



**Draft Agenda**  
Management Board Meeting – 3<sup>rd</sup> December 2003  
Centre Borschette, Brussels

**The meeting will start at 10.00 and the webstream will commence at 10.30 and**

**10.00 – 10.30 Preliminary Administrative matters**

- 1) Adoption of Agenda (Doc MB 03.12.2003 - 1)**
- 2) Draft minutes of the previous meeting and matter arising from the minutes (Doc MB 03.12.2003 – 2) (Adoption)**
- 3) Geoffrey Podger – General update on developments**
- 4) EFSA Management Issue**  
**Discussion on 2004 EFSA Management Plan (Doc MB 03.12.2003 – 3 plus excel annex n° IV) (Discussion and provisional adoption)**
- 5) Related Financial matters**
  - a) Budget 2004 (Doc MB 03.12.2003 – 4 plus excel document MB 03.12.2003 - 5) (Discussion and adoption)**
  - b) SAB (Doc MB 03.12.2003 – 6) (Discussion and adoption)**
- 6) Change to rules of the scientific committee and panels to introduce the written procedure for adoption of minutes (Doc MB 03.12.2003 – 7) (Discussion and adoption)**
- 7) Ostend Colloque - Outcome and proposed follow-up actions (Doc MB 03.12.2003 – 8) (Discussion)**
- 8) Team Building Day March 2004 (Discussion)**
- 9) Any Other Business**