



**European Food Safety Authority**

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**Inaugural Constitutive Meeting  
of the  
Management Board**

**Minutes**

**18/19 September 2002**

**Centre Borschette  
and  
the Crowne Plaza Europa Hotel Brussels**

**All members of the Management Board were present**

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

**From the European Food Safety Authority Implementation Team**

Olivier Bouillon	Anja Van Impe
Jochen Brodersen	Jeannie Vergnettes
Bertrand Carsin	Katty Verhelst
Christine Majewski	Peter Wagstaffe
Andy Stimpson	

**Preliminary Formalities**

Mr Coleman introduced Commissioner Byrne and asked him to address the Board.

**Address by Commissioner Byrne**

Commissioner Byrne addressed the Management Board highlighting the importance of the Commission's policy in bringing the European Food Safety Authority from the drawing board to this point. He welcomed the speed in which this had been achieved and wished the Board a safe journey as he handed over responsibility to the new Board.

**Formal part of the Management Board Meeting**

**Opening by Mr Coleman**

Mr Coleman opened the formal part of the meeting explaining, so far, it was the European Commission's responsibility to start the development of the Authority. As the most senior Management Board member, and until a Chairperson was elected, he invited Mrs Raunemaa to take over the chair.

**Acting Chairperson**

Mrs Raunemaa accepted. She then outlined the very important task that lie ahead, that is, to build an independent and scientifically excellent organisation that will act in the interest of consumers. She thanked the meeting for the great honour to act as temporary chairperson to get the Board meeting underway.

All 15 Management Board members, the EFSA and Commission staff introduced themselves to each other and to the web audience.

## **Agenda Item**

### **1. Adoption of the agenda (on the web) ([link to agenda](#))**

Christine Majewski suggested the following changes to the agenda:

- to drop agenda item 13 as the Financial Regulation of the Authority (Document MB18.9.02/3 - agenda items 7 and 9), if adopted as proposed, contains an article nominating Mr Coleman to act as authorising officer and implement EFSA's budget until the Executive Director takes office;
- 2 annexes to agenda item 8 were distributed as amended information in light of the Budgetary Committee in the European Parliament recent decision on the budget for the rest of 2002;
- to add 4 points in agenda item 14:
  - arrangements for press reception
  - open participation at meetings
  - distribution of documents (e.g. mail, email)
  - declaration of interest, commitment and confidentiality

The members of the Board were asked to declare any interests that may be prejudicial to their participation in the meeting. None was declared.

The Agenda was adopted taking the changes into account.

### **2. Outline of the role and objectives of the European Food Safety Authority, the role of the different components (Document MB/18.9.02/1) (on the web) ([link to document](#))**

Mrs Raunemaa reminded the Management Board members of tasks and duties by quoting some points in Art. 23 of Regulation 178/2002/EC.

Bertrand Carsin, Christine Majewski and Peter Wagstaffe gave presentations on the history of the project to put the Authority in place, the state of the project at the present time and the different roles and functions of the different components of the Authority.

Mrs Raunemaa thanked the various speakers, which was supported by the Board. A discussion ensued focusing on the need to build a strong European body which can add value to what exists at the national level, to build close collaboration and co-operation. Consumer opinions and needs in the Member States must be identified to ensure that the scientific work of the Authority is relevant to these.

**3. Outline of the day's programme with presentations on key agenda items including the rules of procedure, the financial regulation of the Authority (on the web)**

Mrs Majewski introduced the rest of the agenda including those parts that would be discussed in the closed part of the meeting in order for the web audience to be fully informed and to explain why each item has to be addressed as a matter of priority at the first Management Board meeting. The rules of procedure were necessary for the Board to function. It was explained that the Management Plan (including the budget) and Financial Regulation have to be in place for the EFSA to have access to its budget for the rest of 2002.

**4. Discussion on the language regime (not on the web)**

The Board discussed the need for languages for its meetings and for the distribution of documents. It was concluded that meetings would be conducted in 6 languages and that for practical reasons documents would in future be prepared in at least EN and FR as far as possible.

**5. Adoption of Rules of Procedure (Document MB/18.9.02/2 rev.1 tabled) (discussion only) ( not on the web) ([link to adopted document](#))**

Mrs Vergnettes introduced the item by explaining that the Rules of Procedure were based on the requirements of the Regulation 178/2002/EC and included a recognition of the types of rules of other EU agencies.

The meeting was opened to the web and the text and annexes of the tabled version of the Rules of Procedure were adopted taken the various changes into account.

**6. Discussion on the election of the Chairperson and the Vice-Chairpersons including nominations (not on the web)**

The Board discussed nominations for the offices of Chairperson and Vice Chairperson in order to facilitate the vote for these the following day.

As Mrs Raunemaa indicated that she would like to be considered for the office of Chairperson, Mr Coleman was invited to take over the role of temporary chairperson until the vote for the chairperson had been completed.

**7. Discussion and Vote on the Financial Regulation of the Authority (Document MB 18.9.02/3) (not on the web) (including agenda item 9 – vote on the adoption) ([link to adopted document](#))**

Mr Brodersen introduced the Financial Regulation by underlining that the document is the collection of all rules which have been evolved over many years and used by almost all EU institutions.

The Financial Regulation was adopted by unanimity and a separate agenda item under item 9 was unnecessary.

**8. Discussion on the budget 2002, work programme and establishment plan. (Document MB18.9.02/4 rev.1 tabled) (not on the web) ([link to adopted document](#))**

Mr Wagstaffe, Mr Brodersen and Ms Van Impe described the overview of the Management Plan, the budget lines and chapters, the layout and link to the Management Plan 2003, respectively.

Since the main operational activities, i.e. the provision of scientific advice, is still with the European Commission in 2002, the main EFSA activities until the end of the year are project management, developmental and support activities. The budget totals €3.300.000 with €1.310.000 for Personnel expenses, €1.590.000 for building equipment and miscellaneous operating expenditure, and €400.000 for operating expenditure.

It is agreed between the Management Board and the EFSA Secretariat that a draft Management Plan 2003 would be provided in one of the next Board meetings.

The Management Board voted unanimously to adopt the Management Plan with modifications as agreed.

**9. Vote - Adoption of the Financial Regulations of the Authority (Document MB 18.9.02/3) (not on the web)**

Taken under agenda item 7 above

**10. Vote - Adoption of the budget 2002, with outline of set up costs and staffing plan. (Document MB 18.9.02/4) (not on the web)**

Taken under agenda item 8

**11. Vote - Chairperson and Vice Chairpersons (not on the web)**

**Vote Chairperson**

Mr Slorach was elected as Chairperson

**Vote Vice-Chairperson**

Mrs Hutton and Mrs Geslain-Lanneele were elected as Vice-Chairpersons.

Mr Slorach, as newly elected Chairperson, took over the chair from Mr Robert Coleman.

**12. Discussion on the selection procedure for the Executive Director and on the candidates (Refer to paper 18.9.02/02 Annex 4)**

The Board members had received the confidential information regarding the short list of candidates, selected by the European Commission, for the Executive Director position.

Mr Coleman and Mr Wagstaffe detailed the process the Commission had followed in order to review the applications and to make a selection.

It was agreed that the Board members would interview the candidates on 1 October 2002. The names and papers relating to the candidates would remain confidential.

**13. Discussion on provisional arrangements for financial and personnel matters** (not webstreamed)

This item has been deleted from the agenda as it was covered under agenda item 7.

**14. Any other business** (not webstreamed)

- The Secretariat to provide a document to the Board members detailing "who does what" in the EFSA team.
- The Secretariat to put logical clear numbering on all documents.
- The Board members to acknowledge when they have received the meeting documents. The members are asked to bring copies to the meetings. Most documents will be sent by email (by fax to Mrs Assimakopoulou). Courier mail will be used in case of confidential or privileged documents.
- The Board members were asked to check contact details and provide any corrections to the EFSA secretariat.
- Dates and venues of next meetings
  - 1/10 (10.00 to 18.00)
  - 17/10 (apologies received from Mr Gaemelke)
  - 6/11
  - 11/12

The venue is foreseen for Brussels; the Secretariat will inform the Board members on the specific location.

- The Secretariat to suggest dates for Board meetings in 2003.
- The Board to decide on the modalities on how to open the meeting to the public, considering the cost, facilities and security aspects. Mrs Majewski explains that this meeting had been partly held on the web in order to ensure the widest public access as possible around the Community. Other arrangements should be considered to enhance public access. It was decided by the Board to continue to webstream at least part of the forthcoming Board meetings.
- The "Declaration of declaration of interest, commitment and confidentiality", as annexed to the Rules of Procedure has been distributed. The Board members to sign and declare any interests by the Board meeting of 17 October 2002.

- The Chairperson and the Secretariat to discuss the possibility and organisation of an "Away Day" for the Board members in order to build a common understanding and dialogue and to get to know each other. It was suggested that a day immediately prior to a Board meeting would be preferable.
- The EFSA Secretariat to provide a table of what has been done so far by the Commission in relation to EFSA's activities and objectives.
- The EFSA Secretariat to provide Mr Bobek with the German version of his resume prior to putting it on [www.efsa.eu.int](http://www.efsa.eu.int).

Mr Slorach closed the meeting by thanking Mrs Raunemaa for chairing the meeting on the first day, the EFSA team for its preparation, the interpreters and all the members of the Board.