



**Annual Report for the Year 2002**

<b>I Objectives of this Document</b>
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The 2002 Work Programme for the European Food Safety Authority was adopted at the first meeting of the Management Board on 19 September 2002. From then until the end of 2002 an Implementation Team and the Management Board, assisted by the European Commission worked within the overall strategy laid down in the Management Plan to establish the Authority.

**In line with the requirements of the founding Regulation<sup>1</sup> the Management Board agreed by a majority of its members to the Annual Report of Activities of the Authority for 2002. This document should be considered as complementary to the accounts for 2002 which were provided for information to the Board also at its meeting of 19<sup>th</sup> March 2003<sup>2</sup>.**

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<sup>1</sup> Official Journal L 31, 1. 2. 2002, p1

<sup>2</sup> Closure of accounts 2002 - MB 19/20.03.2003 – 4 plus annex 1 and 11

## **II Overview**

Most tasks during this period related to the establishment phase of the Authority only and were one-off activities. A few put in place functions that will grow throughout 2003 and beyond.

This, therefore, was a period in which the organisation was planning, recruiting and putting in place the requirements of the founding Regulation 178/2002/EC. The staff recruited under the Authority's budget, together with those provided by the Commission and other personnel, were responsible for the set up activities including general planning, financial planning, development of information technology systems, human resources, legal advice, development of a communication capability, development of the website, support to the Management Board and the overall timing and phasing in of the activities of the Authority.

This report reflects the achievements of the growing organisation during the final four months of 2002.

### **III. Overall Objectives for 2002**

Regulation 178/2002/EC of the European Parliament and of the Council was adopted on 28 January 2002. Between this time and the first Management Board meeting in September 2002, an Implementation Team put in place the basic infrastructure for the Authority to start some functions towards the end of 2002. The main milestones were the call for the Management Board and its eventual selection, the call for the Executive Director, budget requests, the building of an Information Technology infrastructure, website design, projects to assess document and information management in a functional Authority, and the preparation of various documents, rules and procedures to enable the components of the Authority to come into being.

With the first meeting of the Management Board, the first component of the Authority was established.

At this meeting the following short term objectives were adopted for the 2002 period as part of the 2002 Management Plan:

- to build the various functions of the Authority through the recruitment of suitable personnel to cover all parts of the Authority's remit;
- to launch the call for expressions of interest for membership of the Scientific Committee and Panels, in order to allow the nomination of the members as soon as possible;
- to secure adequate budget and resources to build the Authority;
- to ensure, in line with the requirements of the Regulation, through collaboration with the Commission, and, as necessary, the other Community Institutions and key stakeholders, that the work of the Authority can proceed without undue delay;
- to ensure that the procedure for the nomination and appointment of the Executive Director is carried out efficiently.

**IV. Report on the achievement of objectives linked to setting up the different components of the Authority carried out during September to December 2002**

It should be noted that the Authority as such was not fully functional during the reporting period as not all components of the Authority were in place during 2002.

Once fully operational the Authority will comprise 4 separate components:

1. A Management Board
2. An Advisory Forum
3. An Executive Director and Staff
4. Scientific Committee and 8 Scientific Panels

**1. Management Board**

The Management Board provided the only tangible legal component of the Authority during 2002. During this reporting period 14 members of the Management Board were selected by the Council having taken into account the views of the European Parliament from a short list of 30 candidates provided by the Commission. The selection of the members of the Management Board was finalised during July 2002.

The Commission selected and nominated its representative, Robert Coleman, to the Management Board also in July 2002.

The members of the Board are as follows:

- Angeliki Assimakopoulou
- Ernst Bobek
- Giorgio Calabrese
- Robert Coleman
- Carlos Escribano Mora
- Peter Gaemelke
- Catherine Geslain-Lanéelle
- Matthias Horst
- Deirdre Hutton
- João Pedro Machado
- Pirkko Raunemaa
- Bart Sangster
- Stuart Slorach
- Roland Vaxelaire
- Patrick Wall

The Board met for the first time on 18/19 September. 4 subsequent meetings were held in 2002:

1 October  
17 October  
6 November  
11 December

During November 2002 the Board also completed a reflection and team building exercise.

The Management Board elected to its offices the following:

**Chair of the Management Board**

Dr Stuart Slorach,

**Deputy Chairs of the Management Board**

Catherine Geslain-Lanéelle

Dierdre Hutton

During its 5 meetings the Management Board completed all tasks necessary to ensure that the Authority could become operational in the shortest timeframe. In addition to providing general guidance and direction to the Authority during this period it adopted, *inter alia*, its own rules of procedure, the Management Plan, Establishment Plan and Budget for 2002 with similar draft documents for 2003, a decision concerning the Scientific Committee and Panels, and financial regulations and procedures. In the absence of an Executive Director, Mr Robert Coleman, the representative of the Commission, was appointed as Authorising Officer in order for the Authority to be able to enter into financial and other contractual commitments.

The Management Board also carried out its role in the selection and recruitment of the Executive Director, Geoffrey Podger.

The Management Board put in place the legal and financial infrastructure to enable the Commission to ensure that the hand over of responsibilities to the Executive Director could be possible in early 2003.

**2. Advisory Forum**

Until the Executive Director was able to take up his post in 2003 it was not possible for the Advisory Forum component of the Authority to meet as the Forum can only be convened and chaired by the Executive Director. However, the Chairman of the Management Board convened an extraordinary meeting of an Interim Scientific Advisory Forum in December 2002 in order for practical planning activities to be completed by the Implementation Team. The meeting was chaired by members of the Implementation Team.

**3. Executive Director and Staff**

During 2002 the selection and recruitment of the Executive Director, Geoffrey Podger was successfully completed, with Mr Podger in post from 1 February 2003.

It should be noted that for most of the reporting period the support to the growing Authority was undertaken by a combination of Commission officials, the Authority's own auxiliary agents, interim personnel and one member of staff from another European Agency.

Before the end of 2002, of the staff available, 17 were recruited to the Authority under its 2002 budget on the basis of short term auxiliary contracts. As the Executive Director was not in place during the 2002 reporting period, staff could not be offered temporary agent contacts nor could longer term commitments be made.

## **REPORT 2002 - adopted**

### **MB19/20.03.2003 – 5**

In addition 6 people were employed through employment agency arrangements via interim contracts using the Authority's 2002 budget, taking advantage of framework agreements developed by the Commission. One person was engaged on a part-time basis from the European Medicines Evaluation Agency to assist with legal matters.

In total 5 officials were committed to the Authority's Implementation Team from the European Commission in the fields of financial matters, information technology, project management and support.

As the number of staff during this period was relatively low (less than 10% of the total envisaged after three years) some had to take responsibility for several functions. For this reason it has not been possible to give a detailed breakdown of the staff per activity nor to show any organisational arrangements within the Authority.

Staff recruitment during this period reflected the need to provide for the smooth eventual transfer of scientific work from the Commission to the Authority, and the need to ensure that the Authority could grow and function in all areas covered by the remit of the Authority early in 2003, albeit with a skeleton structure.

#### **4. Scientific Committees and Panels**

It is envisaged that the Scientific Committee and the 8 Panels, which will provide the Authority's scientific opinions, will be selected during the first half of 2003. During 2002 this component of the Authority was not operational. Instead the Commission continued to provide management and support to its own Scientific Committees.

Scientifically qualified personnel recruited during the latter part of 2002 worked in parallel with the Commission's staff in order to prepare for the hand over of tasks and to minimise disruption to the provision of scientific opinions and thus ensure continuity of on-going work. Efforts were also made to bring scientific opinions to a close so that matters handed over to the Authority could be limited.

In line with the overall objectives of the Management Plan for 2002, the Implementation Team also put in place the necessary infrastructure and carried out the appropriate preparatory actions to ensure that the recruitment process for the members of the Scientific Committee and Panels could be initiated. This enabled the call for the recruitment of scientists to the Committee and Panels to be launched in January 2003.

<b>V Report on the development of specific activities during September to December 2002</b>
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Except where indicated the following activities were carried out to meet the agreed objectives from the 2002 Management Plan. This is demonstrated by the fact that the establishment of the Authority proceeded within agreed parameters:

**A Overall Project Management**

**1. Development of Policy and Strategy, Planning and Prioritisation to build an operational independent Authority**

- Providing an overall direction for the activities of the Authority during the set up phase.
- Planning, organising and prioritising the work of the Authority in order to reach the objectives.
- Ensuring financial and human resources are used in the most efficient and effective manner.
- Ensuring continuity and minimum disruption during and following the transfer of responsibilities from the Commission to the Authority

**2. Scientific Work**

- Preparation for the Authority's operations in relation to its scientific programme
- Preparation to ensure continuity and minimum disruption during and following the transfer of responsibility for scientific opinions from the Commission to the Authority.

**3. Quality Management**

Promoting a culture of continuous improvement by implementing a quality management system to ensure consistency through the Authority's internal procedures and a common methodology.

**4. Advisory Forum and Management Board**

Ensure that the Interim Scientific Advisory Forum and Management Boards meet sufficiently frequently before the end 2002 to fulfil the programme necessary to build an operational Authority.

**5. Transition of responsibilities to the Authority**

Ensuring that the transfer of responsibilities from the Commission to the Authority is effected with minimum disruption and loss of continuity

**B Administrative and Support Activities**

**1. Human Resources (planning, selection, recruitment, grading, administration of staff, absence, job descriptions)**

- Provision of Human Resources (HR) services to the staff.
- Proposing and delivering effective personnel solutions in line with HR planning.

**2. Legal matters**

Providing legal analysis and advice in support of the Authority's development.

**3. IT  
Project Management  
Infrastructure and facilities**

- Definition and implementation and maintenance including follow up of the IT programmes and projects.
- Implementation and related follow-up of a set of projects as well as defining the technical orientation and contributing to the development of relevant programmes or policies.
- Ensuring sound infrastructure and facilities for the operational requirements of the Authority and its staff.
- Initiating, organising and implementing content exchange and syndication with the external partners of the Authority under the Authority's networking role.

**4. Training and development**

- Promoting professional development of the Authority's staff (qualification, motivation, matching up to the job, etc.) by means of individual and collective actions of counselling and training.
- Developing and implementing the training and development policy within the Authority.

**5. Publications/Information/Documentation management/Archiving**

Ensuring a systematic and coherent approach in disseminating information and documentation, and in archiving the appropriate documents.

**6. Finance**

- Ensuring effective planning and a sound management of budget and accounting.
- Putting the procurement system in place, which allows the smooth functioning of the Authority.

**7. Translation/interpretation**

Conducting the Authority's activities during 2002 in appropriate official languages in order to enable other activities to be widely perceived and understood by stakeholders.

**8. Communication**

Developing a communication policy within the framework activities for the build up of the Authority and an appraisal of the overall strategic needs.

**9. Networking**

- Providing sufficient scientific networks to ensure that the Authority can collect and collate scientific data and information.
- Providing links with scientific institutions covering areas within the remit as the Authority.

Due to lack of resources available to work in this area, this objective was not met. However, some ground work was initiated through the Interim Scientific Advisory Forum for the development of this during 2003.

<b>VI Problems identified in 2002 which may have a potential negative effect on the future development of the Authority</b>
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Although the appropriate requests were made to the budgetary authority (from the Implementation Team via the Commission to the European Parliament) during 2002 for the 2003 budget, the 2003 budget finally awarded to the Authority in December 2002 was approximately 50% of the request. This is likely to cause difficulties in the establishment of the Authority during the next reporting period. The lack of decision by the Council on the final location of the Authority's permanent head quarters was the reason for the European Parliament's action.

## **VII Conclusions**

This reporting period of 19 September 2002 until 31 December 2002 is unusual for two reasons:

- 1 the period is short
2. the Authority was not operational

However, the project to establish the Authority under the guidance and steerage of the Management Board and the executive aspects covered by a joint Commission and European Food Safety Authority Team, was developed within agreed objectives and parameters in 2002.

These conclusions should also be seen in the light of the opinion of the Management Board, Commission and Court of Auditors on the accounts for 2002.

## **VIII Acknowledgements**

The Management Board particularly wishes to thank the Commission for its support during the reporting period in terms of personnel, other resources and facilities.

Done at Brussels, 19<sup>th</sup> March 2003

Dr Stuart Slorach

Chair of the Management Board