



**Minutes of the
Management Board Meeting
10 March 2005
Palazzo Ducale, Parma**

Members of the Management Board present

<ul style="list-style-type: none">• Angeliki Assimakopoulou• Giorgio Calabrese• Carlos Escribano-Mora• Peter Gaemelke• Catherine Geslain-Lanéelle• Joao Machado	<ul style="list-style-type: none">• Robert Madelin• Pirkko Raunemaa• Bart Sangster• Stuart Slorach• Roland Vaxelaire• Patrick Wall
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Staff of the European Food Safety Authority present

<ul style="list-style-type: none">• Antoine Cuvillier• Lucia De Luca• Anne-Laure Gassin• Marisa Gimenez• Anita Janelm• Herman Koëter• Christine Majewski• François Monnart• Geoffrey Podger	<ul style="list-style-type: none">• Nicole Poupart• Lionel Rigaux• Veerle Robberechts• Dimitri Vanderheyde• Anja Van Impe• Katty Verhelst• Victoria Villamar• Sandra Ziakas
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PUBLIC SESSION**Preliminary Formalities**

Stuart Slorach opened the meeting by welcoming the Board members, the Authority's staff, those watching on the webstream and the live audience in the room.

Apologies were received from Ernst Bobek, Matthias Horst and Deirdre Hutton.

No declarations of interest were made for any agenda items beyond those already made in the annual declarations of interest.

1. Adoption of Agenda (Document MB 10.03.2005 - 1)

1.1 The agenda was adopted.

1.2 No items were added to the agenda.

2. Adoption of draft minutes of the previous meeting and matter arising from the minutes (Document MB 10.03.2005 -2)

- 2.1 The minutes of the Management Board meeting of 18 January were adopted.
- 2.2 The minutes of the meeting of 18 January would be published on the Authority's website.

3. Executive Director – General update on developments (Document MB 10.03.2005 -3)

- 3.1 The Executive Director updated the Board on the main developments at the Authority:
 - The Advisory Forum meeting on 3 and 4 February in Lisbon covered the issue of confirmed finding of BSE in a goat in France. All national agencies agreed that the issue had been handled well and that there was a need to monitor this matter as information and data is brought to light. The Authority had issued a press release which several Member States used in their own communication. Further information is being sought in order to see if it would be possible to do a quantitative risk assessment, in line with the request from the European Commission. The Authority would be in a position to give further advice in July 2005.
 - The Advisory Forum had had an opportunity to give feedback on the Authority's Work Programmes 2006. The Authority would continue to seek input to the Programmes during 2005.
 - The national authorities had expressed a continuing enthusiasm to ensure better exchanges of information and communication, especially in times of crises. Further progress has been made in relation to videoconferencing and the use of the extranet.
 - The Authority had launched a database on food consumption. This data is needed to facilitate EFSA's scientific work in relation to food safety assessments and other scientific activities particularly in relation to nutrition. Mr Podger informed the Board that various Member States had different types of data and data may not always be readily available therefore it is often difficult to carry out some risk assessment work. A meeting would be held in April to take the project forward. The new Member States were fully involved and the data would be published on the Authority's website.
 - DG SANCO leads the Eurobarometer in the area of food and protection of health. The Authority would contribute to the food safety questions. Results were expected in May or June 2005.
 - The agenda and minutes of the newly created group on risk communications would be put on the website. The group would deliberately not have decision-making responsibilities and its sole purpose would be to give advice to the Authority's staff. The participants in the group had been selected on the basis of whether they are known to the Authority and on the basis of geographical representation.

4. Executive Director – Update on the move to Parma

- 4.1 The Executive Director updated the meeting on the move to Parma :

Minutes – public session

- The move to Parma was going according to plan and time; no major problems had occurred so far.
- The European School in Parma was officially opened on 8 March in the presence of Angeliki Assimakopoulou, Pirkko Raunemaa and Giorgio Calabrese. The European School was considered to be essential for EFSA to be able to retain and recruit staff from all over the European Union. A key issue was the need for the School to be able to operate within the EU school system. The Authority hopes that the School would qualify for this and that students would qualify for the European baccalaureat.
- The Board had a presentation and discussion on the Authority's permanent building in its private session of 9 March. A solution would have to be found and agreed by the Board and the European Parliament within the timeframe foreseen as the current working offices were temporary and would be fully occupied by the end of 2005.

5. For discussion and provisional adoption – Draft 2006 Management Plan (Document MB 10.03.2005 - 4)

- 5.1 The Executive Director updated the Board by explaining that at this point in 2005, the 2006 provisional Work Programmes should be considered as a continuation of the Work Programmes of 2005 adopted by the Board in January 2005. Much of the work of the Authority does not coincide with the start and end of the calendar year and therefore many activities started in 2005 would continue into 2006 and beyond, or be on-going.
- 5.2 One of the most significant point in the draft Plan was the proposals which are currently under legislative scrutiny and which could have an impact on the workload in 2006. Other main issues were the new subpanel on Plant Health, the work on dietary intake for macro and micro nutrients and the experts database.
- 5.3 Following a discussion, the Board agreed that:
 - Once all staff has moved to Parma (by October 2005), it should be easier to coordinate activities.
 - The 2006 Management Plan would be discussed with the Advisory Forum. As done in the past, the Authority would continue to seek the member states' views and any change of direction or focus they would favour. The views of the Advisory Forum would be recorded in the minutes. Also the European Commission had made significant input into these documents. The Authority would revise the text in light of the comments and suggestions and then distribute them to the Board.
- 5.4 The Board adopted the preliminary draft Management Plan for 2006, subject to the amendments and additions proposed by the Members of the Board.

6. For adoption – Stakeholder Consultative Committee: terms of reference (Document MB 10.03.2005 – 5)

- 6.1 The Executive Director introduced this agenda item by informing the Board of the Authority's proposal to structure the dialogue with stakeholder organisations and to create a permanent Stakeholder Consultative Committee which would advise the Authority on general matters linked to its operation and to its relationship with stakeholders and to seek pragmatic ways to enhance collaboration.

6.2 The Board would receive full information on the outcome and progress of this Committee. Although it is an extra administrative burden for the Authority, the Committee is seen as being useful, especially in times of crises, when it should facilitate an easier consultation and communication process.

6.3 Following a discussion in the Board, it was agreed that:

- The Authority would make clear that this Committee could only function in relation to the competences of the Authority as laid down in Regulation 178.
- The Terms of Reference would be rewritten to ensure that there was a recognition of the need for an geographical balance of participation.
- Members of the Board and of the Advisory Forum could not be members of this Committee.
- The minutes of the Committee would be distributed to the Board.
- The membership would be reviewed after one year in order to evaluate the situation.
- Committee members should try to reach a consensus; minority views would be recorded.

6.4 The Board decided that the document would be revised in light of the discussion in the meeting. The Authority would circulate the revised version to the Board for approval by written procedure. Should there be no acceptance of the written procedure the item would be put on the agenda of the June meeting

6.5 At the same time, the Authority would circulate the Authority's proposal of a list for information with organisations in order to illustrate who could initially be invited as well as the Authority's view on the cost in financial and manpower terms.

7. For information – Geographical balanced membership of the Scientific Committee and Scientific expert panels (Document MB 10.03.2005-6)

7.1 In its December meeting, the Board requested a proposal on the procedures that would increase the chance of a balanced representation in the Scientific Committee and Panels of experts from the 10 new Member States when the Scientific Committee and Scientific Expert Panels are all up for re-election in 2006.

7.2 The Director of Science introduced this agenda item by informing the meeting on the outcome of the Advisory Forum discussion of the same issue. The Authority's goal is to find the best scientific experts; geographical and gender balance are of lower priority but are nevertheless taken into account.

7.3 Following a discussion in the Board, the Authority welcomed suggestions to involve research centres and universities in encouraging experts to apply. The number of Panels are bound by the Authority's Founding Regulation. The number of members to the scientific Committee is also governed by the Founding regulation while the number of members to each Panel is dictated by the Scientific Committee and Panels Rules of Procedure as adopted by the Board. The Panels and their scope may be a matter for the evaluation of the Authority under Article 10 during 2005.

7.4 The Board noted the information in document 6. This agenda item would be further discussed in the Board meeting in June.

8. Progress Indicators (Document MB 10.03.2005 - 7)

8.1 Following the Board's request for quarterly progress indicators, the Executive Director updated the meeting on these statistics. He explained that the Authority was currently under-recruiting which has an impact on the work that could be delivered.

8.2 The Board noted the information in document 7.

9. For adoption – Draft Annual Report 2004 (Document MB 10.03.2005-8)

9.1 Following the Authority's Founding Regulation 178/2002, before March each year, the Management Board shall adopt the general report on the Authority's activities for the previous year. Board members were asked to note that the activities report of the Authority has to be adopted by the Board before the end of March of the following year. Therefore the Board was asked to adopt the report for 2004 before the end of March 2005.

9.2 The Authority's Director of Communications introduced this agenda item by explaining to the Board that the draft Annual Report for 2004 was still in an editorial phase. The report was less descriptive than in 2003 and focuses more on the activities and achievements in 2004. The text would need to be further edited and would include an explanation of abbreviations. Publication was foreseen at the end of April.

9.3 Following a discussion, the Board adopted the draft Annual Report 2004 subject to the changes made in the meeting and editorial review.

10. For discussion and provisional adoption – Preliminary Draft Budget (PDB) 2006 (Document MB 10.03.2005-9)

10.1 In accordance with Article 43 of the founding Regulation, the Executive Director presented the Preliminary Draft Budget (PDB) 2006, including a provisional list of posts for the coming financial year to the Board for discussion and adoption. The PBD 2006 had been prepared within the framework of the financial perspectives which have as their main objectives budgetary discipline, and with respect to the ceiling imposed on the expenditure of the Union and the improvement of budgetary procedure. The financial perspectives for the Authority for 2006 foresaw a budget amounting to €46,6 million and an establishment plan for 250 posts.

10.2 As some members had left at this point on the agenda there was no quorum therefore it was decided to adopt the Preliminary Draft Budget by written procedure before 31 March 2005.

11. For adoption – Draft Decision on implementation of transparency and confidentiality requirements (Document MB 10.03.2005 – 10)

- 11.1 Following a discussion in the Board in its January meeting on transparency and confidentiality requirements, the Authority had circulated a revised document to the Board for adoption in this meeting.
- 11.2 Since there was no quorum in the Board, the adoption of the Draft Decision would take place by written procedure. Publication of the document would only take place once it has been cleared by the Board in its final and completed form.

12. Any other business

- 12.1 The Board requested the Authority to put any items for adoption and decision and where a quorum is needed, first on the agenda.
- 12.2 The next meeting would take place in June with a possible inauguration of the Authority in Parma; the details for this meeting would be communicated as soon as possible.

The Chair closed the meeting by thanking the members of the Board, the audience, the Authority's staff for the preparatory work, the interpreters and the team responsible for the web streaming.