



ECDC Management Board

Minutes of the Twenty-first Meeting of the ECDC Management Board

Dublin, 15-16 March 2011

Adopted by the Management Board at its Twenty-second meeting, 15-16 June 2011

Contents

Summary of Proceedings – ECDC Management Board meeting	i
Opening and welcome by the Chair (and noting the Representatives)	1
Keynote address from the Minister for Health and Children, Ireland	1
Item 1: Adoption of the draft agenda (and noting the declarations of interest and proxy voting, if any) (<i>Documents MB21/2 Rev.1; MB21/3 Rev.1</i>).....	1
Item 2: Adoption of the draft minutes of the 20 th meeting of the Management Board (Stockholm, 9-10 November 2010) (<i>Document MB21/4</i>).....	2
Item 8: Director’s briefing on the main activities of the ECDC since the last meeting of the Management Board.....	2
Item 21: Reorganising ECDC to enhance cohesion, responsiveness and excellence	4
Item 9: A sustainable agenda for ECDC: Preparing for the future (<i>Document MB21/13</i>).....	6
Item 3: Summary of discussions held at the 16 th meeting of the ECDC Audit Committee (14 March 2011) including its recommendations	7
Item 3a: Update from the Audit Committee.....	7
Item 3b: IAS Strategic Audit Plan (2011-2013) (<i>Document MB21/5</i>).....	7
Item 3c: Provisional Annual Accounts 2010, including report on Budgetary Financial Management (<i>Document MB21/6</i>).....	7
Item 3d: Draft Budget 2012 (<i>Document MB21/7</i>).....	7
Item 4: Annual Report of the Director	8
Item 4a: Annual Report of the Director on the Centre’s Activities in 2010 (<i>Document MB21/8</i>).....	8
Item 4b: Draft Analysis and Assessment of Authorising Officer’s (Activity) Report in 2010 (<i>Document MB21/9</i>).....	9
Item 6: Draft Agreement on Strategic Co-operation between the European Centre for Disease Prevention and Control and the European Police Office (<i>Document MB21/11</i>).....	10
Item 7: Administrative Arrangement between the WHO/Euro and the ECDC (<i>Document MB21/12</i>)...10	
Item 5: Terms of Reference – Competent Bodies (<i>Document MB21/10</i>).....	11
Item 3d: Draft Budget 2012 (<i>Continued</i>) (<i>Document MB21/7 Rev.1</i>).....	11
Item 11: Annual Review (2010) of the Analysis of Indicators for the ECDC Strategic Multi-annual Work Programme (2007-2013)	12
Item 11a: Ongoing work to have indicators better reflecting the ECDC work	12
Item 11b: Analysis of the Indicators for the Strategic Multi-annual Work Programme 2007-2013 (Annual Review 2010) (<i>Document MB21/14 Rev.1</i>).....	12
Item 12: Allocated Activity Based Budget (<i>Document MB21/15</i>).....	12
Item 16: Update on progression of the Seat Agreement	13
Item 13: Update on “External Evaluation of EPIET” and Presentation of a new EPIET Paradigm to Address Member State Needs(<i>Document MB21/InfoNote 3</i>)	13
Item 14: ECDC’s expertise and role concerning activities outside its mandate: <i>ECDC Threat Assessment - Russian Forest Fires</i> (12 August 2010) and <i>Interim Threat Assessment – Ash cloud following volcanic eruption in Iceland</i> (16 April 2010) (<i>Documents MB21/Info Note 1, MB21/Info Note 2</i>).....	14

Item 10: Update on how to manage operational EU level tasks related to Substances of Human Origin (SoHO) – joint proposal for a solution	14
Item 15: ECDC/MB Joint Working Group on the Language Regime – Draft report and interim conclusions of first meeting (10 February 2011) (<i>Document MB21/16</i>).....	15
Item 18: ECDC Communication Framework – an update for the ECDC Health Communication	16
Item 17: Report from ECDC/MB Joint Working Group – alternative premises for the Centre.....	17
Item 19: Update regarding the Hungarian EU Presidency (January-June 2011).....	17
Item 20: Call for expressions of interest in hosting future Management Board Meetings outside Sweden (2013; 2015).....	17
Item 22: Any other business.....	17
Closing comments from the Director	17
Closing comments from the Chair.....	17

Summary of Proceedings – ECDC Management Board meeting

The Twenty-first ECDC Management Board (MB) meeting convened in Dublin, Ireland, on 15-16 March 2011.

Opening and welcome by the Chair (and noting the Representatives):

The Chair, Hubert Hrabcik, opened the Twenty-first Meeting of the ECDC Management Board (MB) and welcomed all members to Dublin. He expressed that it was a great pleasure to be in Ireland and to experience the legendary warmth of Irish hospitality. He remarked on the historically rich venue chosen by the hosts in the beautiful Dublin Castle, situated in the heart of the city.

He welcomed the following newly appointed members: Kristiina Mukala, Finland, Ján Mikas, Slovak Republic, Helen Shirley-Quirk, United Kingdom¹ and Line Matthiessen-Guyader from the European Commission.

Announcement:

The Chair called for a minute's silence at the beginning of the meeting in remembrance of the people killed in the earthquake and tsunami in Japan. During the meeting, the news from Japan worsened, and it became clear that a serious nuclear emergency had occurred there. As committed public health professionals, the ECDC Management Board has been very concerned about the threat to health this emergency poses to the Japanese people, and also to Europeans and people of other nationalities who are currently in Japan. At the request of the Commission, ECDC is closely monitoring developments and stands ready to offer further support if needed.

Keynote address from the Minister for Health and Children, Ireland:

Dr Tony Holohan, Chief Medical Officer of Ireland, opened the meeting on behalf of Ireland's newly appointed Minister for Health, Dr James Reilly.

Items for Decision or for information and/or guidance:

Adoption of the draft agenda (and noting the Declaration of Interest and proxy voting, if any) (Item 1 – Documents MB21/2 Rev.1; MB21/3 Rev.1)²

Apologies were received from Andrzej Ryś, European Commission (proxy given to John F Ryan, European Commission), Liechtenstein, Slovenia and Spain (proxy given to Portugal).

The Management Board unanimously adopted the agenda (Documents MB21/2 Rev.1; MB21/3 Rev.1).

Adoption of the draft minutes of the 20th meeting of the Management Board (Stockholm, 9-10 November 2010) (Item 2 - Document MB21/4)³

The Board unanimously adopted the minutes of the Twentieth meeting of the Management Board (Document MB21/4).

¹ Replacing Clara Swinson during her maternity leave.

² Item for decision.

³ Item for decision.

Director's briefing on the main activities of the ECDC since the last meeting of the Management Board (Item 8)⁴

Marc Sprenger, Director, including the Heads of Units, updated the Board on major activities and developments since the last MB meeting in November 2010.⁵

Reorganising ECDC to enhance cohesion, responsiveness and excellence (Item 21)

The Chair opened this item and briefly explained the rationale behind the ECDC reorganisation. He pointed out that ECDC has now come to the stage where it is time for consolidation and to reflect upon the future direction of the Centre.

Director, Marc Sprenger, then presented the new ECDC organisation to the Board members.⁶ He recalled the speech he had given to ECDC staff during the initial phase of the reorganisation and of the information that had been forwarded to the MB in February this year. He also reminded the Board that the issue of necessary structural changes had been previously on the agenda of the Management Board meeting in June 2009.

In his conclusions, the Director presented his visions for ECDC by 2020 and emphasised the need for an efficient and effective Centre that offers top quality scientific advice. This vision can only be achieved if everyone works together in the spirit of ECDC's core values: quality driven, service minded, one team.

Many Board members were supportive of the reorganisation and thanked the Director for having informed them in a timely manner. Several members also pointed out that it is within the mandate of the Director to carry out all necessary reorganisation of the Centre.

The ECDC Director is currently working on an internal document on the reorganisation and he agreed to share a comprehensive version of the paper with the Management Board at the next meeting in June 2011.

A sustainable agenda for ECDC: Preparing for the future (Item 9 - Document MB21/13)

ECDC's Director explained the work undertaken at the Centre to develop a sustainable agenda for ECDC. He also presented the mission and future vision of ECDC.⁷ The Centre needs to further invest in its core purposes, which is to further improve performance, to achieve tangible impact and to add value at the EU level within the area of public health. He also presented the necessary adaptations for the next decade to meet these challenges and goals. ECDC needs to (re-)analyse its stakeholder relationship and to continue to invest in future Member States' engagements.

The Chair encouraged members to continue to forward their comments to the ECDC Director. These comments should then be taken into consideration for further discussion at the Management Board meeting in June.

The Management Board agreed that the paper needs to be further developed prior to endorsement and that it should be revisited in the next meeting in June 2011. Board members are encouraged to send their comments to the ECDC Director to be taken into consideration for the next meeting (Document MB21/13).

⁴ Item for decision.

⁵ Item 8 - Director's briefing and update from Units

⁶ Item 21 - New organisation of ECDC (M Sprenger)

⁷ Item 9 - Sustainable agenda for ECDC (M Sprenger)

Summary of discussions held at the 16th meeting of the ECDC Audit Committee (14 March 2011) including its recommendations (Item 3)**Update from the Audit Committee (Item 3a)**

Irène Nilsson-Carlsson, Member, Sweden, updated the Board on the Sixteenth Audit Committee meeting, which took place the previous day.⁸

IAS Strategic Audit Plan (2011-2013) (Item 3b - Document MB21/5)⁹

Stefan Sundbom, Internal Control Coordinator, ECDC, presented the IAS Strategic Audit Plan for 2011-2013, followed by conclusions of the Audit Committee.¹⁰

The Management Board supported the conclusions of the Audit Committee and endorsed the IAS Strategic Audit Plan (Document MB21/5).

Provisional Annual Accounts 2010, including report on Budgetary Financial Management (Item 3c - Document MB21/6)¹¹

Anja Van Brabant, Head of Finance and Accounts, ECDC, updated the MB on the Provisional Annual Accounts 2010 and the Financial Statements and Budget Outturn, followed by the conclusions from the Audit Committee.¹²

The Management Board unanimously approved the Provisional Annual Accounts 2010, including report on Budgetary Financial Management (Document MB21/6).

Draft Budget 2012 (Item 3d - Document MB21/7 Rev.1)¹³

ECDC's Director informed the Management Board that the Draft Budget 2012 was not updated accordingly, as it was decided in the Audit Committee meeting that it shall be presented and discussed with the Management Board prior to updating the document. It was thereafter agreed that the revised document would be tabled for decision on the second day of the meeting. Anja Van Brabant, Head of Finance and Accounts, ECDC, gave a presentation which also included the conclusions of the Audit Committee.¹⁴

The Management Board unanimously approved the Draft Budget 2012 (Document MB21/7 Rev.1).

Annual Report of the Director (Item 4)**Annual Report of the Director on the Centre's Activities in 2010 (Item 4a - Document MB21/8)¹⁵**

Philippe Harant, Planning and Monitoring Manager, ECDC, presented the Director's Annual Report 2010, followed by the Audit Committee conclusions on the Draft Analysis and Assessment of Authorising Officer's Annual (Activity) Report in 2010.¹⁶

The Management Board unanimously approved the Annual Report of the Director on the Centre's Activities in 2010 (Document MB21/8).

⁸ Item 3a - Update from the Audit Committee (I Nilsson-Carlsson)

⁹ Item for decision.

¹⁰ Item 3b - IAS Strategic Audit Plan (S Sundbom)

¹¹ Item for decision.

¹² Item 3c - Provisional Annual Accounts 2010 (A Van Brabant)

¹³ Item for decision.

¹⁴ Item 3d - Draft Budget 2012 (A Van Brabant)

¹⁵ Item for decision.

¹⁶ Item 4 - Annual report 2010 (P Harant)

Draft Analysis and Assessment of Authorising Officer's (Activity) Report in 2010 (Item 4b - Document MB21/9)¹⁷

The Member from Germany requested that next time the Board is asked to vote on a resolution, that the text of the resolution, and the text of any amendments proposed, be displayed on a screen in order to facilitate and clarify decisions taken. The Director undertook to investigate whether it would be possible to put such a system in place for the Board's next meeting.

Following a short debate on some aspects of the wording, the Management Board unanimously approved the Analysis and Assessment of Authorising Officer's (Activity) Report in 2010 (Document MB21/9).

Draft Agreement on Strategic Co-operation between the European Centre for Disease Prevention and Control and the European Police Office (Item 6 - Document MB21/11)¹⁸

The issues raised by the MB Members concerned the areas for collaboration, whether the exchange of information would be reciprocal, and if Europol had similar agreements with other EU Agencies. The representative of the Commission expressed her reservation to agree on the draft during this MB meeting, since the Commission will not be able to lift the reservation until DG Human Resources and Security has looked into the horizontal question of all EU Agencies' handling of confidential information and proposed a common approach for that.

The above-noted item was postponed and will be decided upon in the forthcoming meeting of the Management Board in June 2011 (Document MB21/11).

Administrative Arrangement between the WHO/Euro and the ECDC (Item 7 - Document MB21/12)¹⁹

The Management Board unanimously approved the Administrative Arrangement between the WHO/Euro and the ECDC (Document MB21/12).

Terms of Reference – Competent Bodies (Item 5 - Document MB21/10)²⁰

Johan Giesecke, Chief Scientist, ECDC, presented the Terms of Reference for the Competent Bodies.²¹

The Management Board unanimously approved the Terms of Reference for the Competent Bodies as amended (including removal of the specific grants for collaboration with ECDC). There will be a further discussion concerning the possible provision of grants to the Coordinating Competent Bodies at the forthcoming MB meeting in June (Document MB21/10).

Annual Review (2010) of the Analysis of Indicators for the ECDC Strategic Multi-annual Work Programme (2007-2013) (Item 11)²²**Ongoing work to have indicators better reflecting the ECDC work (Item 11a)**

The Commission is leading a process to develop a harmonised approach to indicators across all EU agencies. ECDC will be involved in this process via a working group involving the Commission and other EU Agencies. In the meantime, the Commission has made some proposals to improve ECDC's current system of reporting so that it includes more quantitative data, and also focuses more on ECDC's impact/added value. Only one specific change was proposed to the current indicators by the joint Commission/ECDC working group, namely, the text of Indicator 1.2.B be changed from:

¹⁷ Item for decision.

¹⁸ Item for decision.

¹⁹ Item for decision.

²⁰ Item for decision.

²¹ Item 5 - Terms of Reference for the Competent Bodies (J Giesecke)

²² Item 11 - Analysis of the Indicators (K Ekdahl, P Harant)

"Development and advanced implementation of an EU Action Plan for one STI/hepatitis disease" to "Development and advanced implementation of activities for one STI/hepatitis disease".

The Management Board unanimously agreed to the proposed change to Indicator 1.2.B.

Analysis of the Indicators for the Strategic Multi-annual Work Programme 2007-2013 (Annual Review 2010) (Item 11b - Document MB21/14 Rev.1)

The Management Board reviewed and discussed the results of the pilot phase for the indicators for monitoring and evaluation of the ECDC Strategic Multi-annual Programme 2007-2013 (Document MB21/14 Rev.1).

Allocated Activity Based Budget (Item 12 - Document MB21/15)²³

The Management Board noted the report and looks forward to receiving a new document at the next meeting in June 2011 (Document MB21/15).

Update on progression of the Seat Agreement (Item 16)

The Management Board will continue to be fully informed on the progression of the Seat Agreement at MB22 in June 2011.

Update on "External Evaluation of EPIET" and Presentation of a new EPIET Paradigm to Address Member State Needs (Item 13 - Document MB21/Info Note 3)²⁴

The Management Board noted the update on the "External Evaluation of EPIET" and presentation of a new EPIET Paradigm to address Member State needs (Document MB21/Info Note 3).

ECDC's expertise and role concerning activities outside its mandate: ECDC Threat Assessment - Russian Forest Fires (12 August 2010) and Interim Threat Assessment – Ash cloud following volcanic eruption in Iceland (16 April 2010) (Item 14 - Documents MB21/Info Note 1, MB21/Info Note 2)

ECDC briefly summarised all issues covered by Information Note 2. One Board member inquired about financial investment in these activities as well as the legality of this investment. The European Commission confirmed that all tasks were requested by the Commission, and ECDC was working on these matters upon the former's request. ECDC's Director confirmed that this work was conducted upon the Commission's request, and implemented in collaboration with other experts and organisations, including WHO.

The European Commission is asked to inform the Board about the position of EC Legal Service on this matter at the next meeting in June 2011.

Update on how to manage operational EU level tasks related to Substances of Human Origin (SoHO) – joint proposal for a solution (Item 10)

John F Ryan, Member, European Commission, gave an update regarding the development of the proposal on how to manage supporting, operational EU level tasks regarding the safety of tissues and cells.

DG Sanco C6, with input from both ECDC and EMA, shall prepare a concept paper, where tasks are divided between the two Agencies in a balanced way. A final proposal shall be disseminated to the Management Board well in advance of the June meeting in order that they can sufficiently examine and prepare for MB22.

²³ Item 12 - Allocated Activity Based Budget (P Harant)

²⁴ Item 13 - Update on EPIET (A Bosman)

ECDC/MB Joint Working Group on the Language Regime – Draft report and interim conclusions of first meeting (10 February 2011) (Item 15 - Document MB21/16)

Following debates which ensued in respect to the language regime, the Management Board agreed that:

- The Commission and ECDC should provide the Joint Working Group with answers to the 20 questions it posed by the end of April;
- The Joint Working Group will strive to meet again in the coming months, and should develop a proposal for MB22 in June. This proposal will be either:
 - o A language regime that the Group believes to be capable of gaining unanimous support from the Board;
 - o A proposal that the Board's Chairman should write to the Commission to formally notify it that, after five years of discussion, the Board was not able to reach a unanimous decision on its language regime and;
 - o A final decision will be made on the language regime issue at the June Management Board meeting (MB22), based on the proposal from the Joint Working Group.

ECDC Communication Framework – an update for the ECDC Health Communication Strategy 2010-2013 (Item 18)²⁵

The ECDC Communication Framework was presented as an item for discussion and guidance.

Report from ECDC/MB Joint Working Group – alternative premises for the Centre (Item 17)

ECDC's Director presented the Management Board with the options regarding alternative premises for the Centre. He informed that ECDC is leasing its current building until 2018 and is investigating various financial scenarios in relation to leasing options. A number of buildings in the surrounding area have been examined in conjunction with the Staff Committee, which may be better, cheaper and more efficient. ECDC is currently reviewing its legal position. If the need arises, a meeting of the Management Board may convene. This issue has also been raised by the European Parliament. The European Court of Auditors is conducting a benchmark of all EU agencies in this regard, and hopefully the results will be illuminating. The Director will keep the Management Board posted of the situation.

Update regarding the Hungarian EU Presidency (January-June 2011) (Item 19)

The Hungarian Alternate provided a comprehensive overview of the activities and events which will be held under the Hungarian Presidency of the EU. The overall health-related theme is 'Professional and Patient Pathways in Europe'.²⁶

Call for expressions of interest in hosting future Management Board Meetings outside Sweden (2013; 2015) (Item 20)

The Bulgarian Alternate expressed an interest to host a future meeting of the Management Board in her country. ECDC's Director thanked Bulgaria while informing that he has received another offer which needs to be subsequently discussed in house.

Future meeting dates and venues of the ECDC Management Board will be discussed and confirmed during MB22 in June 2011.

Any other business (Item 22)

There was no other business.

²⁵ Item 18 - ECDC Communication Framework (K Ekdahl)

²⁶ Item 19 - Update from the Hungarian Presidency (M Melles)

Opening and welcome by the Chair (and noting the Representatives)

1. The Chair, Hubert Hrabcik, opened the Twenty-first Meeting of the ECDC Management Board (MB) and welcomed all members to Dublin. He expressed that it was a great pleasure to be in Ireland and to experience the legendary warmth of Irish hospitality. He remarked on the historically rich venue chosen by the hosts in the beautiful Dublin Castle, situated in the heart of the city.
2. He welcomed the following newly appointed members: Kristiina Mukala, Finland, Ján Mikas, Slovak Republic, Helen Shirley-Quirk, United Kingdom¹ and Line Matthiessen-Guyader from the European Commission.
3. The Chair called for a minute's silence at the beginning of the meeting in remembrance of the people killed in the earthquake and tsunami in Japan. During the meeting, the news from Japan worsened, and it became clear that a serious nuclear emergency had occurred there. As committed public health professionals, the ECDC Management Board has been very concerned about the threat to health this emergency poses to the Japanese people, and also to Europeans and people of other nationalities who are currently in Japan. At the request of the Commission, ECDC is closely monitoring developments and stands ready to offer further support if needed.

Keynote address from the Minister for Health and Children, Ireland

4. Dr Tony Holohan, Chief Medical Officer of Ireland, opened the meeting on behalf of Ireland's newly appointed Minister for Health, Dr James Reilly.

Item 1: Adoption of the draft agenda (and noting the declarations of interest and proxy voting, if any) (*Documents MB21/2 Rev.1; MB21/3 Rev.1*)

5. Apologies were received from Andrzej Ryś, European Commission (proxy given to John F Ryan, European Commission), Liechtenstein, Slovenia and Spain (proxy given to Portugal).
6. With reference to the Declarations of Interest, Daniel Reynders, Member, Belgium, declared under agenda item 5 (Terms of Reference – Competent Bodies), that he represents the competent body for preparedness and response in Belgium. Tiiu Aro, Member, Estonia, declared under agenda item 5 (Terms of Reference – Competent Bodies), that she is the Director General of the competent body in Estonia. The member from Germany, Franz J Bindert, declared under item 15 (ECDC/MB Joint Working Group on the Language Regime – Draft report and interim conclusions of first meeting (10 February 2011)), that he is a member of the Working Group. In reference to item 16, Iréne Nilsson-Carlsson, Member, and Anita Janelm, Alternate, Sweden, noted under item 16 (Update on progression of the Seat Agreement) that they represent the Swedish Government. John F Ryan, Member, European Commission, declared that he has a proxy on behalf of Andrzej Ryś (Item 1 – Adoption of the draft agenda (and noting the declarations of interest and proxy voting, if any)). He also declared that he participated in the Audit Committee meeting on 14 March 2011 with Christophe Bertrand, European Commission (Item 3 – Summary of discussions held at the 16th meeting of the ECDC Audit Committee [14 March 2011], including its recommendations). He also noted that he is responsible for the Health Threats Unit at the European Commission, and therefore declared interests for item 14 (ECDC's expertise and role concerning activities outside its mandate: ECDC Threat Assessment – Russian Forest Fires (12 August 2010) and Interim Threat Assessment – Ash cloud following volcanic eruption in Iceland (16 April 2010)).

The Board unanimously adopted the Draft Agenda (Documents MB21/2 Rev.1; MB21/3 Rev.1)

¹ Replacing Clara Swinson during her maternity leave.

Item 2: Adoption of the draft minutes of the 20th meeting of the Management Board (Stockholm, 9-10 November 2010) (Document MB21/4)

7. The minutes of the 20th meeting were adopted as presented in document MB21/4.

The Board unanimously adopted the Draft Minutes of the Twentieth meeting of the Management Board (Document MB21/4)

Item 8: Director's briefing on the main activities of the ECDC since the last meeting of the Management Board

8. Marc Sprenger, Director, reported on his main activities since the last Board meeting.² He reported that he had attended the European Scientific Conference on Applied Infectious Disease Epidemiology in Lisbon in November. There had been many excellent presentations at this conference, of which ECDC is the main organiser. The conference marked 15 years of the European Programme for Intervention Epidemiology Training (EPIET), and the Director was delighted to be asked to give a special award to Frank Van Loock of DG SANCO to mark this occasion, honouring his role as the key founding father of EPIET. In November, the Director also spoke at the EUPHA/ASPHER Public Health Conference in Amsterdam and the International Association of National Institutes of Public Health Meeting in Brussels. The Director participated in a follow-up meeting with the Association of Schools of Public Health European Region (ASPHER) at ECDC in Stockholm in February, and in a meeting at ECDC in January with a wider group of Learned Societies. The Director reported on ECDC's European Antibiotic Awareness Day (EAAD) seminar in the European Parliament in November, which had been attended by the Board's Deputy Chair, ECDC's World AIDS Day seminar in the Parliament in December, and an exhibition in the Parliament in February about all EU Agencies. The Director had attended a meeting of EU Chief Medical Officers organised by the Belgian EU Presidency in November, and a conference on childhood immunisation organised by the Hungarian EU Presidency in March. The Director had visited the Czech Republic in December at the invitation of its Ministry of Health, and viewed their excellent public health laboratories. In March, the Director had received the new Swedish Minister of Health and Social Affairs, Karin Johansson, State Secretary to the Minister and Ulrica Sundholm, Political Adviser, at ECDC.

9. He had also had meetings with Paula Testori Coggi, Director-General of DG SANCO. He then gave the floor to each of the Centre's Heads of Units.

10. Johan Giesecke, Chief Scientist, reported on the Eurovaccine Conference, organised by ECDC in December, and work on seroepidemiology for influenza being conducted in collaboration with the Public Health Agency of Canada.³ An interim risk assessment for seasonal influenza in Europe 2010-2011 was published by ECDC in January, and ECDC is funding a case control study conducted by the VAESCO consortium to examine the possible causes of narcolepsy cases in EU countries in 2010, including whether there could possibly be a link to the vaccine Pandemrix. The Centre's Chief Scientist drew the Board's attention to new reports published by ECDC on tick borne diseases and on fostering collaboration in public health microbiology in the EU. He also drew their attention to a new expert database launched by ECDC in November, inviting Board members to encourage experts who might wish to participate in ECDC scientific panels to register themselves in this database. He then announced that the next European Scientific Conference on Applied Infectious Disease Epidemiology would convene in Stockholm on 6-8 November 2011.

11. Denis Coulombier, Head of Preparedness and Response Unit, reported that since the last meeting, ECDC had conducted six rapid risk assessments, namely: cholera in Haiti; severe influenza cases in the United Kingdom; a Q fever update regarding the Netherlands and Germany; a measles update for the EU; infectious disease risks relating to refugees from Libya and; the upsurge of narcolepsy cases in Finland and other Nordic countries in 2010. A delegation from Europol had visited ECDC, and the Centre had published an online epidemic intelligence tutorial. Denis Coulombier also

² Item 8 - Director's briefing and update from Units

³ *Ibid.*

reported on four technical meetings in which ECDC had participated: Drivers of mosquito borne diseases in the EU; Lessons learnt on West Nile fever in the EU; Meeting of ECDC Competent Bodies for threat detection; and Communicable disease risks in EU's Overseas Countries and Territories. ECDC had supported the European Commission's humanitarian response to the cholera outbreak in Haiti: a total of four ECDC experts and four experts from Member States had assisted with the investigation and helped support the response. Nine EPIET/EUPHEM fellows had gone to Haiti to assist WHO. EPIET/EUPHEM fellows had also been deployed to Greece and to Thailand to assist investigations on events in those countries. He also reported on developments at the Fukushima nuclear plant in Japan, and noted that at the request of the European Commission, ECDC was monitoring closely the situation in that country.⁴

12. Andrea Ammon, Head of Surveillance Unit and Acting Head of Resource Management Unit, updated the Board on new surveillance reports that either had been, or were about to be published: Antimicrobial resistance in EU and EEA/EFTA countries 2009 (November); HIV/AIDS in Europe 2009 (December); Tuberculosis in Europe 2009 (March); Community Summary Report on Zoonoses 2009 (March). ECDC's general Annual Epidemiological Report with 2009 data for nearly 50 infectious diseases has been sent to Member States for final review, while on 23-24 March 2011, ECDC is hosting the first ever annual meeting of the European Hepatitis B and C surveillance network. The transfer of surveillance functions to ECDC from two of the last remaining Dedicated Surveillance Networks will take place this year: the functions of the European Surveillance Network on Antimicrobial Consumption (ESAC) will be transferred in June, while the functions of the EUVACNET network on vaccine preventable diseases will be transferred in September. As part of the Centre's reporting against its Multi-annual Strategic Programme, ECDC is collecting data on downloads of reports from the ECDC website. Three surveillance reports are currently ranked among the top ten most downloaded documents. These are, in first place, Protocol for surveillance of nosocomial infections in intensive care units (IPSE/HELICS) (6,650 downloads), in second place, Annual Epidemiological Report on Communicable Diseases in Europe 2009 (4,903 downloads) and in seventh place, Weekly Influenza Surveillance Overview (2,701 downloads). The high number of downloads of the first of these reports appears to be due to it having been cited in an article in *The Lancet Infectious Diseases*.⁵

13. Andrea Ammon noted that the key outputs from the Resource Management support Unit (RMU) – the provisional accounts for 2010 and the draft budget for 2012 – were due to be discussed as specific items under point 3 of the agenda.

14. Karl Ekdahl, Head of Communication and Country cooperation Unit, reported on the communication work undertaken since the last meeting.⁶ This included: a pre-conference workshop on 'Communicating in a diverse Europe' with a focus on health literacy at the EUPHA/ASPHER conference in November; piloting use of social media tools at the ESCAIDE conference in November; the 3rd European Antibiotic Awareness Day (EAAD) during the week of 18 November, which focused on hospital prescribers. In 2010, the US CDC aligned the timing of its Get Smart campaign on rational use of antibiotics with EAAD, while WHO/Euro is interested in extending the initiative across the whole WHO European Region; participation in an EU Agencies event in the European Parliament "EU Agencies – the way ahead" (February); a reader survey for *Eurosurveillance*; co-operation with the TV channel *Euronews* on production of a documentary on childhood TB (due to be broadcast in March); organisation of a scientific seminar: "Understanding the role of behavioural aspects and health communication in mitigation the impact of seasonal influenza" (January); participation in meeting Heads of Communication in Agencies (January). Karl Ekdahl reported that he now has the results from the evaluation of ECDC's dissemination strategy. He also reported that ECDC has nearly finished mapping the health communication activities of the Member States.

15. Regarding country cooperation activities, Karl Ekdahl reported that ECDC had been interacting with the EpiNorth and EpiSouth plus projects. An evaluation was being conducted on the Country Information Project run in 2010 with eight Member States, and as had been mentioned by the Director, ECDC held a workshop in January with ASPHER on "Strengthening Public Health Capacities in Europe & Developing Public Health Competencies".

⁴ *Ibid.*

⁵ *Ibid.*

⁶ *Ibid.*

16. At the request of the Chairman, John F Ryan gave a short report from the Commission regarding actions being taken by DG SANCO to facilitate coordination of Member States' public health response to the Fukushima nuclear emergency in Japan. He also gave an update on ongoing activities between DG SANCO and the Member States, stating that the former would draw on ECDC's expertise as appropriate in developing the Commission's risk assessments. John F Ryan also highlighted the role of the EU's Euratom system in nuclear safety issues.

17. There were no questions or comments from the Board regarding the updates under item 8.

Item 21: Reorganising ECDC to enhance cohesion, responsiveness and excellence

18. The Chair opened this item and briefly explained the rationale behind the ECDC reorganisation. He pointed out that ECDC has now come to the stage where it is time for consolidation and to reflect upon the future direction of the Centre.

19. Director, Marc Sprenger, then presented the new ECDC organisation to the Board members.⁷ He recalled the speech he had given to ECDC staff during the initial phase of the reorganisation and of the information that had been forwarded to the MB in February this year. He also reminded the Board that the issue of necessary structural changes had been previously on the agenda of the Management Board meeting in June 2009.

20. In his presentation, the Director emphasised the achievements of the Centre since its creation in 2005 and expressed his gratitude to the previous ECDC Director, Zsuzsanna Jakab, for her excellent work. Over time, however, ECDC has grown from 1 staff member to over 300 and the environment in which the Centre operates has changed considerably. ECDC now needs to adapt its structure to these changes, thereby creating a flexible organisation that can quickly respond to new arising situations and emerging threats. By bringing together existing in-house expertise and tools, ECDC can continue to achieve excellence, cohesion and responsiveness.

21. He also presented the 15 different working groups, set up within ECDC in the late summer of 2010, working towards a sustainable agenda for the Centre. The result and recommendation from one of these working groups had been to review the ECDC organisation.

22. ECDC should further invest in the Disease Specific Programmes (DSP) and needs to think of mechanisms that would involve more of the staff in the programmes. In this new structure, the DSP Coordinators will continue to be the contact points for external stakeholders and will be responsible for the different products and outputs. ECDC also needs to pay more attention to microbiology, which is why a specific section within the new organisation has been created.

23. Finally, the Director said that he fully understands that some ECDC staff may feel anxious about the reorganisation. Time and resources have therefore been devoted to inform and communicate with the staff. He acknowledged the need to be transparent and to speed up the process of change in order to diminish any concerns as much as possible for staff members.

24. In his conclusions, the Director presented his visions for ECDC by 2020 and emphasised the need for an efficient and effective Centre that offers top quality scientific advice. This vision can only be achieved if everyone works together in the spirit of ECDC's core values: quality driven, service minded, one team.

25. The Member from Denmark thanked Marc Sprenger for having done an excellent job at the Centre and she also recalled that it is within his mandate to carry out all necessary reorganisation of the Centre. However, ensuring scientific excellence and the delivery of ECDC's Work Programme is the responsibility of the Management Board. The majority of Board members agreed with this statement and expressed their support of the reorganisation and thanked the Director for having informed them in a timely manner.

26. The German Member pointed out that the role of the Management Board is to ensure that ECDC carries out its work in a satisfactory manner, ensuring that the Centre fulfils its duties. To do so, the Board therefore needs to have satisfactory insight into any reorganisation carried out at the

⁷ Item 21 - New organisation of ECDC (M Sprenger)

Centre. Though not an obligation, it would have been useful if ECDC had shared information with the members at an earlier stage and made them part of the reorganisation process.

27. He also questioned the timing of implementing this new structure (middle of the working year) and inquired about the implications for staff, for the ECDC Work Programme and for the Management Board. He also expressed concern about placing *Eurosurveillance* and the Microbiology section in the Office of the Deputy to the Director.

28. The representative for the European Parliament inquired whether the paper informing the Board about the reorganisation had been disseminated to other external stakeholders. She questioned a sentence in this paper claiming that the Director had not yet met anyone at ECDC who was satisfied with the current structure. Furthermore, she expressed concern that staff members' job descriptions may change from the initial ones agreed on upon appointment. Finally, she inquired about the legal basis for appointing a Deputy to the Director.

29. In referring to the new organigramme, the French Alternate remarked upon the name of the 'Response section' in the Surveillance and Outbreak Unit and stated that it would have been useful to have received this organigramme prior to the meeting in order to give constructive input.

30. The UK Member expressed that the Management Board should focus solely on achievements of the Work Programme. The structure of ECDC should be decided by the Director and his team.

31. The Member for the European Commission informed that his Institution had been consulted in February and had made a number of comments, which were taken on board by the Director. He also emphasised that responsibility for the reorganisation lies with the ECDC Director and his team, and that the comments made by the European Commission only concerned legal issues.

32. In response to the question from the EP representative concerning the creation of a Deputy to the Director, the Director pointed out that the comments made by the EC were taken on board by ECDC. The legal basis for the creation of this function had therefore been examined. In reply to the question related to the ECDC reorganisation paper, the Director informed the Board that DG SANCO, the ECDC contact person at the European Parliament and WHO, had also received his communication via email in February this year.

33. He continued by saying that it was a fact that staff members had not been content with the current structure. From his first day in office, the Director had been approached by staff expressing the need for a change in the structure. This statement was supported by the former Acting Director at ECDC, Karl Ekdahl, who confirmed that the issue of reorganisation had already been on the agenda before the arrival of the new Director. It was not so much a question of discontent among staff as the simple need for change and of a new organisation as a result of a growing Centre.

34. Karl Ekdahl also clarified the rationale behind placing *Eurosurveillance* in a separate entity within the Organisation, thus ensuring its independence.

35. Andrea Ammon clarified that none of the staff have had their contracts changed. In terms of job descriptions, these are in any case subject to revision on an annual basis. However, the majority of staffs' job descriptions will not change despite the fact that the Section or Unit may in some cases change. As for the timing of the reorganisation, this was believed to be the best time, given that towards the end of the year there is always an increase in the amount of work.

36. The Director also informed the Board about a comprehensive internal document on the reorganisation currently being drafted, and that he was happy to share this paper with the members at the meeting in June. He continued by saying that key performance indicators provide more information about the Centre's performance, rather than looking at the organigramme, and that he looks forward to having a discussion with the Board on these.

37. In his final remarks, the Chair stated that the main concern for the Management Board needs to be to ensure that ECDC fulfils its obligations. At the Management Board meeting in June, the internal document on the reorganisation mentioned by the ECDC Director will be circulated. Board members will also have the possibility to provide their input for the internal evaluation.

38. The German Member nevertheless re-emphasised that it would have been easier to give comments to a written document. He also inquired how the reorganisation will be implemented and how it will be reflected in the Work Programme. He stressed that the Management Board will closely

follow the delivery of this year's Work Programme. The representative from the European Parliament supported the latter comments.

39. The Director and the Senior Management Team acknowledged that it may in some cases be a challenge to deliver the Work Programme, and flagged up the risk of delays. Nevertheless, regardless of the reorganisation, staff will continue to work on the tasks they have been assigned to.

40. The Chair highlighted that Andrea Ammon and Johan Giesecke, who are part of the reorganisation group within ECDC, together with the ECDC Staff Committee, are prepared to respond to any further questions from Board members.

41. He concluded this agenda point by clarifying that this has been an item for guidance and discussion only and not for decision. However, the Board will carefully monitor the outcome of this reorganisation and its possible impact on the ECDC Work Programme.

The ECDC Director is currently working on an internal document on the reorganisation and he agreed to share a comprehensive version of the paper with the Management Board at the next meeting in June 2011.

Item 9: A sustainable agenda for ECDC: Preparing for the future *(Document MB21/13)*

42. ECDC's Director explained the work undertaken at the Centre to develop a sustainable agenda for ECDC. He also presented the mission and future vision of the Centre.⁸ ECDC needs to further invest in its core purposes, which is to further improve performance, to achieve tangible impact and to add value at the EU level within the area of public health. He also presented the necessary adaptations for the next decade to meet these challenges and goals. ECDC needs to (re-)analyse its stakeholder relationship and continue to invest in future Member States' engagements. The Director also recalled that the document for this agenda item had already been shared with the MB and thanked them for their constructive feedback. He concluded his presentation by seeking their endorsement of this document.

43. The Deputy Chair of the Board thanked the Director for this paper and queried why the European Parliament was not mentioned as one of ECDC's stakeholders. He also sought reassurance that this paper had been shared with the Advisory Forum.

44. The Member from Sweden stated that it was vital that ECDC now focus on Phase I (2010-2014) and the core activities within the Centre. She questioned the feasibility of developing a strong European Union public health laboratory network.

45. The German Board Member fully supported his Swedish colleague and emphasised the need to see this paper in the light of reality: does ECDC possess the necessary staff to implement the entire adaptation points as contained in the paper?

46. The Member from the European Commission supported Germany and inquired how ECDC intends to move from a reactive to a proactive position given the current resources. She also sought clarification in respect to point 8 in the list of adaptations ('invest in developing a programme for discussing determinants, tackling health inequalities and assessing the economic impact of communicable diseases').

47. ECDC's Director reassured the Board members that its Advisory Forum was already aware of and involved in the implementation of this paper, for instance, in developing an EU laboratory network. He remarked that "ECDC should strive for a strong network, given that several Institutes in the Member States are cutting back financially. The need for a stronger network is thus greater."

48. Regarding the question on determinants, Johan Giesecke clarified that, in addition to the existing Disease Specific Programmes, ECDC should also deal with issues that need to be addressed in an overarching way, such as, determinants, climate change, etc., and to investigate how these may impact upon infectious diseases.

⁸ Item 9 - Sustainable agenda for ECDC (M Sprenger)

49. The Director agreed and continued by mentioning that we should also think about how to reach so-called 'vulnerable groups' and investigate further on the way in which social media is used.

50. The Chair suggested that this item be revisited in the next meeting of the Management Board for further discussion. The Board agreed that this paper needs to be further developed prior to endorsement. He encouraged members to continue to forward their comments to the ECDC Director to be taken into consideration for the next Management Board meeting in June 2011.

The Management Board agreed that the paper needs to be further developed prior to endorsement and that it should be revisited in the next meeting in June 2011. Board members are encouraged to send their comments to the ECDC Director to be taken into consideration for the next meeting (Document MB21/13).

Item 3: Summary of discussions held at the 16th meeting of the ECDC Audit Committee (14 March 2011) including its recommendations

Item 3a: Update from the Audit Committee

51. Iréne Nilsson-Carlsson, Member, Sweden and Chair of the ECDC Audit Committee, updated the Board on the Sixteenth Audit Committee meeting, which took place the previous day.⁹ Further conclusions of the Audit Committee were presented accordingly in the following presentations.

Item 3b: IAS Strategic Audit Plan (2011-2013) (Document MB21/5)

52. Stefan Sundbom, Internal Control Coordinator, ECDC, gave a brief overview on the Internal Audit Service Audit Plan for 2011-2013. Iréne Nilsson-Carlsson noted the conclusions of the Audit Committee. More details can be found in his presentation.¹⁰

The Management Board supported the conclusions of the Audit Committee and endorsed the IAS Strategic Audit Plan (Document MB21/5).

Item 3c: Provisional Annual Accounts 2010, including report on Budgetary Financial Management (Document MB21/6)

53. Anja Van Brabant, Head of Finance and Accounts, ECDC, updated the MB on the Provisional Annual Accounts 2010, including the report in Budgetary Financial Management.¹¹ Iréne Nilsson-Carlsson thereafter informed the Management Board of the conclusions drawn by the Audit Committee.

54. The Member of the European Parliament noted that at previous meetings, it had been requested from ECDC to make the financial documents easier to follow and understand. Jacques Scheres, Member, European Parliament, supported this statement. The Director responded to this comment by reinforcing the relevance of the work of the Audit Committee.

The Management Board unanimously approved the Provisional Annual Accounts 2010, including report on Budgetary Financial Management (Document MB21/6).

Item 3d: Draft Budget 2012 (Document MB21/7)

55. Anja Van Brabant presented the Draft Budget 2012.¹²

⁹ Item 3a - Update from the Audit Committee (I Nilsson-Carlsson)

¹⁰ Item 3b - IAS Strategic Audit Plan (S Sundbom)

¹¹ Item 3c - Provisional Annual Accounts 2010 (A Van Brabant)

¹² Item 3d - Draft Budget 2012 (A Van Brabant)

56. Iréne Nilsson-Carlsson thereafter summarised the Audit Committee conclusions on the matter. She noted that the Audit Committee did not discuss all titles in great detail, and concluded that the best decision would be to approve the preliminary Draft Budget 2012, while keeping in mind that the outcome in 2012 might not be as expected. She continued that it is important to note the risks and recommended thinking in advance how to accommodate potential cuts.

57. While the German Member expressed his satisfaction with the results of the negotiations, he questioned why the rates of expenditure would be increasing, whereas the staff will not increase in 2012. He also expressed his concern in respect to the operational expenditure. In her response, Anja Van Brabant agreed with comments from Germany with regards to the result of the Budget negotiations. On the point of staff costs, she noted that ECDC still needs to fill up the Establishment Plan, otherwise the budget will be affected. She added that on the other hand, ECDC is accomplishing more with the current staff; hence outsourcing has decreased. With regards to the operational expenses, ECDC is not the only Agency faced with this situation and that as long as the Work Programme is executed, this will not have a negative impact. Andrea Ammon, Acting Head of Resource Management Unit, ECDC, added that as there will be no new posts in 2012, there will still be a remainder from 2011. Also, the calculated promotions need to be included. Regarding the increase in Title 2, she noted that this amounts to 180 000 € and is mainly for electricity and water expenditures.

58. The Alternate from France commented on the Staffing Tables which show that, over time, there are more individuals in higher grade posts. For instance, there are more AD9 posts than before. The Director cited the reclassification factor, which also contributes to the increase of higher grades.

59. In referring to the feedback provided by the Head of Finance and Accounts, the Member from Germany argued that other Agencies are facing cuts in operational expenses and questioned the rationale.

60. The Deputy Chair cited the Allocated Activity Based Budget that had already been presented to the Audit Committee on the previous day, and noted that this would be the instrument in which to follow the progress of the Work Programme.

61. The Director informed the Management Board that the document on the Draft Budget 2012 was not updated accordingly, as it was decided in the Audit Committee meeting that it shall be presented and discussed with the Management Board prior to updating the document. It was thereafter agreed that the revised document would be made available for the Management Board on the second day of the meeting for decision.

Item 4: Annual Report of the Director

Item 4a: Annual Report of the Director on the Centre's Activities in 2010 (Document MB21/8)

62. Philippe Harant, Planning and Monitoring Manager, ECDC, provided a short overview of the report.¹³ Put briefly, 2010 marked the opening of a new chapter in ECDC's history. This was not solely due to the appointment of a new Director, but also since 2010 represented a transition year from ECDC's "build up" period to a new phase of consolidation. The Centre's public health functions were already well established in 2010. To give just one example, by the end of 2010, the surveillance activities of 11 out of the 17 Dedicated Surveillance Networks had been incorporated into ECDC. 2010 therefore saw an increased role, and increased output, from the Disease Specific Programmes. There was further improvement of collaboration with Member States and partners, while the new Director launched the development of a sustainable agenda for ECDC during its consolidation phase. Finally, towards the end of the year, a set of ECDC core values was adopted. ECDC now defines itself as an Organisation that is Quality Driven, Service Minded and that works as One Team. These values should help ECDC provide even better service to its partners in the coming years.

63. Philippe Harant highlighted an innovation in the structure of the report. Part 2 of the report is new and gives details of the results achieved against each of the activities listed in the 2010 ECDC

¹³ Item 4 - Annual report 2010 (P Harant)

Work Programme. The advantage of this new format is that it enables the Management Board to better monitor exactly what ECDC achieved against its Work Programme. It also means that Part 1 of the report can be kept shorter, focusing solely on the key achievements and developments of the year.

64. The Swedish Board Member, speaking on behalf of the Audit Committee, stated that the Committee favoured the new structure of the report, and in particular, the new Part 2. The Audit Committee also recommended that the Board should adopt the Analysis and Assessment of the Director.

65. The Board Member representing Germany expressed his appreciation of the new structure of the report. He proposed that the report could be still be improved further by including an evaluation of how the activities undertaken during the year had contributed to ECDC's public health goals.

66. Minerva-Melpomeni Malliori, Member, European Parliament, asked whether a version of the Director's Annual Report would be translated into all EU languages. In her view, translating only a three-page executive summary of the report, as had been done in previous years, was not satisfactory.

67. Karl Ekdahl, ECDC, informed the Board that the cost of translating, formatting and publishing the entire Annual Report of the Director in all EU languages would be in the region of € 400,000. This had not been budgeted for in ECDC's 2011 Work Programme.

68. The Member for the European Parliament maintained that there had been a unanimous decision in an earlier Board meeting that the full Director's Annual Report should be translated into all EU languages. This should be implemented even if the cost is quite high, as the Director's Annual Report is a key tool for communicating with citizens. She then requested that the minutes of earlier meetings be checked to confirm that the report did indeed need to be translated.

69. The Chair of the Management Board proposed that this question be decided upon the following day during item 15 (language regime). This was agreed by the Board.

The Management Board unanimously approved the Annual Report of the Director on the Centre's Activities in 2010 (Document MB21/8).

Item 4b: Draft Analysis and Assessment of Authorising Officer's (Activity) Report in 2010 (Document MB21/9)

70. Philippe Harant, Planning and Monitoring Manager, ECDC, presented the Draft Analysis and Assessment of Authorising Officer's (Activity) Report in 2010.

71. Following Philippe Harant's presentation, the Member from Germany requested the following changes on page 1 of the document:

the word "highly" be removed from paragraph 2;

the words "more and" be removed from the fourth sentence of the fifth bullet point.

72. The Member from Germany requested that next time the Board is asked to vote on a resolution, that the text of the resolution, and the text of any amendments proposed, be displayed on a screen in order to facilitate and clarify decisions taken. The Director undertook to investigate whether it would be possible to put such a system in place for the Board's next meeting.

Following a short debate on some aspects of the wording, the Management Board unanimously approved the Analysis and Assessment of Authorising Officer's (Activity) Report in 2010 (Document MB21/9).

Item 6: Draft Agreement on Strategic Co-operation between the European Centre for Disease Prevention and Control and the European Police Office (*Document MB21/11*)

73. Maarit Kokki, Senior Adviser to ECDC Director, presented the background for this draft Agreement and expressed the need to have a more formal way of collaborating, in particular, in terms of support to risk assessments and exchange of information. However, due to Europol's restrictive policy on information exchange, it was decided that the exchange of personal data or EU classified data remains outside the scope of this Agreement.

74. Since 2006, ECDC has, on the request of the Commission, conducted joint training activities between law enforcement and public health colleagues. These trainings have shown the added value of bringing different expertise together in risk/threat assessment. The other area of collaboration has been the informal exchange of information on risk assessments. These would continue to be the main areas for collaboration, including actions related to risk communication and support to risk management.

75. The issues raised by the MB Members concerned the areas for collaboration, whether the exchange of information would be reciprocal, and if Europol had similar agreements with other EU Agencies. The representative of the Commission expressed her reservation to agree on the draft during this MB meeting, since the Commission will not be able to lift the reservation until DG Human Resources and Security has looked into the horizontal question of all EU Agencies' handling of confidential information and proposed a common approach for that.

The above-noted item was postponed and will be decided upon in the forthcoming meeting of the Management Board in June 2011 (Document MB21/11).

Item 7: Administrative Arrangement between the WHO/Euro and the ECDC (*Document MB21/12*)

76. Maarit Kokki, Senior Adviser to ECDC Director, presented the Administrative Arrangement between WHO/Euro and the ECDC to the Management Board. She explained that the current document represents a major collaborative effort between ECDC, the European Commission and WHO/Euro, as entering into the force of the Lisbon Treaty the role of the Commission in the international fora has changed.

77. The Memorandum of Understanding (MoU) between ECDC and WHO/Euro has existed since 2005, and now is the time to review it in the light of changes introduced by the Treaty of Lisbon, and the joint Declaration between the Commission and WHO/Euro signed at the 60th Session of the WHO Regional Committee in September 2010. Therefore, this new Administrative Arrangement will be the framework to implement this joint Declaration in the area of Health Security, covering the areas of surveillance, support to preparedness and response, and capacity building.

78. The Joint Coordination Group (JCG) will oversee the implementation of collaborative activities, and there will be further technical procedures developed for technical areas of collaboration. The Agreement foresees the possibility to have special arrangements for the exchange of personnel, but there are now financial commitments between Parties.

79. Several MB Members expressed their gratitude that this Agreement has been finalised and emphasised the need to work together towards a harmonised system, thereby decreasing the burden of the countries.

The Management Board unanimously approved the Administrative Arrangement between the WHO/Euro and the ECDC (Document MB21/12).

Item 5: Terms of Reference – Competent Bodies (*Document MB21/10*)¹⁴

80. Board members were, in general, very supportive of the Terms of Reference document. In particular, there was wide support for the principle of having one Coordinating Competent Body in each Member State. One member asked for the Terms of Reference to be modified slightly to clarify that a contact point can be a function, or a generic email box, designated by the Member State rather than a named individual. This was agreed to by ECDC. Another member asked that the Terms of Reference be modified to make clear that the Coordinating Competent Bodies are not obliged to check translations from ECDC, stating that this could entail a substantial workload which not all bodies would be able to undertake. ECDC agreed to modify this aspect to clarify that the language checking was not obligatory, but that Member States had the right to check translations in their own language, if they so wished.

81. Following discussions, the Terms of Reference in Document MB21/10 were modified accordingly:

from "The Competent Body will identify a National Coordinator for all relations with ECDC; he/she should be located in the Competent Body." to "The Competent Body shall identify a National Coordinator for all relations with ECDC. The National Coordinator shall be situated within the Competent Body." (Page 1, para. 12)

The following text was deleted from the same document: "Checking translations of ECDC documents according to country needs;" (Page 2)

Reference to "(see below)" was deleted from "Acting as a main contact point on planning and implementation of specific grants within the Framework Partnership Agreement;" (Page 2)

On Page 2, the last section of the above-noted paper, 'Specific grants for collaboration with ECDC', including its subsequent paragraphs, were deleted altogether.¹⁵

82. The one aspect of the Terms of Reference on which the Board was unable to reach agreement concerned the proposal for ECDC to provide a small grant to any of the Coordinating Competent Bodies that opted to take it, as partial compensation for the services they provided. Questions were raised as to the legality of this system, and concerns were expressed as to how to allocate this grant to Member States which currently have more than one Competent Body. Though ECDC was able to provide reassurance as to the legality of the proposed grants, highlighting similar arrangements that exist for national contact points for the EU's Statistical Office (Eurostat) and also for some other EU Agencies (e.g. EFSA), the Board opined it would be better to separate the process of designating the Coordinating Competent Bodies from the issue of the provision of grants.

The Management Board unanimously approved the Terms of Reference for the Competent Bodies as amended (including removal of the specific grants for collaboration with ECDC). There will be a further discussion concerning the possible provision of grants to the Coordinating Competent Bodies at the forthcoming MB meeting in June (Document MB21/10).

Item 3d: Draft Budget 2012 (*Continued*) (*Document MB21/7 Rev.1*)

83. As agreed during the first day of the meeting, the Chair informed the Management Board that the revised Draft Budget 2012 had been tabled for approval by the Management Board.

The Management Board unanimously approved the Draft Budget 2012 (Document MB21/7 Rev.1).

¹⁴ Item 5 - Terms of Reference for the Competent Bodies (J Giesecke)

¹⁵ Specific grants for collaboration with ECDC will be addressed for decision in the forthcoming Management Board meeting in June 2011.

Item 11: Annual Review (2010) of the Analysis of Indicators for the ECDC Strategic Multi-annual Work Programme (2007-2013)

Item 11a: Ongoing work to have indicators better reflecting the ECDC work

84. Philippe Harant of ECDC reminded the Board that in March 2008 they adopted a list of 31 indicators aimed at following the implementation of ECDC's Strategic Multi-annual Programme 2007-2013.¹⁶ The wording of these indicators was reviewed by the Board in March 2010. DG SANCO had made suggestions on how to improve reporting on indicators to further demonstrate ECDC's performance and effectiveness, and a joint Commission/ECDC working group was established to look at this further. This working group had concluded there was no need for major changes of indicators at this point. Instead, efforts should be focused on the way reporting was done under the present indicators. In particular, ECDC should seek to gather views from Member States and other stakeholders on the utility of ECDC's work and to what extent ECDC's actions add value to the Member States' own efforts. Annual surveys of Member States and stakeholders are proposed as a way of gathering this input. The first such survey for ECDC should take place in 2011, and the results of this will feed into the report against indicators in 2012.

85. The Commission is leading a process to develop a harmonised approach to indicators across all EU agencies. ECDC will be involved in this process via a working group involving the Commission and other EU Agencies. In the meantime, the Commission has made some proposals to improve ECDC's current system of reporting so that it includes more quantitative data, and also focuses more on ECDC's impact/added value. Only one specific change was proposed to the current indicators by the joint Commission / ECDC working group, namely, the text of Indicator 1.2.B be changed from: "Development and advanced implementation of an EU Action Plan for one STI/ hepatitis disease" to "Development and advanced implementation of activities for one STI/ hepatitis disease".

The Management Board unanimously agreed to the proposed change to Indicator 1.2.B.

Item 11b: Analysis of the Indicators for the Strategic Multi-annual Work Programme 2007-2013 (Annual Review 2010) (Document MB21/14 Rev.1)

86. Philippe Harant presented the key improvements made in the report against the indicators for 2010.¹⁷ The report now includes statistics from ECDC's website. In previous years, ECDC was only able to examine the number of times ECDC's reports were cited in academic journals when evaluating the impact of the Centre's scientific output. This year's report integrates data on how often ECDC's reports are downloaded from its website, and how many people are visiting the website.

87. The survey of Member States and stakeholders planned for 2011 will represent a valuable new source of data in ascertaining ECDC's impact and added value in the 2012 survey.

The Management Board reviewed and discussed the results of the pilot phase for the indicators for monitoring and evaluation of the ECDC Strategic Multi-annual Programme 2007-2013 (Document MB21/14 Rev.1).

Item 12: Allocated Activity Based Budget (Document MB21/15)

88. Following his presentation,¹⁸ Philippe Harant informed about the creation of an Activity Based Budget (ABB), which resulted from a request from ECDC stakeholders to assist the Member States and ECDC in order to gain a better understanding as to how the budget is spent. A Working Group was established and is now finished; however, the verification of the results is anticipated, so the

¹⁶ Item 11 - Analysis of the Indicators (K Ekdahl, P Harant)

¹⁷ *Ibid.*

¹⁸ Item 12 - Allocated Activity Based Budget (P Harant)

results at this stage must be treated with caution. The general principle was to obtain a rough estimate, preferring simplicity, rather than overly complex processes. In the future, the process will be fine-tuned once a routine is created. Activity Based Budgets provide much information, including rough estimates of costs that can be further used for decision-making. Once the final figures are available, they will need to be analysed and interpreted. The next steps are that the data will be validated, the results verified, updates will be made for the new organisation and the actual costs will be integrated. A new document will be prepared for the Management Board in June.

89. Denmark praised the initiative. Cyprus inquired about the allocation of funds for sustainable human resources to nurture staff, for the early identification of health problems, underperformance, avoidance of burnout, and workload.

90. The Director responded that ECDC provides a medical service for employees. There are learning and development opportunities available. Staff performance is measured using the EU system of the Staff Development Dialogue (SDD), which evaluates past performance as well as objective setting for the future. Andrea Ammon added that there are courses in stress management. The counselling service staff member has retired, and this service has been contracted out.

The Management Board noted the report and looks forward to receiving a new document at the next meeting in June 2011 (Document MB21/15).

Item 16: Update on progression of the Seat Agreement

91. The Chair invited Sweden and Andrea Ammon to update the Management Board on the progress of the Seat Agreement. Sweden affirmed that everything is now in place and that the Swedish Parliament has carried out everything required. Andrea Ammon remarked that the legislation is in place, which allows ECDC staff to acquire a personal number and registration in the population register, which has been in place since 1 January 2011. While ECDC is optimistic that there will be no difficulties, the Centre will continue to monitor the situation.

92. The Chair noted that satisfactory progress has been achieved to date and highlighted the importance of maintaining the well being of staff in ECDC.

The Management Board will continue to be fully informed on the progression of the Seat Agreement at MB22 in June 2011.

Item 13: Update on "External Evaluation of EPIET" and Presentation of a new EPIET Paradigm to Address Member State Needs¹⁹ (Document MB21/InfoNote 3)

93. Arnold Bosman, ECDC, briefly introduced this item and highlighted the importance of this new EPIET approach. Board members were highly supportive and welcomed the introduction of the EPIET MS-track, which is an opportunity for some Member States to train more persons.

94. There were some questions related with ranking of countries to select the countries with the highest needs to implement the EPIET MS-track. Other questions were related to the management of this EPIET MS-track. ECDC answered all questions.

95. One member discussed the possibility to propose the EPIET MS-track in the future also to the EU Candidate countries.

The Management Board noted the update on the "External Evaluation of EPIET" and presentation of a new EPIET Paradigm to address Member State needs (Document MB21/Info Note 3).

¹⁹ Item 13 - Update on EPIET (A Bosman)

Item 14: ECDC's expertise and role concerning activities outside its mandate: *ECDC Threat Assessment - Russian Forest Fires (12 August 2010) and Interim Threat Assessment – Ash cloud following volcanic eruption in Iceland (16 April 2010)* (Documents MB21/Info Note 1, MB21/Info Note 2)

96. ECDC briefly summarised all issues covered by Information Note 2. One Board member inquired about financial investment in these activities as well as the legality of this investment. The European Commission confirmed that all tasks were requested by the Commission, and ECDC was working on these matters upon the former's request. ECDC's Director confirmed that this work was conducted upon the Commission's request, and implemented in collaboration with other experts and organisations, including WHO.

The European Commission is asked to inform the Board about the position of EC Legal Service on this matter at the next meeting in June 2011.

Item 10: Update on how to manage operational EU level tasks related to Substances of Human Origin (SoHO) – joint proposal for a solution

97. John F Ryan, Representative of the Commission, gave an update on the development of the proposal on how to manage supporting, operational EU level tasks regarding the safety of tissues and cells. He recalled that the Commission has neither the resources nor the skills needed for this work. Therefore, to ensure high quality input, the existing expertise in Agencies should be used efficiently.

98. Following discussions in the Management Boards of both EU Agencies concerned (ECDC and EMA), DG SANCO C6, with input from both Agencies, is preparing a concept paper, where tasks are divided between the two Agencies in a balanced way.

99. The Commission considers that ECDC would take the responsibility for rapid detection and exchange of information regarding potential threats posing EU level threat to the safety of tissues and cells, while EMA would be responsible for providing support on traceability. Both Agencies would contribute with their specific scientific expertise to risk assessment and support to risk management.

100. John F Ryan recalled that as all the tasks at the EU level are supporting, they remain light and FTEs needed are limited. In the coming weeks, discussions between the Commission and Agencies on resources will continue at a technical level in order to present a single concept paper in June for the Management Boards of both Agencies.

101. The Commission is planning to present this item during the Heads of Medicines Agencies meeting in April, to ensure that the proposal in June will be balanced and acceptable, including legal assessment of the mandates of Agencies vis-à-vis tasks proposed.

102. The Member of Germany took the floor to thank the Commission for this update, and requested the Commission to work towards a document with reasonable allocation of tasks. He recalled the main task of the Board is to assess that the contribution of ECDC is within its mandate. The Alternate of France also took the floor to thank the Commission.

103. John Ryan confirmed the enthusiasm of the Commission to ensure that legal mandates will be properly examined. He also recalled that as long as the issue is under discussion, MB Members might see different versions of documents circulating, which is unavoidable. However, the most important document will be the one presented to the MB in their June meeting.

104. The Chair concluded this item by reiterating the need to use existing expertise to the best way possible. The MB is looking forward to receiving the final proposal well in advance of the June meeting in order that the MB can sufficiently examine and prepare for the meeting.

DG SANCO C6, with input from both ECDC and EMA, shall prepare a concept paper, where tasks are divided between the two Agencies in a balanced way. A final proposal shall be disseminated to the Management Board well in advance of the June meeting in order that they can sufficiently examine and prepare for MB22.

Item 15: ECDC/MB Joint Working Group on the Language Regime – Draft report and interim conclusions of first meeting (10 February 2011) (Document MB21/16)

105. Hubert Hrabcik, Chairman of the Board, gave a report from the meeting of the Joint Working Group on the Language Regime, which he had chaired in February. The Group had taken an important step forward by agreeing to a list of 20 questions it wished to examine. At the February meeting, Minerva-Melpomeni Malliori, Board Member nominated by the European Parliament, had noted that some EU Agencies can decide on their language regime by a majority vote, while others, such as ECDC, require unanimous agreement. This was an issue which needed to be looked into, and so the European Commission had been asked to join the Working Group. The other key decision taken at the February meeting was that the Group should seek to define an umbrella agreement covering all aspects of the language regime, rather than just looking at the languages used in Board meetings.

106. John F Ryan commented that the Commission is aware of the many different practices in different Agencies. It was for this reason that the Commission's Secretariat General last year established a Working Group on the Governance of EU Agencies. The Agencies had been set up one by one to address specific challenges or to take on specific technical tasks. When passing the legislation to create these Agencies, the European Parliament and Council had looked at each individually. This meant there were considerable differences not only in the rules relating to deciding upon the language regime, but also, for example, in the size of the Management Board: some Agencies (such as ECDC) had all Member States represented on their Boards, while others had Boards with more limited membership. The question the Commission's Working Group is now examining is whether the differences between the EU Agencies are sufficiently important that it should initiate a reform of their governance.

107. There was a discussion as to whether the Joint Working Group on the Language Regime should continue with its work. Some Board members expressed the view that it would never be possible to find a language regime capable of commanding unanimous support. There was much frustration voiced as to the amount of time and energy discussions on the language regime absorbed, and at the political nature of some of the discussions. It was thought by some members that the Board should take a decision to end further discussion of the language regime and accept that it would never be able to make a unanimous decision on this matter. Other members argued that the Joint Working Group should be given the opportunity to complete its work. Once the 20 questions posed by the group are answered, it may be in a position to craft a compromise capable of commanding unanimous support. Nonetheless, there was acceptance from all sides that the debate on ECDC's language regime needed to be brought to a conclusion this year.

108. The ECDC Director noted that one of the actions proposed in the Joint working Group's list of 20 questions was for the Director to write to Board members asking them to check in writing with the coordinating Competent Body in their country whether using English in technical and scientific meetings creates problems in communication. The Board members confirmed that they wished the Director to take this action, and that they would ensure follow up on these letters.

109. There was a discussion, continued from item 4 the previous day, as to whether the Director's Annual Report 2010 should be translated into all EU languages. As requested by the Member of the European Parliament the previous day, ECDC had checked the minutes from previous Board meetings and did not find any decision in the minutes regarding the translation of the full Director's Annual Report into all EU Languages. In the last three years, only short executive summaries had been translated into all EU languages, though a somewhat longer short version of the 2006 report had been translated.

110. The Board had a further discussion on the language arrangements for its next meeting.

111. The Member of the European Parliament noted that Board members had been sent an email a few days before this Management Board meeting notifying them that since Spain could not attend, ECDC planned not to provide Spanish interpretation at the meeting, subject to the authorisation of the Board. The Member of the European Parliament then asked the Director how much money ECDC had saved by cancelling the Spanish interpretation. She expressed the view that having a team of interpreters on site solely for one country was unjustified and further proposed that the Board should vote by a simple majority on the language arrangements for its next meeting.

112. The Director responded that no money had been saved, as cancellation of the Spanish interpretation occurred too late to obtain a refund. Spain had intended to participate in the meeting, however, had had to cancel only a few days before.

113. The Chairman, supported by ECDC and the Commission, stated that any decision by the Board on which languages it uses must be taken by unanimity. This is the case even on decisions about interim language arrangements. The Member of the European Parliament's proposal regarding language arrangements for the June meeting was therefore not voted on.

Following debates which ensued in respect to the language regime, the Management Board agreed that:

- The Commission and ECDC should provide the Joint Working Group with answers to the 20 questions it posed by the end of April;
- The Joint Working Group will strive to meet again in the coming months, and should develop a proposal for MB22 in June. This proposal will be either:
 - o A language regime that the Group believes to be capable of gaining unanimous support from the Board;
 - o A proposal that the Board's Chairman should write to the Commission to formally notify it that, after five years of discussion, the Board was not able to reach a unanimous decision on its language regime and;
 - o A final decision will be made on the language regime issue at the June Management Board meeting (MB22), based on the proposal from the Joint Working Group.

Item 18: ECDC Communication Framework – an update for the ECDC Health Communication

114. The ECDC Communication Framework was presented as an item for discussion and guidance.

115. Karl Ekdahl, Head of the Communications and Country cooperation Unit, gave a presentation on the different components of the Communications Framework.²⁰ He stressed that clear objectives for ECDC communication with the different target groups is paramount. It is also important to promote the reputation of ECDC as an independent, transparent and cost-conscious Organisation.

116. Karl Ekdahl explained that each communication product would be linked to the appropriate target audience and that well defined key messages would be communicated consistently across the Centre. Clear communications plans will also be developed. These are increasingly important now with the new ECDC structure.

117. The Board Member from the United Kingdom asked ECDC to bear in mind the cultural differences within the EU when looking at the target audiences. Communication outputs and tools need to be adapted to the diversity in the European Union.

The ECDC Communication Framework was presented as an item for discussion and guidance.

²⁰ Item 18 - ECDC Communication Framework (K Ekdahl)

Item 17: Report from ECDC/MB Joint Working Group – alternative premises for the Centre

118. ECDC's Director presented the Management Board with the options regarding alternative premises for the Centre. He informed that ECDC is leasing its current building until 2018 and is investigating various financial scenarios in relation to leasing options. A number of buildings in the surrounding area have been examined in conjunction with the Staff Committee, which may be better, cheaper and more efficient. ECDC is currently reviewing its legal position. If the need arises, a meeting of the Management Board may convene. This issue has also been raised by the European Parliament. The European Court of Auditors is conducting a benchmark of all EU agencies in this regard, and hopefully the results will be illuminating. The Director will keep the Management Board informed of the situation.

Item 19: Update regarding the Hungarian EU Presidency (January-June 2011)

119. The Hungarian Alternate provided a comprehensive overview of the activities and events which will be held under the Hungarian Presidency of the EU. The overall health-related theme is 'Professional and Patient Pathways in Europe'.²¹

Item 20: Call for expressions of interest in hosting future Management Board Meetings outside Sweden (2013; 2015)

120. The Bulgarian Alternate expressed an interest to host a future meeting of the Management Board in her country. ECDC's Director thanked Bulgaria while informing that he has received another offer which needs to be subsequently discussed in house.

Future meeting dates and venues of the ECDC Management Board will be discussed and confirmed during MB22 in June 2011.
--

Item 22: Any other business

121. There was no other business.

Closing comments from the Director

122. The Director thanked the Irish Ministry for Health for having generously hosted the twenty-first Management Board meeting in Dublin. He also took the opportunity to thank the Management Board for their fruitful discussions and continued support.

Closing comments from the Chair

123. The Chair adjourned the meeting and expressed his thanks and appreciation for the warmth and hospitality of Ireland. He also took the opportunity to thank the Management Board for their meaningful contributions, the interpreters for their flexibility and professionalism, and ECDC staff for their excellent contributions and support.

²¹ Item 19 - Update from the Hungarian Presidency (M Melles)