



ECDC Management Board

**Minutes of the Thirty-second Meeting of the
ECDC Management Board
Stockholm, 18-19 November 2014**

Adopted by the Management Board at its Second Extraordinary meeting, 20 January 2015

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Summary of Proceedings – ECDC Management Board Meeting

The Thirty-second meeting of the ECDC Management Board (MB) convened in Stockholm, Sweden, on 17-18 June 2014. During the meeting, the Management Board:

- adopted the draft programme;
- adopted the draft minutes of the Thirty-first Management Board meeting;
- elected Françoise Weber, Member, France, as Chair of the ECDC Management Board;
- elected Tiit Aro, Member, Estonia, as Deputy Chair of the ECDC Management Board;
- agreed to place the revised Rules of Procedure of the ECDC Management Board on the programme for the next meeting for adoption;
- took note of the update on the main activities by the Director since the last meeting;
- took note of the various requests to ECDC in the context of the Ebola outbreak, and called for a clarification of the role of ECDC outside the EU given the Ebola outbreak in West Africa;
- External evaluation:
 - took note of the Final Report of the Second Independent External Evaluation of ECDC;
 - requested the Director to publish the Final Report on ECDC's web portal as soon as possible;
 - appointed Daniel Reynders as Chair of the External Evaluation Recommendations Drafting Group;
 - agreed on the final composition of the External Evaluation Recommendations Drafting Group;
 - confirmed that the First meeting of the External Evaluation Recommendations Drafting Group shall be held on Monday, 19 January 2015;
- Election of the ECDC Director:
 - re-affirmed the Board's desire to elect the ECDC Director 2015-2020 at MB33 in March 2015;
 - decided to convene an Extraordinary Management Board meeting on 20 January 2015, between 09:00 and 16:00, including interpretation, in order to ensure all necessary elements are in place to hold the election of the ECDC Director 2015-2020 during the MB33 in March 2015;
 - decided to extend MB33 in March 2015 by one day, i.e. two full days on 24 and 25 March + one half day on 26 March 2015;
 - requested for a distribution list consisting of all Management Board members and alternates to be made available to delegates in order to facilitate further delegates only correspondence on matters relating to the election of the Director 2015-2020 ahead of the January and March meetings;
- endorsed the proposal to discuss and adopt the IAS Strategic Internal Audit Plan 2014-2016 during the Extraordinary meeting in January 2015;
- adopted the Centre's Budget and Establishment Table for 2015;
- took note of the Fourth Supplementary and Amending Budget 2014;
- approved the Report on Implementation of ECDC's Annual Work Programme 2014 up until present;
- adopted the ECDC Annual Work Programme 2015 with a caveat that the Programme is subject to changes, most notably in light of requests that may be made to the Commission and ECDC from the EU Health Council on 1 December;
- agreed to discuss and adopt an amended Work Programme 2015 during the Extraordinary meeting in January 2015;
- took note of the Annual Work Programme Priorities for 2016;

- agreed to carry out a written consultation on the Annual Work Programme Priorities for 2016 before the Christmas holidays 2014;
- welcomed the update from the European Commission on research activities and launch of new activities;
- took note of the report of the Working Group on New Business Models and Financing of Large-scale EU Level Activities;
- agreed to share the report of the Working Group on New Business Models and Financing of Large-scale EU Level Activities with the ECDC Advisory Forum, and with relevant policy makers in the European Commission and European Parliament for consideration and further discussion;
- agreed to discontinue the work of the Working Group on New Business Models and Financing of Large-scale EU Level Activities but to hold further discussions on this topic at Management Board level in 2015;
- took note of the update on ECDC Building Project;
- agreed that the Centre shall look into informing the European Parliament of the ECDC Building Project as soon as possible, considering the significant size of the planned investment;
- took note of the report of Compliance Officer to the Director on the implementation of ECDC's Independence Policy in 2013;
- agreed to discuss the Independence Policy matter further during the meeting in March 2015;
- debated the adoption process for Implementing Rules to the Staff Regulations;
- agreed to request for further written legal advice from ECDC in connection with the proposed process for the Implementing Rules to the Staff Regulations;
- agreed to establish a sub-group of the Audit Committee in order to facilitate the adoption process of the Implementing Rules to the Staff Regulations and provide guidance to the Board: Jacques Scheres, European Parliament, Robert Goerens, Member, Luxembourg and Johan Carlson, Member, Sweden;
- requested to provide the Board with additional time for the completion of the written procedure on the Implementing Rules to the Staff Regulations;
- took note of the update on the state of play of implementation of decision 1082/2013/EU on serious cross-border threats to health;
- took note of the discussion paper on public health training;
- agreed to collect comments on the public health training paper via written consultation;
- agreed to discuss the public health training paper further during the Extraordinary meeting in January 2015;
- took note of the updates on the Italian and Latvian EU Presidencies.

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

1. Françoise Weber, Chair of the ECDC Management Board (MB), welcomed all the participants to the Thirty-second meeting. A special welcome was extended to Anthony Gatt, newly appointed Member, Malta, Herbert Barnard, newly appointed Alternate, the Netherlands and Sverre Berg Lutnæs, newly appointed Member, Norway.
2. Apologies had been received from Bulgaria (no proxy), Croatia (no proxy), Romania (no proxy) and John F Ryan, Member, European Commission (proxy given to Martin Seychell, Member, European Commission). Additionally, it was noted that Sweden would not be able to participate in the morning session of Day 1 (18 November 2014), proxy given to Denmark, and that Marianne Donker, Member, the Netherlands, and Cornelius Schmaltz, Alternate, European Commission, would not be able to take part of the meeting during Day 2 (19 November 2014). Poland did not attend the meeting.
3. In reference to the External Evaluation Recommendations Drafting Group, the Board was informed of the informal brainstorming meeting, open to all members, due to take place in the afternoon of the 19 November 2014. Further on this matter, the Chair recalled that during the MB meeting, the Chair for the Drafting Group as well as the final composition of same shall be decided and called upon all members who wish to participate to express their interest to the ECDC Secretariat.
4. The Board was also informed that the newly appointed Swedish Minister for Health Care, Public Health and Sport, Gabriel Wikström, shall attend the dinner in the evening of Day 1.

Welcome from the Director, ECDC

5. Marc Sprenger, Director, ECDC, welcomed delegates on his behalf and noted that he was looking forward to fruitful discussions during the meeting. Special welcome was extended to Mike Catchpole, the new ECDC Chief Scientist.

Adoption of the draft programme (and noting the declarations of interest and proxy voting, if any) (*Document MB32/01 Rev.2*)*

6. The Board members were requested to state any additional declarations of interests in connection with the draft programme, if applicable. None were declared.

The Management Board adopted the draft programme.

Adoption of the draft minutes of the 31st meeting of the Management Board (Stockholm, 17-18 June 2014) (*Document MB32/02*)*

The Management Board adopted the draft minutes of the Thirty-first Management Board meeting (17-18 June 2014).

Election of the Chair and the Deputy Chair of the ECDC Management Board*

7. In view of the fact that the outgoing Chair and Deputy Chair were candidates for re-election, it was proposed that this session would be chaired by Maria Grazia Pompa, Alternate from Italy, as

* Item for decision.

* Item for decision.

* Item for decision.

Italy currently holds the EU Presidency. Dr Pompa kindly accepted the proposal as did the Board. The procedure for the elections was thereafter recalled and the following nominations were noted: for the Chair of the MB: Dr Françoise Weber, Member, France, and for the Deputy Chair: Dr Tiiu Aro, Member, Estonia. Reference was also made to rules and regulations of the voting procedure.¹ Iceland and Norway were kindly asked volunteer to act as tellers, which they accepted to do. Proxy voting was noted.

8. In reference to proxies, it was questioned whether the proxy votes should be allowed for the election process. The ECDC Legal Advisor confirmed that there is nothing stated against this in the adopted Rules of Procedure of the Board. In connection to this matter, the Board also requested to proceed with the adoption of the revised Rules of Procedure, previously discussed during the past meetings, as soon as possible in order to ensure clarity for the future meetings.

9. The Board then proceeded to vote by show of hands on whether the proxy votes should be allowed for the elections of Chair and Deputy Chair during the 32nd meeting. With one abstention, this was approved.

10. During the counting of votes, the Member from Belgium noted that such elections should allow to also vote against, considering that the ballots used for this election only allow members to vote for the candidate or abstain.

11. Voting results for the Chair were announced: 27 yes votes of 28 votes in total for the Chair, one abstention. Voting results for the Deputy Chair were announced: 29 yes votes of 29 votes in total, no abstentions.²

12. The newly elected Chair and Deputy Chair thanked the Board members for their continuing support and trust.

The Board elected Françoise Weber as Chair and Tiiu Aro as Deputy Chair of the ECDC Management Board.

The Board agreed to place the revised Rules of Procedure of the ECDC Management Board on the programme for the next meeting for adoption.

Update from ECDC on the main activities since the last meeting of the Management Board (17-18 June 2014) (Document MB31/03)*

13. ECDC Director presented a brief update on the main activities since the last meeting of the Management Board.³

14. The Board acknowledged the good work done by the Centre in connection with the on-going Ebola outbreak and for the great support provided to the Member States. The representative of the Commission thanks ECDC for its support to the exit screening audit in the ebola-affected countries. The ECDC director presented the Ebola-related activities to the ENVI committee on 5 November for which about 50 staff are involved. In the light of Ebola and other emerging threats, it was also questioned how would ECDC organise itself in case it has to take action in relation to more than one threat at the same time. The ECDC Director was also reassured that the Centre should feel fully supported by its MB in order to make rapid decisions, such as sending experts to West Africa, to further strengthen the response to Ebola and indeed any (new) threats. Overall coordination of efforts between the various partners and stakeholders involved in the fight against Ebola was noted to be of high importance by the MB.

15. Considering the available resources, the ECDC Director stated that the Centre is doing all it can in order to respond to all threats while keeping the wellbeing of staff strongly in mind. It was also acknowledged that even though ECDC can send some experts within the EU for a limited time in order to support countries, in the case of Ebola the situation is significantly different. The centre of the crisis is in West Africa. Requests for assistance from the affected countries need to go via the

¹ According to Article 2 of the rules of procedure of the Management Board, a two-thirds majority of the Management Board voting members present and secret ballot is required for adoption of this item.

² Difference in total number votes is due to the late arrival of one meeting participant.

* Item for information.

³ Update on ECDC main activities (M Sprenger).

European Commission and it is then up to the Commission to decide whether to call on ECDC. But even though ECDC has relevant knowledge and expertise it simply does not have the capacity to provide the substantial long term assistance that the affected countries need, however if requested, ECDC has the capacity to activate and coordinate European experts outside ECDC, but it was questioned whether this was the role of ECDC. The discussion was expanded to the country assessments ECDC has supported in relation to the Pre-Accession countries and possible support to the Eastern Partnership countries such as Georgia, Ukraine and Moldova. The Director stated that ECDC as well as the entire EU should be able to do more to assist these countries. Rather than just conducting assessments indicating challenges and gaps in their public health systems the EU should provide assistance to strengthen their capacity to prevent and control diseases. The bottom line of being able to do more in these cases however is the ability to mobilise more resources.

16. Based on the discussion, the Board members pointed out that the roles of ECDC and the European Commission's humanitarian office, DG ECHO, DG Development and WHO etc., should be made clearer, as opposed to claiming the need for more resources being the solution. ECDC cannot do everything and thus the role of the Centre within the global response to major international outbreaks should be clarified. The focus should remain on the key responsibilities mandated to the Centre. Additionally, while having a realistic view on the availability of resources and budget now as well as in the future, the value of inviting Pre-Accession and Eastern Partnership countries to meetings and enabling networking should not be underestimated as seemingly small things can add much value.

17. In reflection with the discussions as well as in the light of the second independent external evaluation, it was noted that given the facts that it is within the current mandate of ECDC according to article 9 of the Founding Regulation, in the coming years there may be possibilities for adjusting ECDC's mandate, though expectations of what is possible need to be realistic.

The Management Board took note of the update on the main activities since the last meeting.

Final Report of the Second Independent External Evaluation of ECDC (Documents MB32/04 and MB32/04/Corrigendum)*

18. The Chair welcomed Alberto Bolognini from the Economisti Associati.

19. Daniel Reynders, Member, Belgium, and Chair of the ECDC Management Board External Evaluation Steering Committee (MEES), briefly recalled that the MEES held its last meeting on 8 September in Brussels in order to discuss the Draft Final Report and to provide the contractor with the Group's final editorial comments. The Final Report received on 8 October was deemed to meet the requirements set in the contract and was thus accepted. Due to the Ebola crisis, the first meeting of the Recommendations Drafting Group, originally planned for the 19 November 2014, had been postponed. Instead of the official meeting, the Board was reminded of an informal brainstorming session scheduled to take place at this time, the afternoon of 19 November, and all members and alternates were encouraged to confirm their availability to take part of this session, if possible considering travel arrangements. Interested Board members were also encouraged to sign up for the Drafting Group.⁴

20. Alberto Bolognini, Economisti Associati srl, provided a presentation on the external evaluation carried out, including an overview of the assignment, the methodology followed as well as the main outcomes.⁵

21. The MB Chair, as well as many Board members and the Director, extended their gratitude to the Economisti Associati for the high quality report. The Board members agreed that the report highlights the areas which need (further) improvements very well while also emphasizing the many successes of the Centre. Main issues for further work as highlighted by the external evaluation are : increase synergies, define and demonstrate the added value of the Communication and microbiology laboratories – related activities; increase the utility of the ECDC outputs for the decision makers. It was also commented that the MB should try and identify some elements which the Board should take on in order to further increase the added value of the Centre. In reference to added value, the

* Item for information.

⁴ During Day 2 of the meeting, the composition of the Drafting Group was agreed upon. Kindly refer to page 7 of the minutes.

⁵ Second Independent External Evaluation_Final Report (A Bolognini).

balance between adding value to individual countries as opposed to added value for the EU as a whole was pointed out and the level of support ECDC should provide to one or the other in order to strike this balance was questioned. The issue of microbiology laboratory support was also brought out.

22. Alberto Bolognini, Economisti Associati srl, reflected on some of the comments and questions brought forward by the Board members. In reference to the matter of microbiology, Economisti Associati considers that there was no bias and there are no guidelines provided for the Centre on whether to invest more or less into this area, rather than to analyse what has been done in the past. Regarding the interviewees, the Board was reassured that the selection had been totally random and that ECDC staff was not included. The cognitive influence was known to the evaluators and thus this was taken into consideration while analysing the response patterns. Answering a question from the Board, the overall perception of Economisti Associati is that ECDC has been improving through time. In reference to the different needs of the different Member States an option could be to focus on common needs for a group of countries and aim to offer support up to certain levels in order to help assist them in a more efficient manner.

23. Following the presentation provided by Economisti Associati, the main comments of the Board and the comments of the Board, the ECDC Director presented a first view of the ECDC Senior Management Team on the external evaluation.⁶ The Chair concluded the discussions and further reminded the MB that the informal brainstorming session would take place in the afternoon of 19 November, as previously mentioned, and by inviting the Board members to sign up for the Recommendations Drafting Group.

The Board took note of the Final Report of the Second Independent External Evaluation of ECDC and praised the good quality of same.

Additionally, it was requested to publish the Final Report of the Second Independent External Evaluation on ECDC website as soon as possible.

Timeline and process for nomination of ECDC Director 2015-2020*

24. Closed session for Management Board delegates exclusively.

25. In conclusion from the closed session, it was confirmed that the election of the ECDC Director will be held during the March 2015, as planned. In order to give the adequate time for the the election and address other relevant matters , it was agreed to extend the meeting by one day (two full days on 24 and 25 March + half a day on 26 March 2015).

26. Additionally, it was decided to convene an Extraordinary MB meeting on 20 January, mainly focusing on the election process of the Director as well as the revised Rules of Procedures which need to be approved at that time.

27. In order to enable further discussions amongst the Board members related to the nomination process for the Director, it was requested to provide them with a distribution list of all members and alternates.

28. Lastly, the Centre was requested to publish the Final Report on the Second Independent External Evaluation as soon as possible.

The Board re-affirmed its desire to elect the Director for 2015-2020 at MB33 in March 2015, decided to convene an Extraordinary MB meeting on 20 January 2015 to ensure all elements are in place to enable this and decided to extend MB33 in March 2015 meeting by one meeting day (24-26 March 2015).

The Board also requested for a restricted distribution list consisting of all members and alternates to be provided to the MB delegates to exchange on matters related to the nomination of the Director.

⁶ Reaction on the external evaluation (M Sprenger).

* Item for decision.

Summary of discussions held at the 27th meeting of the ECDC Audit Committee (17 November) including its recommendations:

a) *IAS Strategic Internal Audit Plan 2014-2016 (Document MB32/06)**

29. Johan Carlson, Member, Sweden, and the Chair of the ECDC Audit Committee, updated the Board on the deliberations made during the AC meeting in the previous day.⁷ Regarding the IAS strategic audit plan, it was highlighted that this plan was not yet received. The Audit Committee proposes to adopt this via written procedure, if agreed. The Chair stated that this item could be discussed during the Extraordinary meeting in January.

The Board endorsed the proposal to discuss and adopt the IAS Strategic Internal Audit Plan for 2014-2016 at the Extraordinary meeting on 20 January 2015.

b) *Budget and Establishment Table 2015 (Document MB32/07 Rev.1)**

30. Anja van Brabant, Head of Section, Finance and Accounting, Resource Management and Coordination Unit, presented the Budget and Establishment Table 2015 and highlighted the most recent changes.⁸ The Chair of AC added the comments of the Audit Committee. Additional explanation was provided by ECDC on the items the AC had highlighted. The AC recommended for the Board to adopt the budget 2015.

The Board adopted the Centre's Budget and Establishment Table for 2015.

c) *Fourth Supplementary and Amending Budget 2014 (Document MB32/08)**

31. Anja van Brabant, Head of Section, Finance and Accounting, Resource Management and Coordination Unit, presented the fourth supplementary and amending budget 2014, followed by the comments from the Chair of the AC.⁹

The Management Board took note of the Fourth Supplementary and Amending Budget 2014.

Report on Implementation of ECDC Annual Work Programme 2014 up until present (Document MB32/09)*

32. Philippe Harant, Head of Section, Quality Management, Resource Management and Coordination Unit, provided the Board with an overview on the implementation of the ECDC Work Programme 2014 until present.¹⁰

The Board approved the Report on Implementation of ECDC Annual Work Programme 2014 up until present.

* Item for endorsement.

⁷ Summary of 27th AC meeting (J Carlson).

* Item for decision.

⁸ Budget and Establishment Table 2015 (A Van Brabant). The revised document was tabled for the Board.

* Item for information.

⁹ Fourth Supplementary and Amending Budget 2014 (A Van Brabant).

* Item for decision.

¹⁰ Implementation Work Programme 2014 (P Harant).

ECDC Annual Work Programme 2015 (*Document MB32/10*)*

33. ECDC Director presented the ECDC Annual Work Programme for 2015.¹¹ In the light of the Ebola outbreak, the Board was informed that they will receive an amended version of the Work Programme 2015 in due course. This was duly noted and accepted by the Board.

34. Recalling the adoption process of the Work Programme for 2014 it was asked whether the coordination of this process between the Centre and the European Commission is likely to run more smoothly for the 2015 Programme. This was confirmed and it was added that the lessons learned from last years' experience were taken into account this year.

35. Overall the Board agreed that the presentation of the Centre's Work Programmes is improving immensely with each year. One member asked whether it would be possible to 'rank' all activities in order to separate the highest priority core activities from the activities which could potentially be postponed, should this be required, for example in the light of a major disease outbreak. Others advised against such an approach as it would make the programme more vulnerable, considering the extensive attention to each activity. Additionally, as ECDC is operating in an unstable and rather unpredictable environment, the creation of very rigid structures should be avoided. The Commission recalled its request that over time, in general, the Centre should aim to reduce the number of different lines of activity in its work programme.

36. The Director drew the attention of the Board to the meeting of EU health ministers due to take place in Brussels on 1 December in the EPSCO Council. Vaccination as a public health tool and EU level action in response to Ebola are on the agenda. The conclusions adopted by ministers may include requests to the Commission and ECDC that will need to be incorporated in the Centre's Work Programme 2015. The Director may therefore need to present proposals in January to revise the Work Programme 2015. The allocation of resources for the Work Programme 2015 takes into account comments made by the MB and the Commission on communication and international affairs since the number of FTEs has been reduced significantly and transferred to priority areas.

The Board adopted the ECDC Annual Work Programme 2015, with a caveat that the Programme is subject to changes, most notably in light of requests that may be made to the Commission and ECDC from the EU Health Council on 1 December. It was agreed to discuss and adopt an amended Work Programme 2015 during the Extraordinary meeting in January 2015.

ECDC Annual Work Programme Priorities 2016 (*Document MB32/11*)*

37. The ECDC Director presented the ECDC Annual Work Programme Priorities for 2016.¹² The Board was reminded that from 2017, the Centre is moving towards a new planning cycle.¹³

38. In reference to the presentation provided, it was felt that it emphasized the priorities more than the document which focused more on overall aspects the Centre is working with. On the matter of cross-border health threats, it was noted that a distinction between actions inside and outside the EU border should be made. It was also asked why the Work Programme 2016 talks about the revision of the ECDC organisation and its review while the 2015 Work Programme does not. Considering the number of priority areas, and also the need to give a more coherent approach of the Work Programme it was proposed to look into further rationalisation of some activities, for example combining general management and resource management.

39. Based on the various comments made by the Board, the MB was reassured that these would be taken into consideration when further developing the document. Additionally, it was agreed to re-submit the Work Programme priorities 2016 document to the Board for written comments.

* Item for decision.

¹¹ ECDC Work Programme for 2015 (M Sprenger).

* Item for information.

¹² ECDC Work Programme Priorities for 2016 (M Sprenger)

¹³ So-called single programming document. This includes a rolling multiannual part (3 years horizon) and an Annual Work Programme.

The Board took note of the Annual Work Programme Priorities for 2016 and agreed to carry out a written consultation before Christmas holidays in order to collect written comments.

Update from the European Commission on research activities and launch of new initiatives*

40. Cornelius Schmalz, Alternate, European Commission, DG RTD, updated the Board on the research activities and initiatives.¹⁴ It was highlighted that the collaboration with ECDC is very good and active.

41. Discussions arose about the fast track procedure for the Ebola call. Some members of the Board questioned the equity of the process, others commented very positively this capacity of DG RTD to launch such initiative with a proper independent external evaluation.

The MB took note of the update from the European Commission on research activities and launch of new initiatives.

Continuation of the Working Group on New Business Models and Financing of Large-scale EU Level Activities (*Document MB32/12*)*

42. Anne-Catherine Viso, Chair of this Working Group and MB Alternate, France, provided a presentation on the work of the Working Group on New Business Models and Financing of Large-scale EU Level Activities.¹⁵ The present members of the Working Group as well as the rest of the Board thanked the Chair of this Group for the difficult work done. It was agreed that the presented report is very comprehensive and highly useful for different stakeholders (ECDC, EC, EP, MS).

43. In reference to the possible continuation of the Working Group, it was overall felt that the work should absolutely be continued, however, on different platforms, e.g. on the political level. It was also proposed to share the report with the ECDC Advisory Forum and relevant policy makers in the European Commission and the European Parliament.

44. It was also suggested by the Chair, that the report could be used by the Member States and forwarded to the relevant organisations at the national level.

The Board took note of the report of the Working Group on New Business Models and Financing of Large-scale EU Level Activities and suggested to share the report with the ECDC Advisory Forum and with relevant policy makers in the European Commission and European Parliament.

It was proposed to discontinue the work of the Working Group but to hold further discussions on this topic at Management Board level in 2015.

Opening and welcome by the Chair (Day 2)

45. The Chair extended a special thank you to the ECDC colleagues for the dinner at the end of Day 1 with the Gabriel Wikström, Swedish Minister of Health and Social Affairs. The Board was then reminded of the discussions during the first meeting day:

- Continuation of the Working Group on New Business Models and Financing of Large-scale EU Level Activities. The Board agreed to firstly submit the report to the ECDC Advisory Forum for discussion. Following the AF, the report will be submitted to the European Commission representatives in order to share this with the appropriate colleagues within the Commission and to the European Parliament, all in order to ensure continuation of work on this important matter as well as to elevate this issue on higher political levels. Follow up discussion on this could be concluded during 2015.

* Item for information.

¹⁴ Update from the European Commission on research activities and launch of new initiatives (C Schmalz)

* Item for decision.

¹⁵ Continuation of the WG on New Business Models (A-C Viso)

- Extraordinary MB meeting in January 2015. The Board discussed the possible dates and set-up for the meeting and it was decided to convene the meeting on 20 January 2015, between 09:00 and 16:00. Items to be discussed during this meeting include the election process of the ECDC Director, the revised Rules of Procedure of the MB, amended Work Programme for 2015 as well as the IAS Audit Plan.
- Extension of the March 2015 meeting. Due to the elections of the ECDC Director as well as in order to accommodate other relevant programme items, it was decided to extend the planned March 2015 meeting as follows: two full meeting days on 24 and 25 March plus one half day on 26 March.
- Composition of the Recommendations Drafting Group. The Board unanimously agreed with the Chair's proposal to nominate Daniel Reynders, Member, Belgium, as the Chair of the Recommendations Drafting Group. The composition of the group was confirmed as follows:

Country/Organisation	Member
Belgium	Daniel Reynders (<i>Chair</i>)
Finland	Anni Virolainen-Julkunen
France	Anne-Catherine Viso
Germany	Gesa Lücking
Latvia	Dzintars Mozgis
Netherlands	Marianne Donker
Norway	Sverre Berg Lutnæs
Portugal	Paula Vasconcelos
Slovenia	Mojca Gobec
Slovak Republic	Ján Mikas
Spain	Karoline Fernández de la Hoz
United Kingdom	Helen Shirley-Quirk
European Parliament	Minerva-Melpomeni Malliori
European Parliament	Jacques Scheres
European Commission	John F Ryan

Update on the ECDC Building Project (*Document MB32/13*)*

46. Andrea Ammon, Head of the Resource Management and Coordination Unit, ECDC, provided an update on the ECDC Building Project, including the requirements and next steps.¹⁶ Members were informed that the Centre is currently preparing a procurement process. As this project will have a high financial impact all steps need to be planned carefully.

47. The Chair noted that in case of new significant developments in the process, the Board should be informed. Considering the proposed timelines as well as the financial impact of this process, the Board advised the Centre to approach the European Parliament as soon as possible about this project and not later in the process as originally planned. In addition to this, it was also suggested to discuss this matter with ECDC's host country.

The Board took note of the update on the ECDC Building Project. It was also agreed that the Centre should look into informing the European Parliament as soon as possible, considering the size of the investment.

* Item for information.

¹⁶ Update on the ECDC building project (A Ammon)

Annual report of the Compliance Officer to the Director on the implementation of ECDC's Independence Policy in 2013 (Document MB32/14)*

48. Jan Mos, ECDC Compliance Officer, presented the annual report of the Compliance Officer to the Director on the implementation of ECDC's Independence Policy in 2013.¹⁷ The Chair as well as the Board members acknowledged the positive progress in the Independence Policy matters.

49. In reference to the report, highlighting the relatively high error rate in the completion of the Annual Declarations of Interests, it was questioned whether it could be worth to carry out training sessions for parties involved on how to fill in the relevant forms correctly. The Board was informed that it is planned to review and amend the templates in order to ensure they are clearly understood. It was also questioned which measures, if any, are used in case a conflict of interests is declared verbally during a meeting or in case there is a conflict which surfaces, however, the individual in question has not declared it. With reference to Rapid Risk Assessments and independent experts involved, it was queried whether any solution is foreseen to decrease risks for potential repercussions when the experts do not declare their interests, as lack of proper control and analysis of this could potentially lead to serious issues. It was also stated that all declarations should be properly followed up. The importance of meeting minutes was brought up and it was noted that these should also include information on what, if anything, has been done in case there is a conflict declared. It was proposed to send an updated Independence Policy for discussion at the MB meeting in March 2015. The internal procedures on the actual implementation would be presented to the Board as well, but in order to keep sufficient flexibility these procedures would be formalised as a Director's Decision. MB will naturally be informed on significant changes, may this occur.

50. In response to the comments made, it was confirmed that all declarations are thoroughly followed up. The results of the review of each declaration is provided to the Chair of the Management Board for decision on mitigating measures, should this be necessary or applicable. A real absolute Conflict of Interest has not yet occurred, but in such case the Chair of the Board should ask the individual in question to leave the meeting with immediate effect. Further on the follow up, the Board was informed that prior to decision making by the Chair, a meeting of the DoI Review Committee is held in order to assist the Chair in her decision. In reference to the Rapid Risk Assessments, any duty officer who is following SARMS will notify the Compliance Officer in case there are any doubts. All correspondence is available in case of any questions as all documents are filed. Additionally, in case of the Rapid Risk Assessments, there has never been just one expert who is involved so far. It is clear that the risk is higher as in other cases as the declarations are only checked after the assessments are already out, however, the Centre is fully aware of this weakness. In connection to this, it was proposed to make the Declaration of Interests of the experts available together with the report, grant or any other deliverable the expert has been involved with.

51. While considering that the Independence Policy issues do not apply only to ECDC but to all Agencies, it was questioned whether it would be considered to harmonise the procedures throughout all these organisations. Reflecting on this comment, it was noted that the Commission's Roadmap for Agencies does not foresee harmonisation: rather it states that independence policies should be based on an assessment of the risks each individual Agency faces. Additionally, harmonisation on this level would not be practical due to significant differences in the roles and activities of the different Agencies.

52. The Board agreed that they should always be informed regarding this matter as transparency is very important. It is also important to demonstrate that the Centre is doing everything it can in order to facilitate the policy. Further, on the matter of transparency, it was pointed out that the Board should also be aware of any mitigating measures and actions which have been taken in case a conflict manifests itself. Proper and continuous follow up was yet again highlighted, especially while considering that some conflicts may only surface after many years. The Board was also cautioned to not be too nervous regarding this matter, even if it is highly important, also in the light of working within the public sector where transparency is highly scrutinised. The main goal is to ensure the Centre is well prepared and able to handle potential conflicts, should these arise.

* Item for information.

¹⁷ Annual report of Compliance Officer to the Director on implementation of ECDCs Independence Policy 2013 (J Mos)

53. It was agreed to discuss this matter further during the meeting in March 2015 where a more broader analysis on what has been done, including relevant issues to flag up, will be presented to the Board.

54. With regards to the implementing rules of the independence policy, the Commission expresses that such rules should be approved by the Board. ECDC answered that EFSA has these rules in a Director's Decision in order to allow some flexibility, however, the MB will certainly be informed.

The Board took note of the of the Compliance Officer to the Director on the implementation of ECDC's Independence Policy in 2013. It was agreed to discuss this matter further during the meeting in March 2015.

New adoption process for Implementing Rules to the Staff Regulations*

55. Jessica Mannheim, Head of Section, Human Resources, Resource Management and Coordination Unit, ECDC, provided the Board with information on the new adoption process for implementing rules to the EU Staff Regulations.¹⁸ It was added that ECDC is also consulting with the Commission's DG HR and it is proposed, should the Board wish so, to have a smaller group of the Board following this matter. Regarding the timeline for adoption of these rules, the MB was informed that since it is difficult for DG HR to plan the implementing rules around the Board meetings, the adoption would be requested via written procedures. It was also clarified that the Board is not able to amend any of the implementing rules and is thus basically requested to rubber stamp the rules. It was added that the Commission's DG HR drafts the rules and provides very little if any flexibility for amendments. Regarding timeline, it was confirmed that DG HR has not elaborated a fixed timeframe.

56. Asked what happens in case ECDC's MB decides not to approve the implementing rules, it was clarified that the rules would still be applied nonetheless. It was also made clear that the model rules which are developed in some instances for EU Agency staff are intended to apply to staff across all Agencies. These rules focus on the rights and obligations of staff members rather than the business objectives of individual Agencies. This process is also carried out in order to harmonise all Agencies and ensure more equal procedures to all staff and to avoid unfair competition between Agencies. The ECDC Director added that there could be special circumstances in which case the Centre would inform the Board on an un-workable situation. However, overall the MB cannot do more than trust DG HR and adopt the implementing rules.

57. In the light of the discussion it was questioned whether the Founding Regulation of the Centre should be clarified as currently the Board is requested to adopt something over which they have no governance power.

58. The Board agreed to proceed with the process of adopting the implementing rules, even though there is no real agreement on how the process is carried out. In parallel, it was suggested to request for written legal advice on this matter. The Chair agreed to contact the Commission. In order to facilitate the adoption process, it was proposed to create a small sub-group of the Audit Committee. It was also requested to have more time for the written procedure. ECDC's Head of HR was requested to inform the Board as soon as the implementing rules have been received and then proceed with the working group who shall provide guidance to the rest of the MB members.

The Board took note of the new adoption process for Implementing Rules to the Staff Regulations and agreed to request for further written legal advice in connection with the proposed process.

It was agreed to set up a small sub-group of the Audit Committee in order to facilitate the adoption process and provide guidance to the Board.

It was also requested to provide the Board with additional time for the completion of the related written procedure.

* Item for information.

¹⁸ New adoption process for Implementing Rules to the Staff Regulations (J Mannheim)

59. The Board briefly discussed the possibilities of conducting the Extraordinary meeting in January without interpretation, considering the high cost. This was vetoed by one member and it was thus decided to arrange interpretation for the meeting on 20 January 2015.

Update from the European Commission on the state of play of implementation of decision 1082/2013/EU on serious cross-border threats to health*

60. Martin Seychell, Member, European Commission, DG SANCO, updated the Board briefly on the state of play of implementation of decision 1082/2013/EU on serious cross-border threats to health. The Board was reminded of the three implementing acts provided for by the decision. These are on: preparedness and response planning, procedures for the early warning and response system (EWRS); and the procedures necessary for the exchange of information and coordination of response. The Commission had planned to finalise all of these during the course of 2014. The Board was informed that on 7 November, the Commission decided to extend the deadline for replies from the Member States on the template on the reporting, laid down in connection with the first implementing act on preparedness and response, until 15 March 2015. This is because the key people in the Commission and Member States are all currently working on Ebola. As the preparedness process is at the core of Decision 1082/2013, the Member States are invited to provide their feedback by the new deadline, in order for the Commission to analyse the information and see where the possible gaps could be and how to manage these. The two other implementing acts were discussed in the Health Security Committee on 26 June. Due to delays and resource issues, these implementing acts have been temporarily put on hold. Overall, the instruments already in place demonstrate good results so far in the implementation process and the Commission is thankful to all involved parties for their commitment and contributions.

61. It was noted that more elaborate information can be provided per request to Board members via their Member States' representatives on the Health Security Committee, if needed, and that this matter should be on the MB meeting programme permanently throughout the implementation phase.

The Board took note of the update on the state of play of implementation of decision 1082/2013/EU on serious cross-border threats to health. It was agreed to ensure regular updates during MB meetings on this matter.

Discussion paper on public health training (*Document MB32/15*)*

62. Karl Ekdahl, Head of Unit, Public Health Capacity and Communication Unit, presented the discussion paper on public health training to the Board.¹⁹ Questions related to this matter were provided to the MB for their consideration and discussion. Due to time constraints, the Board was invited to submit their comments in writing.

The Board took note of the discussion paper on public health training and it was agreed to collect comments via written consultation. It was agreed to discuss this item further during the Extraordinary meeting in January 2015.

Update from the EU Presidencies: *

a) Update from Italy

63. Maria Grazia Pompa, Alternate, Italy, updated the Board on the latest events in connection with the Italian EU Presidency. ECDC Director thanked the Italian representative for the excellent programme of the Italian EU Presidency.

* Item for information.

* Item for information.

¹⁹ Discussion paper on public health training (K Ekdahl)

* Item for information.

b) Update from Latvia

64. Dzintars Mozgis, Alternate, Latvia, updated the Board on the Latvian EU Presidency noting the main priorities as well as planned events.²⁰ The ECDC Director highlighted the close collaboration between Latvia and ECDC on the topic of tuberculosis.

The Board took note of the updates on the Italian and Latvian EU Presidencies.

Any other business

65. The Chair thanked the Board for their commitment and useful inputs and conveyed a special thank you for the trust in re-electing her as Chair of the Board.

66. Special thanks was also extended to ECDC colleagues and interpreters for their excellent work. The Chair also informed the Board that communication regarding the external evaluation for has been prepared and will be published on the ECDC website and shared with the ECDC staff after the adjournment of the MB.

67. The Board was reminded of the items to be discussed at the Extraordinary MB meeting on 20 January, amongst them the item on public health training. In reference to the Implementing Rules to the Staff Regulations, the Chair recalled the composition of the small sub-group of the Audit Committee as being Jacques Scheres, European Parliament, Robert Goerens, Member, Luxembourg and Johan Carlson, Member, Sweden. It was also confirmed that the First meeting of the External Evaluation Recommendations Drafting Group shall convene on Monday, 19 January 2015.

68. The meeting was adjourned.

²⁰ Update on Latvian EU Presidency (D Mozgis)

Annex: List of Participants

Country/Organisation	Representative	Status
Austria	Peter Kreidl	Alternate
Belgium	Daniel Reynders	Member
Cyprus	Irene Cotter	Alternate
Czech Republic	Roman Prymula	Member
Denmark	Else Smith	Member
Estonia	Tiiu Aro (<i>Deputy Chair</i>)	Member
	Martin Kadai	Alternate
Finland	Anni Virolainen-Julkunen	Member
	Taneli Puumalainen	Alternate
France	Françoise Weber (<i>Chair</i>)	Member
	Anne-Catherine Viso	Alternate
Germany	Susanne Wald	Member
	Gesa Lücking	Alternate
Greece	Maria Pirounaki	Alternate
Hungary	Beatrix Oroszi	Alternate
Ireland	Colette Bonner	Member
Italy	Maria Grazia Pompa	Alternate
Latvia	Dzintars Mozgis	Alternate
Lithuania	Audrius Ščeponavičius	Member
Luxembourg	Robert Goerens	Member
Malta	Anthony Gatt	Member
Netherlands	Marianne Donker (Day 1)	Member
	Herbert Barnard	Alternate
Portugal	Maria da Graça Gregorio de Freitas	Member
Slovak Republic	Ján Mikas	Member
Slovenia	Ivan Eržen	Alternate

Country/Organisation	Representative	Status
Spain	Karoline Fernández de la Hoz	Member
Sweden	Johan Carlson	Member
	Anita Janelm	Alternate
United Kingdom	Helen Shirley-Quirk	Member
European Parliament		
	Minerva-Melpomeni Malliori	Member
	Jacques Scheres	Member
European Commission		
	Martin Seychell	Member
	Cornelius Schmaltz (Day 1)	Alternate
EEA Countries		
Iceland	Sveinn Magnússon	Member
Norway	Sverre Berg Lutnæs	Member
Invited Speaker		
Economisti Associati	Alberto Bolognini	