



Minutes
Management Board Meeting
29 April 2003
Centre Borschette, Brussels

Members of the Management Board present

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

Staff of the European Food Safety Authority Implementation Team present

- Jochen Brodersen
- Antoine Cuvillier
- Helen Kinghan
- Christine Majewski
- Geoffrey Podger
- Suzy Renckens
- Pilar Rodriguez Iglesias
- Anja Van Impe
- Katty Verhelst

Administrative Matters

The following administrative matters were reported on by the Authority's secretariat:

- Business cards for the Management Board are in the process of being developed. Members are asked to submit details to the Secretariat.
- The Secretariat considered the matter of getting Commission access passes with a one-year-validity. The members should present themselves on the same day and same time in the appropriate Commission service. The Secretariat will look into finding a practical solution.
- Geoffrey Podger is currently discussing basic agreements for the Authority's staff members with the Belgian authorities; the question on diplomatic status for Management Board members will be covered in this context.
- Both the Advisory Forum minutes of 6-7 March and the full list of Advisory Forum participants will be circulated to the Board members.

Minutes 29 April 2003

Adopted

Preliminary Formalities

Stuart Slorach opened the meeting by welcoming the Board members, the Authority's staff, and the webstreaming audience. Apologies were received from Peter Gaemelke. Stuart Slorach congratulated Peter Gaemelke on his appointment as President of the Committee of Agricultural Organisations or COPA.

No declarations of interest regarding the agenda for this meeting were made. It was agreed that decisions on the final list for membership of the Scientific Committee and Panels should be restricted to those members who do not have a personal or professional relationship with those candidates.

1) Adoption of Agenda (Document MB 29.04.2003 – 1)

The agenda was adopted.

2) Minutes of the previous meeting and matter arising from the minutes (Document MB 29.04.2003 – 2)

The minutes of the Management Board meeting of 19-20 March 2003 were adopted, including the changes as agreed in the meeting. This document will be published on the Authority's website.

Following the call for expression of interest for the position of Head of Communications and Deputy Executive Director, Stuart Slorach encouraged the Board members to approach any appropriate people so that the Authority can recruit from a pool of highly qualified and suitable people. The deadline for application for both positions is 15 May.

3) Geoffrey Podger – General update on developments

Geoffrey Podger updated the Board on the budget for 2003 by explaining that the administrative budget was partly released by the European Parliament and that the Authority is already in the process of expanding its number of staff members. In this context, Geoffrey Podger introduced Antoine Cuvillier and Helen Kinghan who will work in the area of legal affairs and communications, respectively.

In addition, the Authority encourages Member States to second staff as detached national experts to help with the essential task of offering a higher degree of support to the Scientific Committee and Panels. Such secondments will provide immensely helpful informed links between the Authority and its Member State counterparts and should help avoid situations in which information is not fully shared between parties. A decision on this matter will be taken very soon. In parallel, the Board members are requested to contact their appropriate national organisations to increase the visibility of the recruitment of these national experts.

One consequence of an increase in recruitment is that the Authority does not have the necessary accommodation in its current building. Initiatives to move the Authority from a Commission building in the Brussels area have been stopped by the

Minutes 29 April 2003

Adopted

Commission. The Board empowered the Executive Director to take the necessary steps in relation to accommodation to make the Authority operational and able to grow. Although the Authority can stay in its current location until the end of 2003, the building is not suitable if the Authority wants to implement its 2003 establishment plan. Robert Coleman assured the Board that the Commission would stay in touch with the Authority to help find a suitable solution to the building situation.

Geoffrey Podger informed the Board about the next Advisory Forum meeting on 14 May in Athens. One of the agenda items will deal with the coordination actions with Member States in case of food emergencies and crises. The Executive Director will report the outcome to the Board in its meeting of 18 June.

Upon approval of the final list of experts of the Scientific Committee and Panels, the Authority will arrange a series of inaugural meetings at the end of May for the experts in order to introduce the Committee and Panels, to start a discussion on the Panel's work programmes and to clarify some of the administrative matters.

4) Budget – Draft Supplementary and/or Amending Budgets for 2003 (Document MB 29.04.2003 – 3)

In line with the information from Geoffrey Podger concerning the release of the funds, document 3 on Supplementary and/or Amending Budgets (SABs) for 2003 proposing how to spend the credits in Title I (Expenses for personnel linked to the Authority) and Title II (Building equipment and miscellaneous operating expenditure linked to the Authority) was adopted.

The rules of procedure on the recruitment of Detached National Experts are to be circulated to the Board members.

5) Information concerning a call for interest for a tender: Support for the PPP (Plant Protection Products) peer review through an ECCO (European Commission Coordination) style procedure

Jochen Brodersen introduced this matter by informing the Board on the upcoming call for tender for support for the co-ordination of certain work relating to the assessment of plant protection products and in particular for peer review. The call will be published in the Official Journal and on the Authority's website in the course of May.

6) Team Building Day - 17 June 2003 (Document MB 29.04.2003 – 4)

Geoffrey Podger introduced this matter by informing the Board that arrangements for its Team Building Day are advanced. The Board members are asked to provide the secretariat with details on attendance and accommodation needs.

Based on discussions in the Board meeting, the Executive Director is requested to propose an agenda for the Away Day around food safety crisis as a topic, the different roles 'who does what', key scenarios, and the status of the discussion on emerging food crises in the Commission and in the Advisory Forum.

Minutes 29 April 2003

Adopted

Following questions raised on the growing concern over the Severe Acute Respiratory Syndrome virus Robert Coleman informed the Board about the work being carried out by the Commission in co-operation with the Members States to monitor and control its potential spread. The EFSA website would be updated to provide a link to the Commission's web pages on SARS.

7) 7) Presentation of shortlist of members of the Scientific Committee and Panels (Document 29.04.2003 – 5)

Geoffrey Podger introduced this matter by reporting progress made since the last Management Board meeting:

- Robert Coleman was thanked for having arranged for the assistance of scientists from SANCO and other DGs during the first evaluation phase
- The Advisory Forum members had been asked by the Executive Director to provide to him any comments they wished to make on the shortlisted candidates. Eleven Member States had submitted comments and the Authority's proposal had been reconsidered and some changes made in the light of these.
- Document 5 deliberately does not cover possible participation from consumer organizations since this is a matter that ought to be discussed in the upcoming colloque.
- The final list as proposed by the Executive Director is not an ranking of experts who applied. A high level of scientific competence was required, but also a need for various backgrounds and skills. It was a challenge to find the right balance in terms of skills and competence needed for a particular Panel, nationalities and gender. Hence, very able candidates did not always find a place in a Panel because of the aforementioned balance issues.
- In terms of nationality balance, where a particular expertise or background is needed, the nationality balance was not taken into account.
- 36% of the experts on the final list are currently on one of the Commission Committees. The Executive Director considered this a right balance between new blood and continuity.
- The proposed list included scientists from accession countries. These experts have skills and competence that otherwise would not be available in a Panel.
- In accordance with Regulation 178/2002, the Authority needs to maintain a reserve list of candidates if those initially chosen do not continue to serve for the various reasons. The Secretariat will provide information to the Board on how this list will be managed.
- The establishment and working methods of working groups is to be discussed with the Committee and Panels. A significant number of qualified and suitable people who are currently not on a Panel, could become members of a working group. Especially younger scientists can obtain the necessary experience in such a working group.

Although this was a difficult exercise, the Executive Director felt confident that the Authority was well placed to take forward to next steps in getting the Authority operational.

Minutes 29 April 2003

Adopted

The Board thanked the Authority's staff for the work done in this evaluation project. After a lengthy discussion, the Board approved the proposed final list as presented in the confidential annex 2 of document 5, subject to making an agreed change to one of the Panels.

Any Other Business

- **Dates of forthcoming meetings**

The Board members were asked to provide the secretariat with information concerning the proposed list of dates for 2004.

Stuart Slorach closed the meeting by thanking the Authority's staff for the preparatory work, the interpreters, the team responsible for the web streaming and all the members of the Board.