



## European Food Safety Authority

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### Adopted Minutes of the Management Board Meeting

24 January 2006

Palazzo Ducale, Parma

#### Members of the Management Board present

- Angeliki Assimakopoulou
- Giorgio Calabrese
- Carlos Escribano-Mora
- Peter Gaemelke
- Catherine Geslain-Lanéelle
- Deirdre Hutton
- Robert Madelin
- Pirkko Raunemaa
- Bart Sangster
- Stuart Slorach
- Roland Vaxelaire
- Patrick Wall

#### Professor Vittorio Silano, Chair of the Scientific Committee of EFSA

#### Staff of the European Food Safety Authority present

- Antoine Cuvillier
- Herman Koëter
- Djien Liem
- Christine Majewski
- Alexandrine Maviel-Sonet
- François Monnart
- Nicole Poupart
- Ingela Söderlund

#### PUBLIC SESSION

##### Preliminary Formalities

Stuart Slorach opened the meeting by welcoming the Board Members, Professor Silano, the Authority's staff and Sue Davies, the Chair of the EFSA Stakeholder Platform, who was present in the audience, those watching on the webstream and the live audience in the room. He sent the best wishes of the Board to Anne-Laure Gassin who could not be present due to a skiing accident.

The Chair asked if members wished to make any declarations of interest for any agenda items beyond those already made in the annual declarations of interest. The Chair made a declaration of lessened interest: he had retired from his position as the Deputy Director General of the Swedish Food Administration at the end of last year.

The Chair reported that he had received apologies for absence from Joao Machado, Ernst Bobek, and Matthias Horst.

## **1. Adoption of Agenda (Document MB 24.1.2006 -1)**

- 1.1 The Chair asked the Members of the Management Board if there were any changes or additions they would like to make. He suggested that in view of the absence of Anne-Laure Gassin, item 10 on the Agenda, the EFSA Risk Communication Strategy, should be postponed to the next meeting. The Board agreed.
- 1.2 No items were added to the agenda. The revised agenda was adopted.

## **2. Adoption of draft minutes of the previous meeting and matter arising from the minutes (Document MB 24.1.2006 - 2)**

- 2.1 The Chair stated that several items which had been discussed at the previous meeting would be discussed again at this meeting. He referred to agenda item 6 in the draft minutes, the EFSA evaluation, which following the discussion at the last meeting had been placed on the web for public consultation. The consultation would be open until 28 February after which the Board would consider the matter, in particular at the 28 March Away Day. The audit committee, which had also been discussed at the December meeting would also be discussed at today's meeting.
- 2.2 The Chair asked the Board if they had comments or questions on the minutes. Members of the Board commented on point 7 of the draft minutes, the Stakeholder Consultative Platform, and in particular on the future working relationship between the Board and the Platform.
- 2.3 The Chair noted that the issue may have been confused by media reports. He reminded the Board that the Stakeholder Platform had been set up for an initial period of 1 year, and that it was useful to structure the exchange of views with stakeholders.
- 2.4 Bart Sangster reminded the Board that he had submitted a paper for distribution. The paper was re-distributed at the meeting. The paper would be discussed in the context of the discussion of the Evaluation Report during the Away Day.
- 2.5 The minutes of 15 December 2005 were adopted and would be published on the Authority's website.

## **3. For adoption: Management Plan 2006 (Document MB 24.1.2006 - 3)**

- 3.1 The Chair stated that the Members of the Management Board had received a revised version of the Management Plan 2006. He asked if the Board could adopt the Plan or whether they had further comments or amendments.
- 3.2 The Acting Executive Director outlined the changes introduced following the comments of the Board at the last meeting. These were mainly to be found in sections 2, 3, 4 and 6.
- 3.3 The Board made suggestions for minor changes and the document was adopted subject to incorporation of these as well as changes of a more editorial nature.

## **4. For approval: Implementation of data protection requirements (Document 24.1.2006 - 4)**

- 4.1 The Director of Legal Affairs introduced the document as another important building block of EFSA compliance with its legal framework. He explained that data protection requirements cover staffing, media contacts, data bases and visitors' records. At the end of 2005, EFSA had been officially invited by the European Data Protection Supervisor (EDPS) to appoint its own Data Protection Officer (DPO).
- 4.2 The Director of Legal Affairs further made a presentation of the implementing regulations for the tasks, duties and powers of the EFSA DPO as well as the CV of the chosen officer Claus Reunis.
- 4.3 Following a brief discussion, the Board suggested a small change to Article 1 of the document to reflect that the Executive Director should appoint the DPO. The document was approved subject to this change.

## **5. For adoption: Supplementary and Amending Budget (Document MB 24.1.2006 - 5)**

- 5.1 The Director of Finance introduced the paper. Board members received information on the implementation of the PHARE budget and enquired whether the PHARE project budget line would in fact need a similar Supplementary and Amending Budget in February 2007. The Director of Finance confirmed that this was the case.
- 5.2 The Management Board asked for a paper to be prepared on the implementation of the project.
- 5.3 The Management Board adopted the paper.

## **6. For approval: Update on the establishment of an EFSA Audit Committee (Document MB 24.1.2006 - 7)**

- 6.1 The Chair introduced the paper. Following a discussion with the Board he proposed that the Committee should consist of three Board members, the Executive Director and the Internal Auditor.
- 6.2 The Chair suggested that the document should be revised to reflect these changes and the adopted by the Board by a written procedure. The Board agreed to this.

## **Management Matters**

### **7. For information: EFSA evaluation – the way forward**

- 7.1 The Chair introduced the point and updated the Board on the progress of the EFSA Evaluation Report process. The Report had been placed on the EFSA website for comments, but so far few comments had been received. The Advisory Forum would be consulted for its view at the 3 March meeting and the Stakeholder Platform would be invited to comment at its meeting in Parma on 9/10 March. The collected views would be communicated to the Board.
- 7.2 The Chair added that considerable time would be spent discussing the Report at the Management Board Away Day on 28 March. The Chair expressed a wish for EFSA to prepare a document summarising comments that would be used in the discussion of the Evaluation Report during the Away Day. A final document prepared by the Management Board should include the Board's recommendations to EFSA management, the Commission, the European Parliament and the Council.
- 7.3 The Board discussed whether external guests should be invited to give their views on the Evaluation Report at the Away Day. The Chair suggested to invite the Chairs of the Stakeholder Platform and Scientific Committee, representatives from the Advisory Forum and the Executive Director Designate to attend the Away Day.
- 7.4 The Chair would come back to the Board with a proposal for a programme which would focus on the Evaluation Report.

### **8. For information: Outline of Management Plan 2007 (Document MB 24.1.2006 - 6)**

- 8.1 The Acting Executive Director introduced the paper as a provisional list of contents of the 2007 Management Plan.
- 8.2 Members of the Board raised the budget problems foreseen as a result of the cuts in the EU budget proposed by the Council which would impact negatively on EFSA if they were adopted. They argued that the 2007 Management Plan should help the Board to think strategically how to plan its work.
- 8.3 The Management Board expressed its satisfaction with the outline and suggested that a situation report should be added to it which should reflect current external challenges which might impact on the future execution of the Plan.
- 8.4 The Board took note of the paper.

**9. For information: Note to the Management Board on issues related to the functioning of the Scientific Committee and Scientific Panels (Document MB 24.1.2006 - 8)**

- 9.1 Professor Vittorio Silano, Chair of the Scientific Committee, informed the Management Board about the outcome of a discussion on the functioning of the Scientific Panels and Committee held during the plenary meeting of the Scientific Committee on 12-13 December. A note for approval by the Scientific Committee would be tabled at the Scientific Committee plenary meeting of 15-16 February. The outcome of the Scientific Committee discussion would be circulated to the Board for discussion at its meeting in March.
- 9.2 The Chair thanked Professor Silano for the work of the Scientific Committee. The Board would come back to the issue at the March meeting.
- 9.3 Board members thanked the Scientific Committee and pointed out that both cost and procedural implications of any proposal should be taken into account. Some issues raised would have broader implications and, therefore, could not be considered from a scientific point of view only. The time constraints seemed to indicate that a follow-up in March was optimistic. The Board also suggested that the Scientific Committee should consider the paper tabled by Mr Sangster.
- 9.4 The Acting Director of Science commented that he was concerned that budget implications as such should not drive considerations too much from a scientific point of view. He added that he would not like for the Scientific Committee to pay too much attention to the budget implications but focus on the scientific priorities and recommendations. The Board supported this approach and looked forward to receiving the document from the Scientific Committee.

**10. For information: Progress Indicators (Document MB 24.1.2006 - 10)**

- 10.1 The Acting Executive Director explained that the document on the table was the last one of that format, representing the progress indicators of the 4<sup>th</sup> quarter in 2005. As from next quarter there would be a document in the new format.
- 10.2 The Board commented that the progress indicators were a very useful tool for their discussions. One member said that the ability of the EFSA panels to meet deadlines seemed to continue to be 100 per cent – which in terms of meeting deadlines, was very good. If there was no backlog there was no gap to close. The Board expressed a wish to know when the recruitment gap could be closed.
- 10.3 The Acting Executive Director commented that the deadlines met by the panels are only the legal deadlines. EFSA had given the highest priority to meeting these legal deadlines. From the numbers shown by progress indicator 1, which reported opinions for which there was no legal deadline, it was clear that there were indeed delays and these were to a large extent related to the delays in staff recruitment.
- 10.4 The Board expressed a wish to know when the recruitment gap could be closed. The Director of Human Resources said that in order to close the recruitment gap EFSA had to reach 250 staff by the end of 2006. EFSA would recruit 10 new staff in January and expected to recruit 8-9 in February in order to achieve the recruitment target.
- 10.5 Board members asked for qualitative indicators to be added to the new ones. The Acting Executive Director said that in the new proposal on indicators agreed by the Management Board at their December 2005 meeting more narrative was foreseen, including qualitative aspects.
- 10.6 The Board decided to send a congratulatory message to the Panels for meeting legal deadlines.

**Other matters**

**11. For information: Progress Report (Document MB 24.1.2006 - 11)**

- 11.1 The Acting Executive Director explained the paper to the Board, stating that there was a new layout which he hoped would make the paper easier to read with less acronyms, and that it was also shorter than before due to the limited reporting period between the December and January Board meetings.
- 11.2 Board members asked to be updated on the progress of the planning of work on the permanent site. The Acting Executive Director said that since the decision was made by the European Parliament on the Viale Piacenza location and communicated to the Comune of Parma. Since EFSA had not

received any news from the Comune an official letter had been sent to the Mayor of Parma asking him about the timing surrounding the building and the forthcoming process.  
11.3 The Board took note of the paper.

### **Financial matters**

#### **12. For information: Transfers in the EFSA Budget (Document MB 24.01.2006 - 12)**

12.1 The Director of Finance explained the document to the Board. The Board took note of the paper.

#### **13. For information: Preliminary Draft Budget 2007 and Financial Framework information note and Annex (Document MB 24.01.2006 – 13)**

13.1 The Acting Executive Director and the Director of Finance informed the Board that the note should serve to warn the Board about the financial perspective covering the period 2007-2013. In a common position from Council on the financial perspective, the budget had been severely reduced in Heading 3b in which EFSA belongs. In real terms there would be a reduction in the budget compared to 2006. This reduction touched overall the Culture and Consumer Protection policies of the Community. They stressed that the Paper suggested that both EFSA and Board should endeavour to meet with the European Parliament to discuss what EFSA could expect for this period and try and influence the outcome of the budget discussions as the situation was very serious.

13.2 Board members supported this and asked senior EFSA management, the Director of Finance, the Chair and Board members to use every opportunity to point out that for the benefit of the consumer a clear signal should be sent that EFSA needed a considerable increase in budget to live up to its regulatory obligations and mission. The Board members urged EFSA and Members of the Board to make any representation they had to.

13.3 The Board enquired if it was known why these cuts had been made at this point in time as EFSA was barely getting up to speed. This was not clear. As time seemed to be of paramount importance the Board asked for a paper to be prepared to show EFSA's work and the consequences of any budget cuts on EFSA's work in order to be able to present a more concrete picture.

13.4 The Chair asked for such a paper to be produced and circulated to the Board.

#### **14. For information: Overview of Budget Execution 2005 (Document MB 24.01.2006 – 14)**

14.1 The Director of Finance briefed the Board of the rate of execution of the budget and also in terms of nominal amounts. In comparison with 2004 EFSA made progress in the rate of execution and also in terms of the nominal amount. The rate of execution for 2004 was € 21 million which represented some 73 % of the budget, and for 2005 the corresponding figure was € 29 million, or some 80 % of the budget.

14.2 The Board took note of the paper.

### **Any other business**

#### **15. 28 March Away Day**

15.1 The Chair stated that the 28 March Away Day had already been discussed in the meeting. The Chair would prepare a draft programme for the Away Day.

15.2 The deadline for applying for membership of the Scientific Panels and Committee had been extended until 17 February. The Acting Executive Director reported that EFSA would be able to circulate to the Board a shortlist of experts nominated to become members of Scientific Panels and Scientific Committee by mid-April

## **16. Concluding remarks**

16.1 The Chair thanked 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 and closed the meeting.