



EUROPEAN CENTRE OF DISEASE PREVENTION AND CONTROL
MANAGEMENT BOARD

Stockholm 2005
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**EUROPEAN CENTRE FOR DISEASE PREVENTION AND CONTROL
THE MANAGEMENT BOARD**

Document: Minutes of the 2 nd Management Board meeting	
Date: 18 January 2005	Reference: MB 2/25
To: Members of the Board	From: Commission
<p>Action: For adoption by written procedure (Art. 9 Rules of Procedures)</p> <p>Art 10 Rules of Procedures: The draft minutes, to which shall be attached the summary referred to in paragraph 1, the attendance list, and the decisions taken with figures for the votes cast at each vote, shall be forwarded to members not later than four weeks (12 January) after the end of the meeting.</p> <p>Once approved by the Board, the minutes shall be signed by the Chair. The signed copy of the minutes shall be kept in the archives of the Centre.</p> <p>The final text of the minutes shall be forwarded to members not later than two weeks after its approval.</p>	

**EUROPEAN CENTRE FOR DISEASE PREVENTION AND CONTROL
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**MINUTES
13 AND 14 DECEMBER**

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1. OPENING AND WELCOME

The meeting opened with the traditional St. Lucia event offered by the Swedish government.

The Chair M Sprenger (MS) welcomed new members and alternate to the Board as some Governments made readjustments. The minutes and decisions of previous meeting were adopted on 26 October in written procedure and are available on the CIRCA site. The Chair reported back from his visits to EU and national Agencies as well as international organisations:

MS mentioned as an option for the ECDC to make use of Topic centres like the HIV AIDS in Paris or others as operated by the EU Environment Agency.

The visited Agencies pledged willingness to cooperate and support in fields of common interest and audit, software development and networking; similar promising was a visit to WHO regional office for Europe.

MS informed that he will continue to visit partners at EU and international level

MS informed that he as the Chair will abstain from voting during the Director election and will investigate, whether this is to be taken as a proposal to change the Rules of procedure (MB1/7) for the next board meeting.

F Sauer excused Mr Quintana Trias and Hall who for overriding reasons could not attend.

EEA EFTA admitted as observer.

MB2/1	Invitation
MB2/3	Invitation to director candidates
MB2/4	Invitation to EEA EFTA Member State Observers

2. NOTING THE REPRESENTATIVES, DECLARATIONS OF COMMITMENT, CONFIDENTIALITY AND INTERESTS AND PROXY STATEMENTS

The secretariat has received further documents from members and alternates.

F Sauer provided a proxy statement from Mr Quintana Trias.

F Sauer made reference to a letter from DG R Madelin in agreement with Com Kyprianou dated 13 December to the ECDC Board members on conflicts of interest. F Sauer suggested that this issue will be taken up in the next meeting.

Examples for guidance on how to interpret potential conflict of interest will be provided.

MB1/4	Declaration of Commitment
MB1/5	Declaration of Confidentiality
MB1/6	Declaration of Interests
MB1/8	Proxy voting statement

3. ADOPTION OF THE AGENDA

The agenda was adopted without changes, no items was raised under AOB

MB2/2	Agenda
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4. INFORMATION ON THE PREPARATORY WORK DONE BY THE COMMISSION SERVICES

The Chair thanked the Commission services for their efforts

T Piha informed on the progress made:

- ❖ Starting up the operations of the Centre
- ❖ Premises: A contract with a Swedish consultant is to be concluded, housing will figure on the next meetings agenda;
- ❖ reports back from visit to Solna city hall, where 8 offices/ workstations become available
- ❖ Advisory Forum: The language versions of the request to nominate MS representatives to the Forum will go out. Already 9 MS have nominated its representatives by 9 December on the basis of an advance letter. EU health forum is consulted to find 3 n on voting members representing academia, patients and professionals. Target is a Forum meeting by April.
- ❖ EEA EFTA Joint committee decision is scheduled for early February

MB2/23	List of Member States representatives nominated by 9 December
MB2/21	Memorandum on options for the premises of the Centre
MB2/22	Written information on the Centre distributed to the EU Health Ministers on 6 December

5. PREPARATION OF THE HEARING OF THE 3 SHORT LISTED CANDIDATES FOR THE DIRECTOR'S POST

The Chair introduced in detail the procedures for the agenda item and it was decided:

- a) (Article 2 of rules of procedure): "At each round, the candidate with the lowest number of votes shall withdraw until only two candidates are left. Rounds will run until one of the remaining candidates receives two-thirds majority of favourable votes of the Management Board members."
- b) According to the rules of procedure the vote is taken by secret ballot.
- c) Nomination of 2 tellers: EEA EFTA representative Mr Aspas and Mr Scheres
- d) Sequence of candidates: alphabetical
- e) Agreement on how the questions are put for the candidates: open session question after an initial 5 minute presentation

MB2/20	Letter Commissioner Kyprianou
MB2/5	PSC report to Management Board
MB2/6 +7 + 8	CV and Letter of motivation of the three candidates (not archived personnel matter to be destroy after 2 years)

6. HEARING OF THE SHORT LISTED CANDIDATES

With respect to the candidate Ms Jakab: The Board noted that Ms Jakab had, during the first Management Board meeting, left the meeting room when the Board discussed the on-going director selection. The Board concluded that she did not obtain an unfair advantage over the other candidates.

7. NOMINATION OF THE DIRECTOR

The tellers announced the outcome of the secret ballot in the first run

Jakab 24

Bertollini 4

Hallauer 1

The necessary majority is 20 votes. The Chair asked the candidate, if she would accept the nomination. Ms Jakab accepted. In agreement with the Board Ms Jakab attended the meeting as an observer. The Chair thanked the candidates Bertollini and Hallauer for their quality applications.

The Chair and vice Chair will accompany the nominated Director during her hearings with the EP CoEnvi, foreseen for the 18 or 19 Jan 2005 in Brussels.

MB2/ 26 Press release

8. ADOPTION OF THE WORK PROGRAMME, BUDGET AND ESTABLISHMENT PLAN FOR 2005

T Piha introduced the document and pointed out: Article 14.5 d of the founding regulation requires the Management Board to adopt a work programme before the end of January for the current year.

The working party established by the Board suggested a combined work programme for 2005 and 2006.

Article 22.9 of the founding regulation requires the Management Board to adopt the final budget for the current year after the decision on the subvention by the Budgetary Authority. The revenue consists of the subventions from the general budget of the European Union and from the EEA EFTA contribution. In practice, the main source of revenue is the subvention from the general budget. The budget 2005 will be voted for in the second reading by the EP during the week 13-17 December.

Several members acknowledged the work done by the working party. The Commission also mentioned that it is not in the position to raise the budgets at this

stage. The EU Parliament is responsible for the budget. Member states can influence Parliament through the EU council on this.

The transfer of networks: the projects the centre will start are about the coordination on surveillance, not the surveillance itself. Data collection will still be a responsibility of the Member States.

Ms Jakab thanked for the work done so far and will take the opportunity to make more suggestions to develop the text in the coming weeks.

G Gouvras explained the functioning of the informal Health Security Committee, its mandate and delimitations towards the tasks given to the Centre by its founding regulation most notably in the field of risk management.

To facilitate the understanding of ongoing co-financed DSN projects reference is made to MB1/ 14 in especially annexes 3 and 4.

The Board members were invited to make comments in writing within the next days. The secretariat will undertake to circulate a revised version before the Christmas holidays. The working party will organise a meeting in January 2005 with a view to consolidate the comments made and to circulate a final version.

Budget and establishment plan 2005: The Board took note of the error occurred in the EP Amendment 690 and tasks the secretariat to seek clarification. The Board expressed its concern that the Centre would have the right balance of experienced and young scientist in order to be operational soon.

F Sauer informed that Detached National Experts, which do not appear on the establishment plan, are a tool to recruit senior scientists for the Centre.

The Budget and establishment plan 2005 were adopted.

MB2/9	Draft Work programme 2005-2006
MB2/13	Budget and Establishment Plan 2005

9. ADOPTION OF THE DRAFT WORK PROGRAMME, BUDGET AND ESTABLISHMENT PLAN FOR 2006

T Piha explained that Article 22.5 of the founding regulation requires the Management Board to produce, on the basis of a draft from the Director, an estimate of revenue and expenditure for the following year before the 31 March of the year n-1. For technical reasons the document is already needed by end of February.

G Brucker expressed his concern on the question of continuity in general and in particular how the Centre would be in a position to take over at an early stage very important work as the one done by e.g. the French national institute on HIV/ AIDS.

F Sauer explained that in principle a subsidy from the Public Health Programme is intended to make the setting up of networks possible. Financing the on-going operation of such a network is a different decision.

The Board endorsed the Work programme and the budget and establishment plan 2006, taking note that this is an estimate, which can be revised in the light of the progress made and the on going budgetary negotiations.

MB2/9	Provisional draft Work programme 2005 2006
MB2/19	Draft Budget and establishment plan 2006

10. ADOPTION OF THE FINANCIAL RULES

The Board adopted the following texts:

10.1. Financial Regulation

MB2/10	Centre Financial Regulation
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10.2. Implementing Rules for the Financial Regulation

Taking note that the Board could at any time amend the implementing rules on the basis of a proposal of the Director.

MB2/11	Decision on Implementing rules
MB2/11 annexe	Copy of EU general budget implementing rules

10.3. Accession to the inter-institutional agreement concerning internal investigations by the European Anti-Fraud office

MB2/12	Olaf decision
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11. DECISION ON THE MEMORANDUM OF UNDERSTANDING BETWEEN THE GOVERNMENT OF SWEDEN AND THE CENTRE

The Management Board adopted the Memorandum of Understanding including its addendum

MB2/14	Draft Decision on a Memorandum of Understanding (Eng Version only)
MB2/18	Addendum to the draft decision agreed, take note that the current text is an interim agreement, requiring further negotiations by the director once in office
MB2/17	Protocol on Privileges and Immunities

12. ANY OTHER BUSINESS

No other item was raised before or during the meeting

13. FUTURE MEETINGS

No date was fixed. Pending the decision on the location/ venue of the next meeting a date will be fixed around the Easter period.

14. CLOSING OF THE MEETING

The Chair thanked the Swedish representative for the excellent arrangements made for the meeting, the Board members and the commission secretariat for the hard work during the last two days and the papers presented.

The Chair concluded with season greetings.

Attendance list

Title	Last name	Status	Represents
Prof Dr	Dietrich	Member	Austria
Prof Dr	Allerberger	Alternate	Austria
Dr	Reynders	Member	Belgique
Dr	Hadjianastassiou	Member	Cyprus
Prof Dr	Prymula	Member	Czech Republic
Dr	Gótrik	Member	Denmark
Dr	Aro	Member	Estonia
Dr	Melkas	Member	Finland
Prof	Brucker	Member	France
Dr	Meilicke	Observer	Germany
Prof Dr	Winter	Member	Germany
Mr	Aivaliotis	Alternate	Greece
Dr	Jakab	Observer	Hungary
Dr	Melles	Alternate	Hungary
Dr	Connolly	Member	Ireland
Dr	Greco	Member	Italia
Mr	Rezebergs	Member	Latvia
Dr	Bakasenas	Member	Lietuva
Dr	Huberty-Krau	Member	Luxembourg
Dr	Fava	Alternate	Malta
Dr	Sprenger	Member	Nederland
Mrs	Kootstra	Alternate	Nederland
Mr	Dol	Observer	Nederland
Mr	Jonkheer	Observer	Nederland
Dr	Grzesiowski	Alternate	Poland
Dr.	George	Member	Portugal

Prd	Madero	Member	Slovakia
Ms	Gruntar Činč	Member	Slovenia
Dr.	Amela Heras	Member	Spain
Dr	Saiz Martinez-Acitores	Alternate	Spain
Mrs	Nilsson Carlsson	Member	Sweden
Dr	Carlson	Alternate	Sweden
Dr	Wight	Alternate	United Kingdom
Dr	Malliori	Member	X European Parliament
Dr	Scheres	Member	X European Parliament
Mr	Gouvras	Member	XX1 Commission
Mr	Sauer	Member	XX2 Commission
Mr	Piha	Alternate	XX2 Commission
Mr	Brodersen	Secretariat	XX3 Commission
Ms	Jacquymyn	Secretariat	XX3 Commission
Mr	Aspås,	Observer	EEA/ Norway