

EUROSHNET

Rules of procedure

I Objectives and main features of EUROSHNET

- 1 EUROSHNET is a network intended for occupational health and safety experts of European OSH institutions involved in standardization, testing, certification and/or applied research. It is an informal network without legal status. The function of EUROSHNET is first and foremost to facilitate contact between European OSH experts and thereby to promote the discussion of issues of common interest. The work of the network is supported by a Steering Committee.
- 2 The operation of the network relies mainly on an English language communication platform at **www.euroshnet.eu**. The EUROSHNET internet platform is divided into an information area, a public area and a restricted-access area. Other means of communication are also used as and when necessary (e.g. meetings, publications).
- 3 The **information area**, accessible to everyone, contains general information on the network and gives an overview of the topics discussed in EUROSHNET.
- 4 The **public area** offers several fora where topical subjects can be discussed. The fora are freely accessible to everyone interested in the subjects discussed. Registration is however required in order to be able to make a contribution to the discussion.

The public area was set up at the specific request of KAN, in order to enable the social partners represented in KAN to participate in the network discussions (see III-2 below).
- 5 The **restricted-access area** contains a database of experts, discussion fora, internal documents and an internal information area. Access to the restricted-access area is reserved exclusively for representatives of OSH institutions in EEA countries who are active in European standardization, testing, certification and/or applied research. The eligibility of applicants is decided by the Steering Committee according to defined criteria, with the assistance of Contact Points designated in each EEA country.

II Tasks, responsibilities and rules of procedure of the different groups

Paragraphs 1, 2 and 3 of Section II apply to all parts of EUROSHNET.

Paragraphs 4 and 5 apply exclusively to the public area of EUROSHNET.

Paragraphs 6 and 7 apply exclusively to the restricted-access area of EUROSHNET.

1 Steering Committee

1.1 Composition

The work of the network is supported by a Steering Committee comprising higher representatives of European OSH institutions.

New members representing a European OSH institution may be admitted to the Steering Committee if proposed by a member of the Steering Committee. The admission of new members requires the unanimous approval of the Steering Committee.

1.2 Tasks and responsibilities

The tasks and responsibilities of the Steering Committee are as follows:

- to formally and publicly represent EUROSHNET
- to decide on activities to promote EUROSHNET
- to take strategic decisions on appropriate means for exerting influence on European/international standardization, testing, certification and applied research, in particular through cooperation between different countries
- to establish general strategies and to support the work programme
- to decide on specific EUROSHNET activities
- to decide on the admission to membership of applicants belonging to institutions which are not yet represented in EUROSHNET
- to approve the contents of the information area of the EUROSHNET website
- to decide on the establishment of new discussion fora and nominate a coordinator for each discussion forum
- to decide on the transformation of a subforum into a forum, where necessary
- to decide on the closing of a discussion forum on the basis of the coordinator's recommendation
- to adopt positions in order to give support to the views expressed by OSH experts in the discussion fora of EUROSHNET
- to examine financial aspects
- to initiate a consortium intended to apply for funds.

1.3 Secretariat

No permanent secretariat is set up. The functions of a secretariat are performed by a Working Group (see section 2 below) comprising members of the institutions represented in the Steering Committee.

1.4 Frequency of meetings

The Steering Committee meets once a year or at the request of its members.

1.5 Chair

The chair of the Steering Committee alternates every year between the institutions represented in the Steering Committee of EUROSHNET.

1.6 Participation in meetings, attendance list, right to vote

All members of the Steering Committee are to participate in the meetings. If required by the agenda they may be accompanied by an expert from their respective organisation. Should a member be unable to attend he/she may nominate a substitute from his/her

organisation. Use should be made of this provision in exceptional cases only. Each member of the Steering Committee is entitled to cast one vote.

1.7 Minutes of meetings

The chair of the Steering Committee is responsible for the minutes of the meetings. The chair may nominate an expert of his/her organisation as an assistant to take the minutes.

1.8 Adoption of decisions

1.8.1 The Steering Committee is quorate when 50% of the members are present. Adoption of decisions by the Steering Committee requires 75 % of the members present to vote in favour.

1.8.2 Decisions may be reached between official meetings of the Steering Committee via correspondence. In this case, the decisions of the Steering Committee may be adopted if 75% of the members of the Steering Committee vote in favour.

1.9 Publication of decisions

The decisions of the Steering Committee are published in the restricted-access area of **www.euroshnet.eu**. If they are of public interest, they are published in the public area of the EUROSHNET website and/or via other media.

2 Working Group

2.1 The tasks and responsibilities of the Working Group are as follows:

- Maintaining the EUROSHNET website and managing the registrations
- Supporting the EUROSHNET forum coordinators
- Preparing the meetings of the Steering Committee and implementing the decisions of such meetings.
- Reporting to the Steering Committee
- Ensuring that decisions can be taken by the Steering Committee between meetings

2.2 The Working Group meets as often as necessary.

3 Contact Points

3.1 Designated experts of leading OSH institutions in European countries fulfilling the eligibility criteria act as EUROSHNET Contact Points.

3.2 The Contact Points act as relays for EUROSHNET:

- they promote the involvement of OSH experts of their respective countries in EUROSHNET
- they give advice to the Steering Committee on the eligibility of applicants from their countries to the restricted-access part of the website.

Public Area only:

4 Forum coordinators for the public area of EUROSHNET

- 4.1 The discussion fora in the public area of EUROSHNET are assigned to a coordinator nominated by the Steering Committee.
- 4.2 Each coordinator is in charge of the supervision of his/her forum. This includes:
 - following the discussions and transferring the results to the restricted-access area
 - inserting and maintaining documents, texts and statements that can contribute to discussions
 - looking for and deleting possible defamatory messages at regular intervals.

5 Participants in the public area of EUROSHNET

- 5.1 The public area including its discussion fora is freely accessible to everyone. Registration is however required in order to be able to make a contribution to a forum discussion. For registration, name (or nickname) e-mail address and country are mandatory; other details may be provided optionally. All data except for the e-mail address are publicly accessible. Upon receipt of their access data (user name and personal password) the participants may enter additional information about their fields of expertise. Registered participants will be informed of any news in the discussion fora by way of an automatic e-mail system. This function can be disabled by the participant.
- 5.2 The participants undertake not to divulge their access data (user name and personal password) to third parties.
- 5.3 The responsibility for the content of messages posted in the forum remains with their authors. The views expressed in EUROSHNET are personal opinions only and do not necessarily reflect the official opinion of the organisation an expert works for.
- 5.4 Attacks on the reputation of persons, companies or organisations are prohibited, as are defamatory messages of any kind. Offensive or discriminatory comments are not permitted and will be deleted.
- 5.5 It is prohibited to use the fora or any data obtained from EUROSHNET for commercial advertising purposes. Any participant offending against this rule will be banned from further active participation in EUROSHNET.
- 5.6 The uploading of documents under copyright or confidential documents (i.e. standards, draft standards) is only permitted with the consent of the copyright holder. Copyright and confidence rules shall be complied with.
- 5.7 EUROSHNET participants consent to the electronic storage of their personal data in EUROSHNET and to the accessibility of these data (except e-mail address) to other participants. Participants consent to the electronic storage of their personal data and forum contributions even after termination of their participation in EUROSHNET.

Restricted-access area only:

6 Forum coordinators for the restricted-access area of EUROSHNET

- 6.1 Each discussion forum in EUROSHNET is assigned to a coordinator nominated by the Steering Committee. The coordinator can be supported by an associate coordinator (co-coordinator).
- 6.2 Each coordinator is in charge of the supervision of his/her forum.

Forum discussion

The coordinator

- stimulates the discussion and puts forward new information in order to keep the discussion going.
- makes sure that new developments/information in the field covered by the forum is introduced in the forum discussion
- is responsible for the insertion and maintenance of basic documents
- regularly looks for possible defamatory messages and deletes them
- informs external experts about ongoing and planned forum activities in order to attract more experts to the system.

Forum management

The coordinator

- enters an initial text to initiate a discussion in his/her forum and uploads any necessary documents before the forum is activated
- if necessary recommends the closing of a forum to the Steering Committee after consultation of the involved experts if they consider that the forum is no longer necessary
- if necessary creates/closes subfora dealing with specific aspects of the forum topic
- informs the Steering Committee about the creation of a subforum
- nominates coordinators for the subfora. The overall responsibility will remain with the coordinator of the forum
- informs the Steering Committee about significant discussion results in the fora and subfora

Others

- The coordinator may suggest conferences, seminars, etc. to the Steering Committee

The coordinators meet regularly in order to coordinate their activities.

7 Participants in the restricted-access area of EUROSHNET

- 7.1 When logging in for the first time after having received their access data (user name and personal password) for the password-protected area of EUROSHNET, the participants are required to enter detailed information concerning their fields of expertise in the database of experts. They may then use the database, and gain

access to all discussion fora and to documents not available to the general public. They will be informed of any news in the discussion fora of their choice by way of an automatic e-mail system.

- 7.2 The participants undertake not to divulge their access data (user name and personal password) to third parties and to treat in confidence any personal data (see Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data) obtained from EUROSHNET sections closed to the general public. The participants are not permitted to copy any data of these sections and to publish it elsewhere; this does not apply to publicly available documents.
- 7.3 EUROSHNET participants may express their opinions on any forum and any subject online.
- 7.4 The responsibility for the content of messages posted in the fora remains with their authors. The views expressed in EUROSHNET are personal opinions only and do not necessarily reflect the official opinion of the organisation an expert works for.
- 7.5 Attacks on the reputation of persons, companies or organisations are prohibited, as are defamatory messages of any kind. Offensive or discriminating comments are not permitted and will be deleted.
- 7.6 New fora can be set up at participants' initiative for the discussion of any questions of interest, following approval by the Steering Committee.
- 7.7 The fora are set up as and when they are required. They are not permanent fixtures, but are available for as long as the experts consider each forum necessary. The decision to close a forum is taken by the Steering Committee on the basis of the coordinator's recommendation.
- 7.8 The uploading of documents under copyright or confidential documents (i.e. standards, draft standards) is only permitted with the consent of the copyright holder. Copyright and confidence rules shall be complied with.
- 7.9 EUROSHNET participants consent to the electronic storage of their personal data in the database of experts (restricted-access area of the system) and to the accessibility of their data to other OSH experts registered in the restricted-access area for joint work within the framework of EUROSHNET. Participants consent to the electronic storage of their personal data and their forum contributions even after termination of their participation in EUROSHNET.