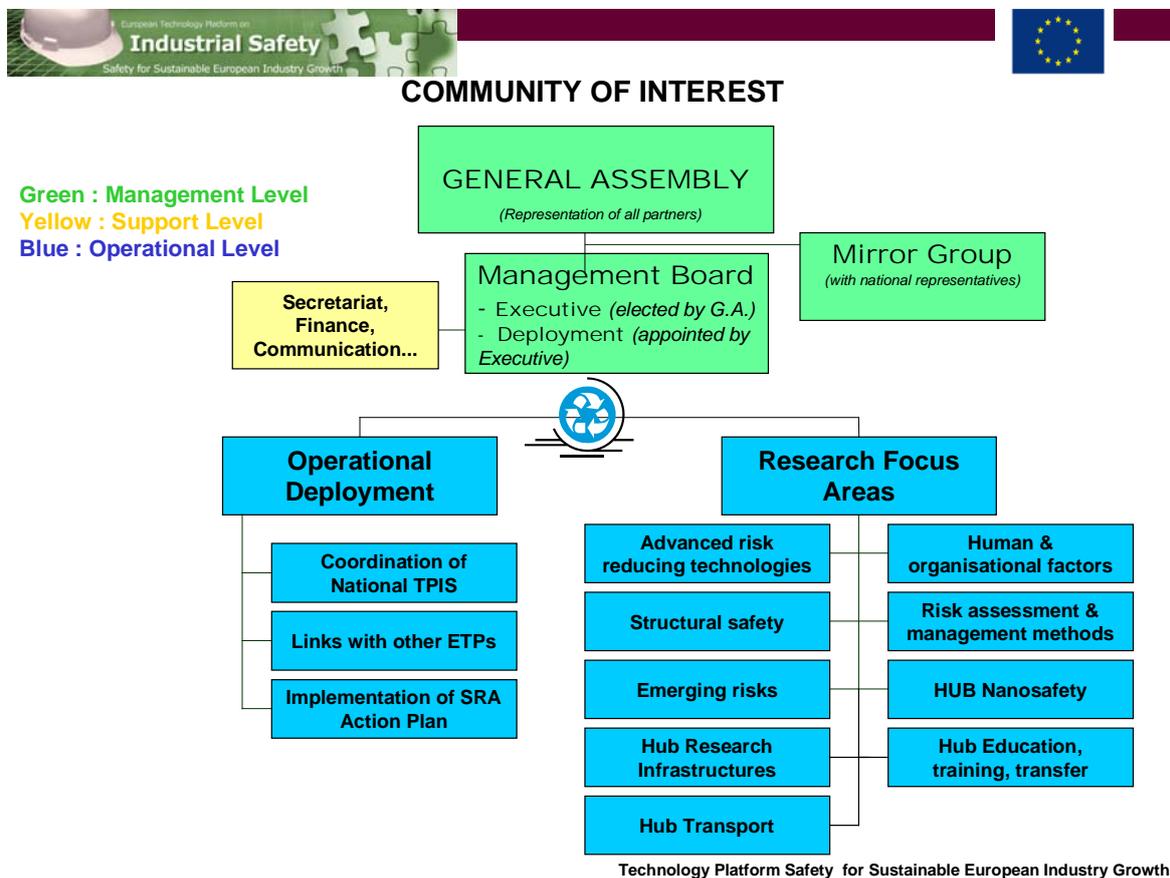
- Link with other European Technology Platforms
- Link with Joint Technology Initiatives when they emerge
- Work with National Technology Platforms
- Work with relevant industrial federations in Europe
- Technical Exchanges between researchers – creating partnerships
- Influencing and guiding EC and National Research and funding bodies on relevant policies and programmes
- Taking opportunities to improve the effectiveness of the implementation of E.U. Directives
- Establish ETPIS continuity as an influential body through the lifetime of FP7 and beyond.
- Monitoring programmes operated outside the European Union to allow appropriate response within Europe
- Pro-active overall Strategy to implement SRA
- Evaluate progress on projects which have been created within ETPIS SRA
- Maintain SRA

5. ORGANISATION, STRUCTURE AND FUNCTIONING

5.1 GENERAL STRUCTURE

The Industrial Safety Technology Platform is structured to prepare a common and integrated vision in industrial safety.

The main resources, in term of participants, are devoted to the Focus Groups which will specify a thematic vision and prepare the Strategic Research Agenda in the field of industrial safety.





5.2 DESCRIPTION OF ROLES AND DUTIES

5.2.1 The General Assembly (GA)

5.2.1.1 Mission

A single and comprehensive open assembly of TP members is set up to deal with all the activities related to the steering and control of the European Technology Platform Industrial Safety.

5.2.1.2 Membership

A GA shall be established consisting of representatives from Industry, Research Organisations, Non Governmental Organisations (NGOs), Trade Unions, Member State authorities.

The European Commission representatives are observers, and therefore are not member of the General Assembly, but they are invited to meetings of the General Assembly.

The GA represents and will interact with the community of interest with stakeholders including Industry, Public, NGOs, Research, Academia, Labour Unions, Education, Governmental Regulators, Insurers, Funding providers.

The GA will normally be chaired by the ETPIS Management Board Chairperson.

Qualification for membership will be established on the basis of the interest that candidates have in the field of research as a driver for improvement, as well as their commitment to work on the subject.

The GA will validate the rules proposed by the Management Board on a fee structure for operation of the European Platform for Industrial Safety.

5.2.1.3 Main Tasks

The General Assembly will:

1. Identify and consider major challenges to industrial safety
2. Endorse the Strategic Research Agenda and any timely amendments
3. Propose action plans for research
4. Propose actions for widespread communication with the sector and the media.
5. Evaluate the progress made by the Technology Platform.

A workload of approximately 2 man days per year per GA member is anticipated.

5.2.1.4 Meetings

The GA will meet regularly once a year.



5.2.2 Management Board (MB)

5.2.2.1 Mission

The Management Board will be the **executive level** of the European Technology Platform on Industrial Safety. The members of the MB will be charged by the GA to develop and maintain the Vision and the SRA, taking into account the deliverables from the Focus Groups.

In terms of responsibilities, the MB will:

- Manage and carry out strategic operation of the ETPIS
- Contribute to Overall Strategy for Research on Industrial Safety in Europe
- Connect strategies to tactical activities by Focus Groups
- Administer membership and funding affairs
- Carry out recruitment for GA and Focus Groups
- Supervise the Focus Groups (communication, running technical evaluations)
- Track progress and create the Annual Report
- Liaise with National and European Funding Bodies (industry, government, public, etc.)

5.2.2.2 Management Board Membership (Executive and Deployment members)

5.2.2.3 Executive members

The **MB Executive members** will be elected by the GA.

They shall represent a fair and balanced profile of stakeholders up to a maximum of 6 persons corresponding to the following functions :

- Chairperson
- General Secretary
- Financial Officer
- Officer for communication and co-ordination with other ETPs and national TPs
- Officer for the co-ordination of the Focus Groups
- Officer for the co-ordination of specific missions (implementation of the strategy)

Chairperson

The Chairperson will be an elected representative. This is preferably filled by an individual from Industry. The duration of each cycle will be three years, with the possibility of one re-election.

NB : The acting Chairperson is the Technical Director of European Process Safety Centre (EPSC) until the organisation of the first elections

Main Task is to lead the Management Board in the following:

1. Develop and maintain the Vision, SRA, and other documents based on GA discussions and the deliverables of the various Focus Areas
2. Arrange GA meetings, with the assistance of the Secretariat
3. Propose new Focus Groups to the GA
4. Receive input from Focus Areas
5. Design the dissemination strategy for the Vision and SRA documents
6. Develop terms of reference and the organisation of the ETPIS
7. Establish appropriate links with National Technology Platforms, research projects, networks and organisations
8. Disseminate the results of the ETPIS



The General Secretary

This person will be responsible for providing all the organisational and administrative support to the initiatives of the ETP.

He /she will be in charge of the website (<http://www.industrialsafety-tp.org>).

He / she will support the Chair and:

- Promote the ETPIS on the basis of an adequate and agreed strategy by the MB as part of the GA-decision(s)
- Carry out the relations with high level personalities in Industry, The E.C. and other stakeholders
- Make the initiative visible to the politicians, public, authorities, industry, etc.

Financial Officer

This person will be responsible establishing:

- a sustainable funding of the ETP through working with
 - Industry
 - Banks
 - Insurance
 - Member States
 - Other Bodies
- providing the administrative base to the Platform including budget and financial reporting.

Officer for communication and co-ordination with other ETPs

This person will be responsible for:

- Establishing links between relevant stakeholders such as Industry, RTD community, policy makers, competent authorities, the public and communities
- Gathering a critical mass: public-private-partnership (PPP)
- Relations with other ETPs
- Relations with national TPIS

A workload of at least 10 man days per year per member is anticipated

For all these tasks, the Management Board will work with several organisations that constitute the resources to operate ETPIS.



Officer for the co-ordination of the Focus Groups

Main tasks for Officer for the co-ordination of the Focus Groups

- Two way communication between FG leaders and Management Board to fulfil ETPIS tactics and strategy
- Coordinate the continuous and periodic update of the Strategic Research Agenda.
- Lead activity of drafting topics for Framework programmes of the E.C. and other funding schemes at European and National level (via National Platform leaders).

Officer for the co-ordination of specific missions (implementation of the strategy)

Main tasks for this Officer consist in external tasks which require coordinated efforts which may not always be predicted within the normal plans of the ETPIS. (e.g. special requests from external stakeholders, e.g CEN, European Commission)

5.2.2.4 Deployment Management Group

The Management Board Executive will organise a Deployment Management Group which includes one appointed leader from each Focus Group to operate the ETPIS tactically.

In detail, the Deployment Management Group will carry out the following tasks and functions:

- Overall co-ordination by the Chairperson
- General Secretariat :
 - day to day secretariat
 - web administration
 - public relations and communication
- Networking and Communication with stakeholders
 - Relations with Industry
 - Co-ordination with other ETPs
 - Co-ordination with National TPs for Industrial Safety
 - Co-ordination of networks, associations
 - Relations with Member States
- Focus Groups direction and co-ordination
- Sector-based and operational deployment i.e. specific missions, such as :
 - transfer to SMEs
 - education strategy
 - standardisation
 - risk governance
 - integration of organisations

The MB will regularly meet quarterly or otherwise as required by the Chairperson.

Nota:

The European Commission representatives, as observers, might be invited to attend certain meetings of the Management Board.



5.2.3 Mirror Group (MG)

5.2.3.1 Mission

To implement the recommendations of the Vision "Safety for Sustainable European Industry Growth" of the European Technology Platform on Industrial Safety at national level by deepening co-operation between Member States and European Activities on technical and non-technical matters related to the Technology Platform.

This must be done with a view to promoting a European Research Area, facilitating public/private partnerships, removing national barriers to commercial exploitation and contributing to the realisation of a coherent European policy framework.

5.2.3.2 Main objectives

- Ensure an appropriate interface for co-ordination and the representation (or inclusion) of relevant national, regional or local initiatives and activities under the technology platform.
- Provide representation and input to the Management Board and Focus Groups from a national, regional or local perspective.
- Advance the European Research Area by initiating activities for closer co-ordination and co-operation between national and regional programs, under the orientations provided by the technology platform.

5.2.3.3 Membership and rules of participation

Participants in the Mirror Group are Member States, Associated Candidate Countries and Associated States of the research Framework Programme having an interest in the development of industrial safety. Additional participation from Regions or large Cities having ambitious integrated initiatives may be considered. Trans-national organisations can participate in the Mirror Group provided that the individual countries, which belong to them, do not raise any objections.

The delegation of each Member State will be considered to be one Group member. Each Group member decides on the composition of its delegation and informs the group Secretary and the Chairperson. Each member of the Group will have a leader who can be accompanied by other delegates for those agenda items where their specific expertise is required. These additional delegates can attend the meetings and participate in the discussions and deliberations but cannot take part in votes.

5.2.3.3.1 Obligation for members' commitment

It is crucial that Member State delegates are empowered to devote time and effort to participate to meetings and to develop Member State position papers responding to recommended actions and reports from the Management Board and Focus Groups.

5.2.3.3.2 Chairperson

The Mirror Group will select a member to act as Chairperson, to stimulate and co-ordinate Member States' activities, to interact with the Management Board and participate to its meetings as representative of the Mirror Group.



5.2.3.3.3 Secretariat

A secretariat will be established to support the activities of the Mirror Group and a Secretary will be appointed by the Mirror Group. The secretariat will act in a purely administrative capacity.

5.2.3.4 Main Tasks

The Mirror Group, acting in co-operation with the platform Management Board has a crucial role to play in goal and target setting, proposing actions and providing opinion and feedback on strategies, activities and results generated through the platform operations. It will address the following activities:

- ❑ **Providing opinion and advice:** Provide information and advice on a periodic voluntary basis to the Management Board on policies and programs in the Member States, including Associated States and Candidate countries that are relevant to realising the goals and deliverables of the technology platform.
- ❑ **Promoting an enhanced co-operation and co-ordination among Member States and European activities:** Explore mechanisms for developing synergies and reinforce the co-operation among national initiatives, programs and projects, including information exchange, co-ordination in program development and possibly joint implementation of programs and initiatives.
- ❑ **Structuring and strategy development:** Contribute to building a coherent EU strategy on research and deployment and exploring possible mechanisms for achieving greater integration, such as Article 169 or other instruments of the EU treaties.
- ❑ **Scoping activities and target setting:** Propose actions to the Management Board relevant to concerns of Member States. Work with the Management Board to set goals and targets; provide reflection on overall European goal and target setting, having regard to national aspirations and circumstances, including those relating to economics, demography, climate and geography.
- ❑ **Closing the loop between technology development and policy-making:** Identify mechanisms and develop suitable links with economic, energy, transport and environment policy to promote understanding and awareness of technology developments and to establish agreed criteria for proving cost-effectiveness of these technologies to meet policy objectives.
- ❑ **Act as an informal moderating body:** Representing collectively and individually the interests and views of the Member States; and their respective regions and cities, provide responses to the recommendations and actions of the Management Board and assist in the dissemination of results of Focus Groups.
- ❑ **Promoting public/private partnerships and “flagship” projects:** Identify interlocutors in Member States, including cities and regions, to develop dialogue, inform and stimulate activities leading to definition of prestigious “flagship” demonstration projects based on public/private partnerships and demonstrating the potential of industrial safety systems for utilities and consumer applications; acting together to develop common technology procurement programmes will provide leverage on public funding, and provide a sound basis for future industrial investment; exploring possible opportunities to showcase technologies in regional development projects.



5.2.3.5 Resource allocations

The Mirror Group will determine these.

5.2.3.6 Role of the European Commission

The European Commission will be fully associated with the Mirror Group and will provide input to the process from the point of view of the Institution. It may provide initial secretarial support to the Mirror Group through organising and convening meetings to start the process.

5.2.3.7 Rules of procedure

5.2.3.7.1 Interface with Technology Platform bodies

The Mirror Group will interact strongly with the Management Board and Focus Groups. Links will be established explicitly through an appropriate level of cross-representation to be determined.

The Mirror Group may choose to structure their work in the most appropriate way, i.e. establishing working sub-groups to examine particular issues or to interact with the different Focus Groups or other bodies of the Technology Platform. The sub-groups should report back to the Mirror Group. To this end, they may appoint a lead person to act as Rapporteur.

5.2.3.7.2 Organisation and frequency of meetings

The frequency and dates of plenary meetings of the Mirror Group shall be decided by the Mirror Group and will be co-ordinated with the meetings of the Management Board. An indicative number of two to four plenary meetings might be held per year. Joint meetings of the Mirror Group with other groups or committees may also be convened if necessary.

5.2.3.7.3 Decisions and consensus

The Mirror Group is an 'informal' advisory body and therefore it is not considered necessary to apply strict rules concerning voting procedures and opinions. Decisions will be taken by consensus as far as possible. One opinion per Member State will be allowed. If no consensus can be reached the chairperson might consider calling for a vote.

5.2.3.7.4 Summary report of the meeting

The summary report of each meeting shall be drawn up by the Secretary of the Group under the auspices of the Chairperson. This report shall contain, in particular, the conclusions and the proposed measures and actions. It shall be sent to the group members within 10 working days.

The group members shall send any written comments they may have on the summary report to the Chairperson and the Secretary. Any group member who does not provide any comments within 2 weeks will be considered to have given his or her tacit agreement to the report. If there are any disagreements, the proposed modifications may be discussed at the next plenary meeting of the Group at the discretion of the Chairperson.

5.2.3.7.5 Attendance

The official delegates of the group (see section 4) can attend the group meetings and will receive the formal invitation. At the previous request of a Group member or on the initiative of the Chairperson, the latter may decide to invite experts, in quality of observers, to discuss on particular matters. At each meeting, the Chairperson shall draw up an attendance list



specifying the authorities or bodies to which the persons appointed by the Member States to represent them belong. At the beginning of every meeting any Group member whose participation in the work of the group might constitute a conflict of interest with regard to a particular agenda point must inform the Chairperson of this situation.

5.2.3.7.6 Correspondence

Correspondence relating to the Group shall be addressed to the attention of the Group Secretary with copy to the Chairperson preferably by e-mail. Correspondence for Group members shall be addressed to all the delegates designated by the different Member States.

5.2.4 Research Focus Areas (Focus Groups)

5.2.4.1 Mission

The Management Board (MB) has the remit to set up Research Focus Groups on matters that it considers of particular importance to the future of Industrial Safety. The research to be carried out in the ETPIS aims at bringing about breakthrough for progress in reducing industrial EH&S risk. This is to be achieved through co-ordinated focused research and implementation.

A number of initial focus areas have been identified, as presented below.

Some industrial challenges are addressed by the knowledge and expertise from several Focus Groups. To enable the mobilization of the critical mass and attract the interested sectors, the TP has decided to create the concept of research HUB. A research HUB is a group of research aiming at exchanging knowledge and launching projects after having defined a specific research agenda. The research HUB will benefit from the Focus Groups and mobilize the relevant interested industries.





In terms of responsibilities, the Focus Groups will:

- Arrange technical discussion forums, workshops, etc.
- Formulate visions and strategies in co-ordination with GA and MB
- Report to the Deployment Group and the Management Board
- Disseminate all deliverables achieved via networks and projects
- Deliver proposals for (national and Europe level) projects (traditional instruments) and Joint European Technology Initiatives
- Understand and respond to accident and incident performance trends
- Establish and manage the SRA within their specific scope or activity area.

5.2.4.2 Main Tasks

The main tasks of the FGs are:

1. Regarding the existing research activity
 - Assessing and join a record of existing ongoing research projects that address topics within the scope of each FG
 - Looking for implementation strategies in these projects
 - Assessing implementation opportunities and opportunities for further development and reporting on effectiveness
 - Assessing the potential for spreading across results and information to several industry sectors and the work necessary for achieving this
 - Promoting transfer and up-take of results for implementation across different industry sectors.
2. Regarding new research activity
 - Establishing and communicating criteria for success
 - Exploring the field of Industrial Safety performance in order to assess new research activities (e.g. projects), relating to industrial safety within the scope of each FG, which have been submitted for National or European funding. Factors to be considered are existing knowledge and research programmes, quality and applicability of the proposals.
 - Operating a selection process
 - Operating an advisory process to help proposal authors understand decisions
 - Evaluate implementation strategies that should already be included in the submitted proposal
 - Seek opportunities for involving all potential user industry sectors
 - Assess opportunities for further development and reporting on effectiveness through evaluating the potential of exploiting and disseminating results.
3. Operation of each FG
 - Management of the FG itself (electing chair, vice-chair, secretary, communication, running technical evaluations)
 - Progress tracking and Annual Reporting to the MB and GA

5.3 MEMBERSHIP

5.3.1 How to become a member

A form available on the website can be downloaded and sent to the secretariat to become a member of the TP.



The membership is then approved by the Management Board and the applicant will join the Focus Group and General Assembly.

5.3.2 Contribution to the platform

For an organization to become member, thus joining the initiative, it is required that such an organization contributes to the functioning of the ETPIS with its own resources (personnel, contribution fees, etc.)

The level of contribution will be agreed/endorsed by the General Assembly (GA) on a proposition made by the Management Board on the basis of the proposal provided by the future member.

5.3.3 List of members

The list of members will be kept updated on the website :

<http://www.industrialsafety-tp.org>.

See the page "Members".

5.4 NATIONAL TECHNOLOGY PLATFORMS ON INDUSTRIAL SAFETY

5.4.1 Background

Many European countries have now established National Technology Platforms (NTP) addressing the future needs of industrial safety, and particularly the challenge of reducing accidents and accompany innovation safely. In all cases, these national platforms are being led by industry with the endorsement of their governments.

They include many common elements, such as involvement of all stakeholders and the aim of identifying technological, regulatory and financial challenges to improving the performance of the industry in terms of productivity and environmental impact. They play a significant role in ensuring that National Research agendas are managed and support the European level SRA.

The TP recognises the importance of the National Platforms and has invited the coordinators of two established National Platforms to coordinate the links with other already established and emerging platforms across Europe.

5.4.2 European aims of the NTPs

- To collaborate with the ETPIS in developing a European Vision 2020, a Strategic Research Agenda and Roadmap for research and innovation in industrial safety by contributing national viewpoints.
- To establish a network for NTPs to collaborate at a European level, creating an opportunity for a wide range of national stakeholders (including industry, national organisations, SMEs and clients) to learn from each other in areas of best practice, research agendas and national goals.
- To map national regulations, policies, strategic alliances, and voluntary industry agreements relating to industrial safety and identify barriers to innovation in the sector that can be addressed at a European level.
- To disseminate knowledge on innovation and innovative processes by exchanging national experiences of best practice.



- To establish communication links between other trans-national research activities and the TP.
- To develop a framework for future networking of large scale research infrastructures for experiment across the EU member states.

5.4.3 Statement of Support for the ETPIS

- The NTPs will promote the work of the TP in the national context, stimulating organisations to participate in Focus Areas and disseminating information to appropriate national organisations.
- The NTPs will take an active role in identifying and 'growing' potential new Focus Areas, as new priorities emerge.
- The NTPs will work to extend the network of NTPs to new EU countries and to develop contacts with countries outside the EU in collaboration with the EC.



6. METHOD OF WORKING

6.1 GENERAL ISSUES

a) The TP will operate using the five principles of good governance (see <http://europa.eu.int/comm/governance>):

- **Openness:** The TP will be open to any interested organisation, the only requirement being active participation in the FGs of interest.
- **Participation:** As above all organisations wishing to be associated with the TP must participate actively in the FGs of its interest.
- **Accountability:** Roles and responsibilities of any organisation in the ECTP must be clearly defined.
- **Effectiveness:** Clear objectives for the ECTP, and the criteria related with the impact of the different activities will be established.
- **Coherence:** Actions and initiatives must be aligned with, and cascade from, the Vision 2030 and the objectives of the Strategic Research Agenda.
- **Financial:** When the financial structure is agreed: As a 'Not for Profit' association the General Assembly will be presented with auditable annual accounts. These will be published via the web site

The application of these principles reinforces the criteria of **proportionality** and **subsidiarity**. This means that the actions will be of such a degree of intensity according with the objectives pursuits.

b) The ETPIS will develop and maintain the Vision and the Strategic Research Agenda. Additional documents, as position papers, reports, etc., will be developed involving all stakeholders from the beginning and afterwards communicated at the broadest possible level. Public dissemination will be made using a number of different routes e.g. papers and specialised publications, conferences, a dedicated website, press releases, awards, etc..

c) Process of preparation and maintaining the Strategic Research Agenda (SRA):

- The TP Management Board has established the process of preparation of the Vision and the Strategic Research Agenda.
- The SRA reflects the main challenges to achieve the Vision and, according with that will identify the strategic research areas to be addressed.
- The Strategic Research Agenda is not a detailed work programme, but a program of key lines for research, that will help in the definition of concrete research activities and projects.
- The Strategic Research Agenda is a statement of research priorities, including timing and identification of the necessary actions to be taken.
- The SRA will determine the extent to which other programmes can be input to the platform, and establish, where applicable, links with other initiatives on a global basis.



- d) The mechanism for new members to join the Platform will be through the Focus Areas (existing or new). The entry is completely open to any organisations having the intention of making active and effective contributions.
- e) A webpage www.industrialsafety-tp.org has been developed in order to allow communication both inside the TP (between different groups, focus areas and national platforms), and externally, to be used for other relationships and for dissemination of the TP activity.

6.2 GENERAL ASSEMBLY (GA)

The GA will adopt their decisions by a majority of at least 2/3 of the attending members, after considering the proposals that the Management Board (MB) proposes. These decisions will be mandatory for the Management Board, which should adopt the necessary measures in order to execute and apply the agreements and decisions of the GA.

6.3 MANAGEMENT BOARD (MB)

- a) The MB will adopt their decisions by a majority of at least 2/3 of the members present, after considering the proposals that any of the members proposes. These decisions will be mandatory to the rest of the Platform, and will have to be in line with the GA's decisions and agreements. The members of the Platform should adopt the necessary measures in order to apply the agreements and decisions of the MB.
- b) A quorum of at least 2/3 of the normal MB composition shall be established in order to assure adequate representation.
- c) Composition of the MB will be continuously adjusted to maintain its efficiency and European dimension. Passive members will be removed after an inactive period of 6 months, upon decision of the MB.
- d) Working Groups are established for specific tasks. They report to the Chairperson of MB.
- e) Appropriate links are established with other Technology Platforms, with research projects and networks, and with organisations, either at MB level or at Focus Area levels.

6.4 MIRROR GROUP (MG). SEE ANNEX FOR TERMS OF REFERENCE FOR MG.

The MG will act by making recommendations and guidance which must be considered and responded to by the Management Board.

The comments and recommendations made by the MG will be the result of a consensus.



6.5 COSTS AND FUNDING

- a) Initially each participant shall cover his or her own costs. When a funding scheme is approved, the Management Board (Executive and Deployment may be funded by fees subscription)
- b) It is the intention of this Platform to mobilise public and private funds to achieve the objectives of this group, in particular, to cover travel expenses, the preparation of the deliverables and the funding of the Secretariat and Focus Group leaders. This is expected to be augmented by a ETPIS membership fee agreed in principle at the General Assembly.



7. ANNEX 1: DEPLOYMENT ACTIVITIES

The role of this group will be to act in the industrial safety domain to achieve sector specific goals described hereunder.

Transfer to specific sectors of industry, taking SMEs on board, and obtaining their regular & continuous feedback for an impact assessment linked to the SRA up-dating

An important element of the SRA maintenance process is dissemination and the knowledge transfer. A dissemination policy and plan will be established to ensure that the widest possible awareness is gained by all stakeholders, including the public.

Dissemination will be made through, e.g., multi-media, annual high-level events, briefings, symposiums, conferences, different types of working groups at various levels (e.g. nationally, European, internationally, regulatory nature, etc.), press releases/conferences, awards, and the Internet. The importance of the ETPIS Website in contributing to dissemination is stressed. Forums for discussion and exchange of documents will be possible as well as links with existing structures such as Thematic Networks, JTIs and ERA NET.

This group will be responsible for:

- Collecting expectations, feedback, and analyse barriers that hamper the improvement of safety in Industry with particular focus on SMEs
- Transferring knowledge to Industry implementers and obtaining feedback
- Translating feedback into the evolution of the ETPIS and its SRA
- Create an environment favouring a pro-active involvement.
- Organise qualitative and quantitative impact assessment linking it to the SRA up-dating

Education strategy

The following topics will be dealt with:

- To advance industrial safety by improving education and training programmes at various levels in undergraduate and professional education and training.
- To introduce risk awareness, management, communication and information in the education system for young people entering careers in industry.
- To obtain regular and continuous feedback to allow an on-going improvement towards the ETPIS vision
- Employment of state of the art methods for training and competence assessment



Contribute to a sector specific and general pre-and co-normative activities and research

- Identifying the needs
- Supply the necessary input and perform work related to pre-normative and co-normative activities and research
- Facilitate the move from prescriptive to performance standards by using the CEN workshop approach effectively

Transfer sector specific/targeted risk governance and best communication practices

To cope with risks, this group will:

- Build a strategy to improve risk governance
- Make the initiative visible from 'outside' allowing politicians, authorities, industry, workers, the public to judge progress. To create safety indicators to communicate to the public and the authorities to support impact assessment and SRA up-dating allowing the achievement of the ETPIS vision and an independent view of its success.

Integration of organisations

- To develop joint programmes of activities with other Technology Platforms
- To promote the exchange of personnel
- To carry out joint technology initiatives (art. 171 of the Treaty)
- To build a common structure for funding.



8. ANNEX 2: TERMS OF REFERENCE OF THE MIRROR GROUP

MISSION

To implement the recommendations of the Vision "Safety for Sustainable European Industry Growth" of the European Technology Platform on Industrial Safety at national level by deepening co-operation between Member States and European Activities on technical and non-technical matters related to the Technology Platform. . This must be done with a view to promoting a European Research Area, facilitating public/private partnerships, removing national barriers to commercial exploitation and contributing to the realisation of a coherent European policy framework.

MAIN OBJECTIVES

- Ensure an appropriate interface for co-ordination and the representation (or inclusion) of relevant national, regional or local initiatives and activities under the technology platform.
- Provide representation and input to the Management Board and Focus Groups from a national, regional or local perspective.
- Advance the European Research Area by initiating activities for closer co-ordination and co-operation between national and regional programs, under the orientations provided by the technology platform.

ROLE AND TASKS

The Member State Mirror Group, acting in co-operation with the platform Management Board and its Governing Board has a crucial role to play in goal and target setting, proposing actions and providing opinion and feedback on strategies, activities and results generated through the platform operations. It will address the following activities:

- **Providing opinion and advice:** Provide information and advice on a periodic voluntary basis to the Management Board on policies and programs in the Member States, including Associated States and Candidate countries that are relevant to realising the goals and deliverables of the technology platform.
- **Promoting an enhanced co-operation and co-ordination among Member States and European activities:** Explore mechanisms for developing synergies and reinforce the co-operation among national initiatives, programs and projects, including information exchange, co-ordination in program development and possibly joint implementation of programs and initiatives.



- ❑ **Structuring and strategy development:** Contribute to building a coherent EU strategy on research and deployment and exploring possible mechanisms for achieving greater integration, such as Article 169 or other instruments of the EU treaties.
- ❑ **Scoping activities and target setting:** Propose actions to the Management Board relevant to concerns of Member States. Work with the Management Board to set goals and targets; provide reflection on overall European goal and target setting, having regard to national aspirations and circumstances, including those relating to economics, demography, climate and geography.
- ❑ **Closing the loop between technology development and policy-making:** Identify mechanisms and develop suitable links with economic, energy, transport and environment policy to promote understanding and awareness of technology developments and to establish agreed criteria for proving cost-effectiveness of these technologies to meet policy objectives.
- ❑ **Act as an informal moderating body:** Representing collectively and individually the interests and views of the Member States; and their respective regions and cities, provide responses to the recommendations and actions of the Management Board and assist in the dissemination of results of Focus Groups.
- ❑ **Promoting public/private partnerships and “flagship” projects:** Identify interlocutors in Member States, including cities and regions, to develop dialogue, inform and stimulate activities leading to definition of prestigious “flagship” demonstration projects based on public/private partnerships and demonstrating the potential of industrial safety systems for utilities and consumer applications; acting together to develop common technology procurement programmes will provide leverage on public funding, and provide a sound basis for future industrial investment; exploring possible opportunities to showcase technologies in regional development projects.

MEMBERSHIP AND RULES FOR PARTICIPATION

Participants in the Mirror Group are Member States, Associated Candidate Countries and Associated States of the research Framework Programme having an interest in the development of industrial safety. Additional participation from Regions or large Cities having ambitious integrated initiatives may be considered. Transnational organisations can participate in the Mirror Group provided that the individual countries, which belong to them, do not raise any objections.

The delegation of each Member State will be considered to be one Group member. Each Group member decides on the composition of its delegation and informs the group Secretary and the Chairperson. Each member of the Group will have a leader who can be accompanied by other delegates for those agenda items where their specific expertise is required. These additional delegates can attend the meetings and participate in the discussions and deliberations but cannot take part in votes.



Obligation for members' commitment

It is crucial that Member State delegates are empowered to devote time and effort to participate to meetings and to develop Member State position papers responding to recommended actions and reports from the Management Board and Focus Groups.

Chairperson and vice-chairpersons

The Mirror Group will select a committed member to act as Chairperson, to stimulate and co-ordinate Member States' activities, to interact with the Management Board and participate to its meetings as representative of the Mirror Group. Two vice-chairpersons shall be appointed to assist the Chairperson. The Chairperson and Vice-chairpersons will serve for a two-year term with the possibility to renew it once.

Secretariat

A secretariat will be established to support the activities of the Mirror Group and a Secretary will be appointed by the Mirror Group. The secretariat will act in a purely administrative capacity.

RESOURCE ALLOCATIONS

The Mirror Group will determine them.

ROLE OF THE COMMISSION

The European Commission will be fully associated with the Group and will provide input to the process from the point of view of the Institution. It may provide initial secretarial support to the Mirror Group through organising and convening meetings to start the process.

RULES OF PROCEDURE

Interface with Technology Platform bodies

The Mirror Group will interact strongly with the Management Board and Focus Groups. Links will be established explicitly through an appropriate level of cross-representation to be determined.

The Mirror Group may choose to structure their work in the most appropriate way, i.e. establishing working sub-groups to examine particular issues or to interact with the different Focus Groups or other bodies of the Technology Platform. The sub-groups should report back to the Mirror Group. To this end, they may appoint a lead person to act as Rapporteur.

Organisation and frequency of meetings

The frequency and dates of plenary meetings of the Mirror Group will be co-ordinated with the meetings of the Management Board. An indicative number of two to four



plenary meetings might be held per year. Joint meetings of the Mirror Group with other groups or committees may also be convened if necessary.

Decisions and consensus

The Mirror Group is an informal body and therefore it is not considered necessary to apply strict rules concerning voting procedures and opinions. Decisions will be taken by consensus as far as possible. One opinion per Member State will be allowed. If no consensus can be reached the chairperson might consider calling for a vote.

Summary report of the meeting

The summary report of each meeting shall be drawn up by the Secretary of the Group under the auspices of the Chairperson. This report shall contain, in particular, the conclusions and the proposed measures and actions. It shall be sent to the group members within 10 working days.

The group members shall send any written comments they may have on the summary report to the Chairperson and the Secretary. Any group member who does not provide any comments within 2 weeks will be considered to have given his or her tacit agreement to the report. If there are any disagreements, the proposed modifications may be discussed at the next plenary meeting of the Group at the discretion of the Chairperson.

Attendance

The official delegates of the group (see section 4) can attend the group meetings and will receive the formal invitation. At the previous request of a Group member or on the initiative of the Chairperson, the latter may decide to invite experts, in quality of observers, to discuss on particular matters. At each meeting, the Chairperson shall draw up an attendance list specifying the authorities or bodies to which the persons appointed by the Member States to represent them belong. At the beginning of every meeting any Group member whose participation in the work of the group might constitute a conflict of interest with regard to a particular agenda point must inform the Chairperson of this situation.

Correspondence

Correspondence relating to the Group shall be addressed to the attention of the Group Secretary with copy to the Chairperson preferably by e-mail. Correspondence for Group members shall be addressed to all the delegates designated by the different Member States.