



**EUROPEAN CENTRE FOR DISEASE PREVENTION AND CONTROL
THE MANAGEMENT BOARD**

Document: Minutes for the Management Board meeting, 28 September 2004	
Date: 12 October 2004	Reference: MB1/21
To: Members of the Board	From: Commission
Action: For adoption by written procedure by 27 October 2004	
A summary of the decisions taken in the meeting	
The Management Board	
<ul style="list-style-type: none">- adopted the Rules of Procedure;- elected Mr Marc Sprenger as the Chair and Ms Meni Malliori as the Deputy Chair;- adopted the implementing rules on public access to documents;- constituted a working group to draft the work programme 2005-2006;- appointed Mr Fernando Sauer as an Interim Authorising officer for the budget 2005; and	
<ul style="list-style-type: none">- agreed to use "ECDC" as an acronym for the Centre.	
The Board took note of	
<ul style="list-style-type: none">- the procedure and progress made in the Director selection;- collaboration between the Commission Services and the Swedish Authorities;- the draft Memorandum of Understanding between the Government of Sweden and the European Centre for Disease Prevention and Control;- the draft Decision of the EEA Joint Committee; and- the work done by Dedicated Surveillance Networks financed from the EU public health programme.	

DATE, SITE AND OTHER PRACTICAL INFORMATION

Date	28 September 2004
Time	9.00 – 15.10 Lunch break 12.30 – 14.00
Place	Room Rotundan in the Rosenbad Building Rosenbad N° 4
Interpretation	English-French-German
Members	The list of members and alternates present at the Management Board are in Annex 1, document MB1/22.
Documents	Meeting documents are or will be made available on a dedicated Circa site [http://forum.europa.eu.int/Members/irc/sanco/ecdc/home .] If you do not have access, contact Loreta.Dambrosio@cec.eu.int or Inez.Jacquemin@cec.eu.int .
Secretariat	European Commission Directorate General for Health and Consumer Protection Public health and risk assessment Directorate Health Measures Unit Mr Jochen Brodersen / Ms Loreta d'Ambrosio



1. WELCOME AND CONFIRMATION OF INTERIM CHAIRING ARRANGEMENTS

Mr Fernando Sauer opened the meeting and welcomed members, alternates and observers. He thanked the Swedish government and the city of Stockholm for their hospitality and the warm welcome in the Start up event yesterday and for the excellent arrangements today; the meeting takes place in the Prime Minister's building. He informed the Board that the secretariat had received in good time the nominations from all 25 Member States, the Commission and the European Parliament. This does imply that the term, which is extendable, of the current members of the Management Board ends after 4 years, on 27 September 2008.

The Board agreed unanimously that Mr Sauer would chair the meeting until the Chair is elected.

Mr Sauer introduced document MB1/19, which provides the most important references to the Management Board in the founding Regulation, and distinguished the tasks and responsibilities of the Board, the Director and the Advisory Forum.

Mr Sauer emphasised the systematic use of the Circa site as the exchange platform between the Board meetings and the use of email. If access problems occur members should contact the secretariat (Inez.Jacqmin@cec.eu.int or by phone **32 2 29 57869).

MB1/1	Invitation
MB1/19	Articles on the Management Board in the Regulation

2. ADOPTION OF THE AGENDA

The proposed agenda (MB1/2) was adopted.

MB1/2	Provisional annotated agenda
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3. NOTING THE REPRESENTATIVES, THE DECLARATIONS OF COMMITMENT, CONFIDENTIALITY AND INTERESTS

Mr Sauer introduced the documents and asked those members and alternates, who had not yet given them to the secretariat, to submit the required documents by the next meeting.

Conflicts of interest may arise and the declarations serve to identify those and to bring them to the attention of the Boards, which then takes appropriate action.

After a short discussion the Board agreed that these documents shall be submitted to the secretariat by the next meeting in December.

MB1/3	List of representatives and alternates
MB1/4	Declaration of Commitment
MB1/5	Declaration of Confidentiality
MB1/6	Declaration of Interests

4. ADOPTION OF THE RULES OF PROCEDURE

The Board adopted unanimously the Rules of Procedure after some changes suggested in the meeting. The first discussion on the language regime is envisaged in spring 2005.

MB1/7	Rules of Procedure Final
MB1/8	Proxy voting statements

5. ELECTION OF THE CHAIR OF THE MANAGEMENT BOARD

According to the Rules of Procedure the Board elects the Chair and a Deputy Chair by two-thirds majority of all members with the right to vote, or 20 votes in a secret ballot. The Board decided unanimously that the procedure about the nomination of candidates in Paragraph 2 of Article 2 of the Rules of Procedure is not followed in this first meeting.

The Board appointed Ms Malliori and Mr Scheres as tellers. One candidate, Mr Marc Sprenger, was proposed and he made a statement to the Board.

In the secret ballot, Mr Sprenger was elected by 25 votes in favour and 5 abstentions. His extendable 2 year term will end on 27 September 2006.

Mr Sprenger thanked the Board and took over as a Chair for the following agenda items.

6. UPDATE ON THE SELECTION OF THE DIRECTOR

Mr Tapani Piha informed about the ongoing selection procedure that has resulted in 35 applications from 15 old and new Member States and there are both men and women. The pre-selection procedure will lead to a Commission decision on a short list. The short list, which will be sent as confidential to the Board, will be accompanied by the letter of motivation and the CV provided by the candidates and a report documenting the phases of the selection.

Mr Erik Norgaard from Mercuri Urval informed about the supporting services provided by the consultant. Several Board members expressed their confidence in and satisfaction with the robust procedure in place.

MB1/9	Vacancy notice
MB1/10	Note on the selections process

7. INFORMATION ON THE PREPARATORY WORK DONE BY THE COMMISSION SERVICES

Mr Piha introduced Documents MB1/11, 12, 13 and 20. The Swedish delegation expressed their optimism to conclude all aspects discussed in Document MB1/12 in good time.

On a question on the recruitment of staff, Mr Sauer explained that the Centre in its recruitment procedure is bound by the EU staff regulations¹, which fixes issues such as salaries, taxation and duration of contracts. In addition, he informed about the possibility to second Detached National Experts to work at the Centre.

The Board welcomed the report and thanked the Commission and Sweden for having achieved such progress. At the request of the Board the Protocol on Privileges and Immunities will be uploaded to the Circa site.

MB1/11	Draft letter to Permanent Representations asking for designation of an Advisory Forum Member
MB1/12	Aide memoire on the contacts between the Commission and the Swedish authorities regarding the Establishment of the Centre
MB1/20	Draft Memorandum of Understanding between the Government of Sweden and the European Centre for Disease Prevention and Control.
MB1/13	Draft Decision of the EEA Joint Committee

8. DISCUSSION ON THE MANAGEMENT PLAN AND BUDGET 2005

Mr Georgios Gouvas introduced Document MB1/14 about the activities of interest to the Centre done currently under the EU public health programme in the field of infectious diseases.

In a brief discussion several Board members underlined the excellent work done in several projects mentioned in the presentation.

Mr Sauer gave a synoptic presentation on the budgetary cycle distinguishing between the general budget of the EU providing the subsidy for the Centre and the expenditure of this subsidy by the Centre in its own budget.

The Board decided to constitute a working group composed of the Chair and Deputy Chair, Mr Francisco George, Ms Iréne Nilsson Carlsson, and a representative of the Commission. The group will meet in order to submit a draft work programme for 2005 and for 2006 and associated budgets and establishment plans for a discussion in the December meeting of the Board. Once nominated, the Director will participate in the work of the group. The newly designated Director will be invited to finalise the programmes in written procedure.

MB1/14	Memorandum on Dedicated Surveillance Networks
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¹ <http://www.ccc.statut/anglais/tocen100.htm>

MB1/15	Financial statement to the Commission's legislative proposal COM(2003) 441 final/2.
MB1/16	Draft EU budget (PDB) for 2005, budget line 17 03 03 for the Centre

9. ELECTION OF THE DEPUTY CHAIR OF THE MANAGEMENT BOARD

The Board appointed Mr Jacques Scheres and Mr Tapani Piha as tellers. One candidate, Ms Meni Malliori, was proposed and she made a statement to the Board.

Ms Malliori was elected by 28 votes in favour and 2 abstentions. Her extendable 2 year term will end on 27 September 2006.

10. ADOPTION OF THE IMPLEMENTING RULES ON PUBLIC ACCESS TO DOCUMENTS

Mr Piha introduced the document and the Board approved the draft unanimously with some changes.

MB1/17	Decision on Implementing Rules on Public Access to Documents
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11. INFORMATION ON INTERNAL RULES

11.1. Financial rules

Mr Piha informed the Board that the secretariat will send a draft for a financial regulation of the Centre and its implementing rules in good time before the next Board meeting. That will allow members to seek advice from specialists in their administrations.

11.2. Cooperation with the EU's Anti Fraud body (OLAF)

Mr Piha informed the Board that the Centre shall accede to the Inter institutional agreement of 25 May 1999 concerning internal investigations by the European Anti-fraud Office (OLAF). This is a standard text. In addition, the Centre shall issue, without delay, the appropriate provisions applicable to its staff. The secretariat will send a draft for the documents in good time before the next Board meeting.

12. NOMINATION OF THE INTERIM AUTHORISING OFFICER

The subsidy that the budgetary Authority will allocate to the Centre constitutes the source of revenue for the Centre in 2005. The role of the interim Authorising officer will be to execute the adopted budget and work program according to the financial regulation, through engaging into legal and budgetary commitments and contracts, which are of short term nature but deemed necessary. The budget (credits, commitments and payments) will be managed in the Commission systems until independent structures are established in the Centre.

The Board appointed unanimously Mr Fernando Sauer as an interim Authorising Officer. The term of Mr Sauer ends when the Director of the Centre takes up the office. A formal decision on this delegation of powers will be prepared for signature by the Chair.

13. ANY OTHER BUSINESS

13.1. Confirmation of the acronym for the Centre and its website address

The Board was unanimously in favour of the acronym “ECDC”, provided that a technical link is made for web users using ECDPC.

13.2. Communication

Mr Sprenger raised the question how the Board members could be facilitated in their role as ambassador for the Centre. A standard PowerPoint presentation could be made available on the Circa site.

14. FUTURE MEETINGS

The next meeting will be held on 13-14 December 2004 in the same Rosenbad building in Stockholm. The agenda will include the nomination of the Director based on the Commissions short list from the Commission, adoption of the budget and the establishment plan for 2005, the work programme for 2005, proposals for 2006 and the adoption of financial rules. The Board was informed of the intention to have 3 meetings in 2005 namely March, June or September and December.

MB1/18	Provisional calendar for the EU’s budget process
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15. CLOSING OF THE MEETING

The Chair and members expressed their thanks to the Swedish government and the City of Stockholm for having hosted the start of the Board’s work in such a generous and efficient manner.

Annex 1 List of participants (Document MB1/22)