



**Minutes of the  
Management Board Meeting  
10 March 2004  
Dublin Castle, Dublin**

**Members of the Management Board present**

<ul style="list-style-type: none"><li>• Angeliki Assimakopoulou</li><li>• Peter Gaemelke</li><li>• Catherine Geslain-Lanéelle</li><li>• Robert Madelin</li><li>• João Pedro Machado</li></ul>	<ul style="list-style-type: none"><li>• Pirkko Raunemaa</li><li>• Bart Sangster</li><li>• Stuart Slorach</li><li>• Roland Vaxelaire</li><li>• Patrick Wall</li></ul>
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**Staff of the European Food Safety Authority present**

<ul style="list-style-type: none"><li>• Jochen Brodersen</li><li>• Antoine Cuvillier</li><li>• Lucia De Luca</li><li>• Anne-Laure Gassin</li><li>• Herman Koeter</li></ul>	<ul style="list-style-type: none"><li>• Christine Majewski</li><li>• Geoffrey Podger</li><li>• Lionel Rigaux</li><li>• Ingela Soderlund</li><li>• Anja Van Impe</li><li>• Katty Verhelst</li></ul>
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**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. The Chair especially welcomed Robert Madelin, new Board member and newly appointed Director-General of the Commission's Health and Consumer Protection Directorate-General. He also welcomed Mario Marini and Maria Teresa Fornari from the Comune di Parma, the newly designated Seat of EFSA and where the next Management Board will be held. Apologies were received from Ernst Bobek, Giorgio Calabrese, Carlos Escribano-Mora, Matthias Horst and Deirdre Hutton.

It was the first meeting of the Authority's Management Board outside of Brussels, following an invitation by Board member Patrick Wall.

It was also the first time a Management Board had been held with observers physically present at the meeting

In anticipation of completing a written annual declaration of interest, Robert Madelin declared no interests pertinent to the remit of his function as a Management Board

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member. The Chair declared that he currently is acting Director-General of the Swedish National Food Administrator instead of Deputy Director-General. No other declarations of interest regarding the agenda for this meeting were made. All Board members would be asked to renew their annual declarations in the near future.

#### **1) Adoption of Agenda (Doc MB 10.03.2004 – 1)**

- 1.1 The Board adopted the agenda.
- 1.2 Additional items were added and were discussed in agenda item 11.

#### **2) Draft minutes of the previous meeting and matters arising from the minutes (Doc MB 10.03.2004 – 2) (Adoption)**

- 2.1 The minutes of the Management Board meeting of 20 January were adopted, subject to the changes made in the meeting regarding the invitees for the Board's Away Day on 9 March.
- 2.2 This minutes of the last Board meeting would be published on the Authority's website.
- 2.3 The Board members thanked the secretariat for providing high quality minutes.
- 2.4 The Board members agreed that the secretariat would provide the members with the outcomes of decisions by written procedure, as soon as the deadline had passed. The question of the quorum rule and other aspects of the Board's rules of procedure would be addressed at a future Board meeting.

#### **3) Information and update from the Executive Director on the move of EFSA to Parma**

- 3.1 The Executive Director informed the Board members that one of the pre-conditions prior to any staff member moving to Parma, would be the accord on the Seat Agreement which governs the legal conditions under which the Authority and its staff members would be present in Italy. The Authority and the Italian authorities had already held initial discussions and a first draft of an agreement had already been supplied by the Italian Authority's on which EFSA had commented. The position was that the negotiations were going well and the Executive Director hoped to conclude the Seat Agreement in April and report back to the Management Board at the next meeting.
- 3.2 The provision of schooling in languages other than Italian for the children of the Authority's staff members remained unresolved at the moment. There had been some useful meetings with a variety of parties and progress would be reported when the Authority had determined a way forward.
- 3.3 While the Palazzo Ducale would serve as the Authority's official seat, the Italian authorities had proposed a building for working offices. The Authority and the City of Parma had already had various meetings on the issue but a lot of details still needed to be clarified. The Executive Director informed the Board that it was premature to conclude that the Authority would be able to rent a working office building. There was therefore no conclusion on this

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matter and the Authority would continue to explore options. It is possible that this matter may delay the timetable of EFSA staff moving to Parma.

- 3.4 The Management Board approved the suggestion to conduct a feasibility study for a new, purpose-built office building behind the Palazzo Ducale to provide a long term solution to EFSA's Seat requirements. The Executive Director explained that this study would be paid for by the Italian authorities and would not commit the Management Board to any expenditure. The Management Board also authorised the Executive Director to explore with the European Parliament the issue of funding with regard to a permanent accommodation for the Authority in Parma.
- 3.5 The Board thanked the Italian authorities and agreed that the Authority would need a clear signal from Italy on the building situation and that it would not be acceptable to have a series of temporary buildings. The Board also stated the need to have rapidly a good base with appropriate equipment in order for the staff to work in the best possible way, and the need to have guarantees on the office building prior to moving to Parma.
- 3.6 The Executive Director confirmed that the Italian authorities had stated that they would look at the possibility of an airlink between Parma and Milan and would provide a link between Parma and Brussels once the staff members had moved. The road/rail transport links when landing in Milan or Bologna would need to be discussed further.

**4) Geoffrey Podger – General update on developments**

- 4.1 The Executive Director informed the Board members that there had been a meeting between the Authority and WHO to discuss a variety of issues of mutual interest and to identify areas for further exchanges of information. Both parties had agreed to continue such dialogue and to have an annual formal meeting
- 4.2 The Advisory Forum had met on 13 February in Dublin. The Executive Director reported on the items covered during the meeting :
  - Dr Liem of EFSA had given a presentation on the issue of dioxin in food and in particular salmon
  - Different members of the Advisory Forum had different views on the communication aspects of the salmon and dioxin matter. Since not all Member States had needed the same kind and detail of information, it had been concluded that the Authority, on key scientific issues would, in future, send to the Advisory Forum an early indication of what is going on and what the Authority intends to do in terms of communication in case of a real or a perceived risk
  - A scientific paper had been presented by Dr Koëter on the scientific direction of EFSA for which the members of the Advisory Forum had been asked to comment
  - The issue of how cooperation could be enhanced with national research centres and EFSA had been warmly accepted by the Advisory Forum. The member states had already provided valuable input and discussions would continue
  - The members of the Advisory Forum exchanged information on topical issues such as avian influenza

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The minutes of the Advisory Forum meeting would be circulated to the Board members as well as published on the Authority's website.

4.3 The Executive Director informed the Board that the further call for expression of interest in membership of a Scientific Panel would close on 15 March. While noting that people tend to apply closer to the deadline, at the time of the meeting, relatively few applications have been received. The call had been quite specific which had reduced the number of potential applicants. The call which had been open for around 3 months had been published on the Authority's website, in the Official Journal and 2 specialized journals. In addition, both the Management Board and Advisory Forum had been requested to encourage any suitable candidates, and the Scientific Coordinators of the 5 Panels concerned in the call had informed their experts on the call. The workload and the quality of applicants would be evaluated after the deadline and a decision would be made as to whether or not the deadline for some or all five Panels would need to be extended, subject to discussion with the Panel chairs.

### **5) Report on Activities during 2003 (Document MB 10.03.2004 – 4)**

5.1 In line with the Authority's Founding Regulation 178/2002, article 25 para 8<sup>1</sup>, the Authority had produced a report with an overview of its activities in 2003. Upon agreement of the text by the Board, the report would be produced in the format of a glossy document for the appropriate authorities as well as distributed to stakeholders and consumers.

5.2 The Board agreed that the document was well-balanced but that the tone should not conceal the difficulties the Authority had experienced given that it was still being established. As well as the document's legal *reason for being*, the document could be used as a communication support tool and inform the public about the Authority's activities.

5.3 Following a discussion by the Board members, the secretariat would amend the document, subject to the changes and suggestions made in the meeting. The revised text would be sent to the Board for approval by written procedure.

### **6) Code of Conduct on Declarations of Interest (Document 10.03.2004 – 5)**

6.1 The Executive Director introduced this item by explaining that some guidance was needed in relation to direct and indirect interests and the necessity to declare these in order to ensure the confidence of stakeholders, to demonstrate the Authority's commitment to independence, and to provide clarity to all involved so that any potential conflicts of interest could be avoided. The areas considered as potential areas for direct or indirect conflict of interests included those relating to financial matters, professional activities, links with companies and intellectual interests.

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<sup>1</sup> Before 31 January each year, the Management Board shall adopt the Authority's programme of work for the coming year. It shall also adopt a revisable multi-annual programme. The Management Board shall ensure that these programmes are consistent with the Community's legislative and policy priorities in the area of food safety. Before 30 March each year, the Management Board shall adopt the general report on the Authority's activities for the previous year.

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- 6.2 Although article 37 of the Authority's Founding Regulation only requires declarations from the Management Board members, the Advisory Forum members and the Executive Director, the Executive Director had decided that the requirement to declare interests should be extended to the Deputy Executive Director/Director of Science and all A-grade staff in the Authority's Science, Communications, Institutional and Legal Departments.
- 6.3 Following a discussion by the Board members, the Board endorsed the text, subject to the changes agreed in the meeting.

### **7) Financial matters**

- 7.1 The Executive Director informed the Board that the Authority was not in a position to determine the cost which might be incurred in relation to the move to Parma. The discussions which were taking place with the Italian authorities should lead to some costing forecasts. The Executive Director would report back to the Board as soon as there was a better realistic prospect, including a report of the expenditure to date against the agreed budget.

### **8) Budget 2003 Accounts (Doc MB 10.03.2004 – 6)**

- 8.1 In line with the Authority's Founding Regulation and the Authority's Financial regulation, the accounts for 2003 were presented to the Board by the Authority's accountant for information only and for approval later in the year.
- 8.2 The accounts 2003 had been forwarded by the Authority to the Commission prior to 1 March. The Commission in turn had forwarded these to the Court of Auditors which would have to make its opinion known to the Authority by 15 June. Depending on when the opinion of the Court was known, the accounts would be resubmitted to the Management Board, revised as necessary in line with the views of the Court of Auditors, to the Board meeting in June or September.
- 8.3 A glossary of financial terms would be sent to the Board members in English and French in due course.
- 8.4 The accountant would provide the Board with a comparison between what had been budgeted in 2003 and the final results (accounts 2003).
- 8.5 Following an audit by the Court of Auditors, the accountant would provide the Board members with the written report.

### **9) Provisional Draft Budget (PDB) for 2005 - (Doc MB 10.03.2004 – 7)**

- 9.1 The Provisional Draft Budget (PDB) 2005 had been forwarded to the European Commission for a decision on 28 April. The proposed budget, was considered in light of the objectives in the Management Plan 2005.(Doc MB 10.03.2004 – 8) As the work programmes would become more refined and the financial impact of the move to Parma become clearer, the budgetary requirements would be easier to anticipate with time. However document MB

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10.03.2004 – 7 was considered to provide a good provisional basis for 2005 predicted expenditure given the stage of the budgetary process for 2005. .

- 9.2 The board noted that although there was no expenditure indicated in Chapters 36, 37 and 38 (emerging risks, technical advice and special projects) of the draft budget, these matters had been budgeted for elsewhere. The Board adopted the PDB for 2005 together with the preliminary establishment plan and the draft management plan, subject to the suggestions made in the meeting on the addition of an explanatory note and on an annotation on the tables. It was also agreed that the Board would discuss the matter of fees for EFSA's services at a future Board meeting.
- 9.3 The Executive Director informed the Board that the Authority would start using both its address in Brussels and Parma in recognition of its new headquarters as determined by the Council Decision of December 2003 and as a courtesy to the Authority's host in Parma.

### **10) EFSA Management Issue**

#### **Discussion on 2005 EFSA Management Plan (Document (Doc MB 10.03.2004 – 8)**

- 10.1 The Executive Director introduced this document by explaining that the Management Plan 2005 should be considered as a continuation of the 2004 Plan. Much of the work started in 2004 would roll-over in 2005.
- 10.2 Following discussions it was agreed that a revised plan would be submitted to the Board at a later date once there is a clearer indication of the work load and other relevant issues with a potential impact on the Authority during 2005 and in particular once the budget to carryout the Plan is known. In addition it was agreed that the issue of performance indicators would be brought to the Board during 2004 for an in-depth discussion and agreement. It was also agreed that the secretariat would explain to the Board at a later meeting its training policy and practice in particular with regard to communication.
- 10.3 The Executive Director also stressed that the Authority would not publish an opinion in which it has no confidence just to meet the legal deadline.
- 10.4 The Board adopted the Management Plan 2005 on a provisional basis, subject to the changes and suggestions made in the meeting. The Board would be asked to reflect on this plan again in light of the outcome of the discussions in the Budgetary Authority which would probably be finished in December 2004.

### **11) Any Other Business**

- 11.1 The Management Board had held a teambuilding day on 9 March. The day had consisted of :
  - presentations by Alan Reilly, acting Chief Executive of the Food Safety Authority of Ireland (FSAI), Hannes Wahlroos, Management Board member of EMEA, and Robert Madelin, Director-General of DG SANCO.

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- a brainstorming session, using the “metaplan” approach, on (a) the interaction between the Authority, the Commission and the national authorities states during a food crisis, and (b) the strengths and areas for improvement of the Management Board.

11.2 Following a question in relation to animal transport and the involvement of the Authority, the Executive Director explained that the actual legislation on the matter preceded the existence of the Authority and therefore had not been involved. There were however, ongoing considerations on animal transport in the Panel on Animal Health and Animal Welfare with an opinion expected in the near future.

11.3 The Board agreed to have its next meeting on 27 April in the Palazzo Ducale in Parma. The secretariat would provide the Board with further details on the timing of these events.

The Chair closed the meeting by thanking the members of the Board, Patrick Wall for the invitation and the Food Safety Authority of Ireland for its hospitality, the audience the Authority's staff for the preparatory work, the interpreters, and the team responsible for the web streaming. The Chair especially thanked Jochen Brodersen for the work he has done as the Authority's Head of Finance. Mr Brodersen would be returning to the European Commission in April.