



ECDC Management Board

Minutes of the Twenty-ninth Meeting of the ECDC Management Board Stockholm, 13-14 November 2013

Adopted by the Management Board at its Thirtieth meeting, 27-28 March 2014

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Summary of Proceedings – ECDC Management Board Meeting

The Twenty-ninth meeting of the ECDC Management Board (MB) convened in Stockholm, Sweden, on 13-14 November 2013. During the meeting, the Management Board:

- adopted the draft agenda;
- adopted the draft minutes of the Twenty-eighth Management Board meeting;
- took note of the update on the main activities since the last meeting;
- agreed that the ECDC Director will prepare a document on the future venue of the European Conference on Applied Infectious Disease Epidemiology (ESCAIDE), which includes the objectives of ESCAIDE, the financial consequences of organising such meetings outside Stockholm, and also comparisons and business cases to further explain the situation;
- decided that the mandate of MEES will not be extended beyond ensuring the final delivery of a good quality evaluation report on 8 October 2014 and that a separate Drafting Group will be created in the June 2014 meeting in order to draft the recommendations. The Board also agreed on the schedule for the evaluation process;¹
- took note of the update from the Second Meeting of the WG on New Business Models and Financing of Large-scale EU Level Activities. The Commission agreed to participate during the next face-to-face meeting of the WG to reply to specific questions, which is to be held back to back at the next MB meeting in March 2014;
- took note of the Second report to the Management Board following the ECDC reorganisation. In order to follow up on staff wellbeing, it was requested that staff surveys should be regularly repeated and ECDC submit an updated report to the Management Board meeting in June 2014. This report should include figures from 2013 and results of the latest staff survey. The results based on benchmarking of comparable EU agencies is foreseen to be submitted to the MB at a later stage since a sufficient number of agencies will only have carried out their staff surveys in the fall 2014;
- acknowledged the hard work done on the SMAP and agreed that the final decision will be made via written procedure, upon the finalisation of the indicators and in collaboration with the ECDC and the European Commission in the coming weeks;
- took note of the Work Programme 2014 and provided further guidance for amendments. It was agreed that the final decision will be reached via written procedure in the coming weeks after the indicators of the SMAP have been agreed;
- endorsed the IAS Strategic Internal Audit Plan 2014-2016;
- took note of the Budget and Establishment Table 2014 and agreed that final agreement thereto is suspended until the final approval of Work Programme 2014 and the SMAP;
- took note of the Second Supplementary and Amending Budget for 2013;²
- agreed to initiate a Working Group on the revised Rules of Procedure and the Code of Conduct. The Working Group will be comprised of MB members representing Belgium, Germany, Sweden, United Kingdom, the European Parliament and the European Commission, including ECDC's Legal Office and Corporate Governance, who will look further into these matters in order to provide more in-depth input for discussions in the next Management Board meeting in March 2014;
- took note of the update on the Greek EU Presidency;

¹ Please refer to paragraph 18 of the minutes.

² The Third Supplementary and Amending Budget for 2013 was not adopted due to the decision from the Court of Justice that was emailed from PMO to ECDC at 11:50 a.m. on Day One of the MB29 meeting. The email stated that the salary adjustment payment 2011 would come too late in order to be paid in 2013. The proposed transfers indicated in the Third Supplementary and Amending Budget 2013 were thereby deemed dissolved.

- approved the Report on implementation of the Work Programme 2013 up until present, while taking into account the comment made on the multilingual website development activity to be clearly indicated in the Work Programme for 2014;
- took note of the European Commission's presentation on the new Multiannual Financial Framework for 2014-2020;
- agreed to follow the recommendation of the Audit Committee on the ECDC Financial Regulation and to enable the MB to provide their feedback on such document, if necessary; the formal approval of the ECDC Financial Regulation is foreseen to be sent to the Management Board via written procedure before year-end;
- took note of the update on the future of EPIET/EUPHEM and MediPIET;
- took note of the presentations made by the European Commission;
- took note of the update on the Lithuanian EU Presidency;
- agreed that, in exceptional cases, and where circumstances warrant, written procedures may be sent to the Management Board for decision with 48-hour deadlines, with a caveat that such procedures cannot be transmitted to the Management Board on Friday afternoons.

Opening and welcome from the Chair (and noting the Representatives)

1. Françoise Weber, Chair of the ECDC Management Board (MB), welcomed all the participants to the Twenty-ninth meeting. A special welcome was extended to Herta Adam, Alternate, European Commission and to representatives of the Internal Audit Service (IAS), Agnieszka Kazmierczak and Ilian Komitski who had been invited to join the meeting in reference to the audit matters. Apologies had been received from Croatia, Luxembourg, Portugal, Romania, Slovak Republic, Minerva-Melpomeni Malliori, Member, European Parliament and Martin Seychell, Member, European Commission. It was also noted that Martina Brix, Advisor, Austria, would be present for the meeting.
2. The Board was informed that Robert Goerens, Member, Luxembourg, had given proxy to Daniel Reynders, Member, Belgium, Maria da Graça Gregorio de Freitas, Member, Portugal, had given proxy given to Tiiu Aro, Member, Estonia, Ján Mikas, Member, Slovak Republic, had given proxy to Françoise Weber, Member, France, Malliori Minerva-Melpomeni, Member, European Parliament, had given proxy to Jacques Scheres, European Parliament and Martin Seychell, European Commission, had given proxy to John F Ryan, Member, European Commission.
3. Maria Grazia Pompa, Alternate, Italy, who was scheduled to attend the meeting, extended her apologies to the ECDC Secretariat.

Welcome from the Director, ECDC

4. Marc Sprenger, Director, ECDC, welcomed delegates on his behalf and noted that he was looking forward to fruitful discussions during the meeting.

Item 1 – Adoption of the draft agenda (and noting the declarations of interest and proxy voting, if any) (*Documents MB29/2 Rev. 3; MB29/3 Rev. 2*)*

5. The Chair called for any conflicts of interests related to the draft agenda to be declared verbally. No specific interests were declared.
6. It was requested to discuss the location of ESCAIDE meeting during Day 2.

The Management Board adopted the draft agenda without changes.

Item 2 – Adoption of the draft minutes of the 28th meeting of the Management Board (Stockholm, 19-20 June 2013) (*Document MB29/4*)*

The Management Board adopted the draft minutes of the Twenty-eighth Management Board meeting (19-20 June 2013).

Item 9 – Update from ECDC on the main activities since the last meeting of the Management Board (19-20 June 2013) (*Document MB29/Info Note 1*)

7. ECDC Director presented a brief update on the main activities since the last meeting of the Management Board.³ In reference to the hearing at the European Parliament, which had taken place

* Item for decision.

* Item for decision.

³ Item 9 - Update from ECDC.

on 26 September 2013, further insight was provided by the Parliament representative. Feedback was also provided on the WHO/Europe regional meeting in Izmir on 16 September 2013, by the Belgian Member of the Board who had served as a Chair of that meeting. Special reference was made to the good collaboration that exists between ECDC and WHO/Europe. ECDC Director also highlighted his country visit to Hungary, along with other meetings and events.

8. During the update, the ECDC Director also presented some statistics on the amount of correspondence, including emails, surveys, meetings, etc., which are sent to the stakeholders, including the Board members, on a daily basis. Reference was made to the Pilot Survey and Questionnaire Committee, which has been set up in order to have a better overview on what kind of communication ECDC is submitting to its stakeholders. In reference to the meetings, the steps taken to improve the communication were highlighted. It was also noted that all meetings should take place in Stockholm, by default, referring to the complexity of arranging meetings abroad, considering the EU rules. Additionally, based on the examples from other EU Agencies, it augurs well to arrange meetings and invite experts to the host country of the Centre.

9. A special presentation was provided on the Customer Relationship Management (CRM) system by Jan Mos, Senior Advisor to the Director, referring also to the nominations process, which is accessible for the Member States to use, Disease Networks, Competent Body Roles, Governance Networks, etc. In reference to access for Member States, as well as sustainability of the system, it was further clarified that Terms of Reference have been set up and access to CRM is regulated and restricted accordingly. In the past, much of the work related to the CRM was done by using paper-based forms, and the system was subsequently further developed to alleviate this situation and increase efficiency. In relation to Governance Networks and data entry/changes, the Board was reassured that relevant policies are in place to control, update and maintain the system.

10. The Board was informed about the retirement of ECDC Chief Scientist in 2014 and that a Selection Committee shall be established to select a new Chief Scientist.

11. In reference to the earlier mention of ESCAIDE and its location, some Board members expressed their dissent over the reasoning of arranging ESCAIDE only in Stockholm, and it was proposed to discuss this matter in depth during the next Management Board meeting in March 2014. Furthermore, the Board's attention was drawn to the current budgetary situation, and it was noted that based on this, it is not recommended (at this stage) to arrange ESCAIDE in other countries. The Director stated that it is common practice that conferences related to the core business of an agency are held in the city of the Centre's establishment. It is fully understood by the Centre that the option to organise meetings abroad should be left open, however, it was also recalled that Member States might not be prepared to cover the costs of such a meeting, including the travel costs of ECDC staff. It was agreed that a document outlining the objectives of ESCAIDE, the financial consequences of organising such meetings abroad should be prepared for the next meeting, including comparisons and business cases to further explain the situation.

12. Some comments were made on the use of social media in communicating relevant information to the general public, stakeholders and other relevant parties, which was overall welcomed, however, it was also noted that core information should still be made available via the 'old fashioned' route, i.e. the website.

The Management Board took note of the update on the main activities since the last meeting.

It was agreed that the ECDC Director will prepare a document on the future venue of the European Conference on Applied Infectious Disease Epidemiology (ESCAIDE), which includes the objectives of ESCAIDE, the financial consequences of organising such meetings outside Stockholm and also comparisons and business cases to further explain the situation.

Item 10 – Update on the second External Evaluation of ECDC

13. Daniel Reynders, Member, Belgium, and Chair of the ECDC Management Board External Evaluation Steering Committee (MEES), provided an update on the latest developments in the external evaluation process.

14. In August, the Request for Services (under the Commission's Implementing Framework Contract SANCO/2012/02/11 Lot 1) was sent out to four potential contractors and all four applied. The Tender Evaluation Committee convened on 25 September 2013, and one contractor was

selected: Economisti Associati. On 26 September 2013, the ECDC Director was informed of this recommendation and agreed on the award. On 30 September 2013, Economisti Associati was officially informed. The contract was prepared, checked and validated and sent out for signature in the end of October. On 25 October 2013, a teleconference was arranged for the MEES to discuss the aims and agenda of the kick-off meeting with the contractor – few could attend.

15. On 12 November 2013, the MEES held the kick-off meeting, including two delegates from Economisti Associati. It was decided that the MEES should be the contact point for all correspondence related to external evaluation matters and thus a setup of a special mailbox was requested. During the meeting, it was also agreed that Gesa Lücking, Alternate, Germany, will act as the Deputy Chair of the Committee. The roles of all parties involved were discussed and clarified, the Board's expectations from the project were shared with the contractors and proposed methods were discussed in overall as well as question by question. The Board was presented with the proposed schedule for the evaluation process.

16. With regards to the further steps after the receipt of the final report on 8 October 2014, the Board was requested to decide on a) whether only the MEES should receive and discuss the final report as opposed to the entire Board and b) whether it should be MEES who will draft the recommendations or should a new sub-group be created for this.

17. Considering the proposed timeline and the desired deadline for the external evaluation process, the Board members agreed that the recommendations should be drafted as quickly as possible, i.e. the discussion on the recommendations should take place latest during the June meeting in 2014 and finalisation of the recommendations should be concluded at the November 2014 meeting. As to who should draft the recommendations, it was agreed that the MEES should not be responsible for this and it was decided not to extend the mandate of MEES beyond receipt of the final report. The Board also agreed to create a Drafting Group composed of Board members on a volunteer basis and to discuss the Terms of Reference of this group during the June 2014 meeting. The Drafting Group shall remain dormant until the report is submitted to ECDC, upon which the Group will immediately proceed with drafting the recommendations to be presented during the November Board meeting in 2014.

18. The following schedule was agreed upon:

- 30 December 2013: Contractor will send inception report to the Secretariat and ECDC will forward it to MEES members for review.
- 14 January 2014: MEES meeting in Brussels to discuss the Inception Report (10:30-18:00), Evaluators will be a part of this meeting.
- 27-28 March 2014 (MB30 meeting): Update on the external evaluation will be provided to the Board.
- 6 June 2014: Interim Evaluation Report is sent to the Secretariat and ECDC will forward it to MEES members.
- 17-18 June 2014 (MB31 meeting): An Evaluation Recommendations MB Drafting Group will be appointed.
- 18 June 2014 (second day of the Management Board meeting, between 13:30-16:30): MEES will discuss the Interim Evaluation Report – Evaluators will be a part of this meeting.
- 18 August 2014: Draft Final Evaluation report is sent to the Secretariat and ECDC will forward it to MEES members.
- 8 September 2014: MEES meeting in Brussels to discuss the final report and make final (mainly editorial) comments. Evaluators will be a part of this meeting.
- 8 October 2014: Final document is submitted to the Secretariat by evaluators and ECDC will forward it to MEES members and to the MB.
- 9 October 2014: The Evaluation Recommendations MB Drafting Group will start working on the final report.
- 18-19 November 2014 (MB32 meeting): The MB will discuss the Final Evaluation Report, as well as the covering paper by the Evaluation Recommendations MB Drafting Group. During this meeting, the MB will decide upon the Recommendations to be forwarded to the European Commission.

The Management Board decided that the mandate of MEES will not be extended beyond ensuring the final delivery of a good quality evaluation report on 8 October 2014 and that a separate Drafting Group will be created in the June 2014 meeting in order to draft the recommendations.⁴ The Board also agreed on the schedule for the evaluation process.⁵

Item 14 – Report from Working Group on New Business Models and Financing of Large-scale EU Level Activities

19. Anne-Catherine Viso, Alternate, France, and the Chair of the Working Group on New Business Models and Financing of Large-scale EU Level Activities, provided a brief overview of what was discussed during the Second meeting of the Working Group (WG). It was noted that the meeting was attended by all members of the Group: Finland, France, Germany, Netherlands and Spain. Additionally, a representative from the European Medicines Agency (EMA) participated. Overall, the meeting was considered very useful and informative, even though some concerns were expressed in relation to the usefulness of the deliverables of the WG, given the duration of the ADVANCE project (5 years).

20. During the meeting, more detailed background information was provided by the ECDC on the ADVANCE project as well as on the system implemented in the US for vaccine safety and vaccine effectiveness. This presented a good opportunity for the WG members to understand how ECDC will work within ADVANCE while still safeguarding its independence. A brief presentation was also provided by the delegate from EMA.

21. Various questions were raised, such as:

- the mandate of the group and rationale behind its creation;
- changes due to the implementation of the pharmacovigilance legislation (effective since July 2012) as far as vaccine effectiveness is concerned;
- existing requests from industry to the national public health institutes relating to data sharing and related issues;
- the role of ADVANCE project in the context of the implementation of the pharmacovigilance legislation, Work Packages 1 (Governance - EMA) and 7 (Implementability analysis - ECDC) and how the input from the WG will be used by ADVANCE and vice versa;
- the meaning of financing sustainability, e.g. what kind of infrastructure should exist at national and European levels;
- how is it foreseen to achieve the financing sustainability.

22. As a result of discussions, the WG agreed to a) get an overview from EMA regarding the implementation of the pharmacovigilance legislation; b) clarify and review the public health needs; c) update the options which are currently outdated and amend the table provided by ECDC with facts and evidence; d) list relevant questions for the European Commission ahead of the next face-to-face meeting.

23. In reference to planned meetings, it was noted that face-to-face meetings could be arranged back-to-back with the Board meetings; otherwise all meetings will be carried out via audio or video conferences. The final report by the WG will be presented during the November 2014 meeting as previously agreed by the Board.

24. The representative of the European Commission recalled the rationale that the Commission had abstained from participation in the WG to avoid a potential conflict of interest. It was noted that the Commission will be happy to provide support and assistance for the WG as well as for the Member States. It was also suggested to share the minutes of the WG discussions with the colleagues of the Commission. In reference to this, it was proposed for the Commission to participate in the next face-to-face meeting to reply to specific questions arising, which was accepted.

⁴ Please refer also to the PowerPoint presented at the meeting (Item 10 - External Evaluation decision).

⁵ Please refer to paragraph 18.

The Management Board took note of the update from the Second meeting of the WG on New Business Models and Financing of Large-scale EU Level Activities.

The Commission agreed to participate during the next face-to-face meeting of the WG to reply to specific questions, which is to be held back to back at the next MB meeting in March 2014.

Item 13 – Second report to the Management Board following the ECDC reorganisation (Document MB29/5)

25. Andrea Ammon, Deputy to the Director and Head of Resource Management and Coordination Unit, ECDC, provided a short presentation, including comparative statistics, as well as steps taken in order to increase staff well-being.⁶

26. Comments were made on the presentation of the statistics, i.e. that the comparison between different data did not seem to be coherent. It was also noted that all the graphs should ideally cover the same time periods. In reference to the staff working in the matrix structure, more information was requested regarding the 'matrix guardian', his/her role and possible progress on the matter. It was confirmed that this position was filled as of May 2013 and the main objectives are to review the processes identified as the most cumbersome and develop solutions in order to improve the situation. In reference to the creation of new sections, it was clarified that these were constructed based on the request from staff.

27. With regards to data presented on the sick leaves, it was noted that ECDC should not compare its data with the organisations/civil services in Member States, considering the differences. The Board was informed that the Centre does not have information about other EU Agencies, such as sick leave. It was agreed to look into further benchmarking with organisations more similar to ECDC.

28. In reference to the background of the reorganisation, it was queried whether the needs for this arose from the first independent external evaluation. This was confirmed, however, it was also pointed out that this was not the only reason.

29. It was queried whether the ECDC has a back-up plan for business continuity, should the capacity needs exceed the actual manpower of the Centre. The Board was assured that relevant plans are in place for emergency and similar inquiries. Additionally, the Centre has the possibility of using interim staff, at least for the non-scientific work.

30. With regards to staff moving to Sweden and potential challenges related to this, it was pointed out that during the recruitment process, relevant information is already shared about all aspects of life in a new country/Sweden.

31. The Board welcomed the report presented and stated that, although there seems to be some discontent among staff, the Board does not see that this has an impact on the delivery of tasks. It was proposed to continue monitoring the progress and future developments and regularly organise staff surveys, and it was requested to provide the MB with a new report in June 2014, since the staff is the most important asset of the Centre. It was mentioned that many face challenges in their own countries in respect to staff reductions due to generally tighter budgets. In the light of this, and in connection to comments about staff satisfaction, it was moreover noted that public health professionals generally place higher demands on their employer and what should be provided to them. It was concluded that it is good to keep this element in mind. ECDC agreed to present an updated report during the June meeting in 2014, including figures from 2013 as well as the results of the latest staff survey.

The Management Board took note of the Second report to the Management Board following ECDC reorganisation. In order to follow up on staff wellbeing, it was requested that staff surveys should be regularly repeated and ECDC submit an updated report to the Management Board meeting in June 2014. The report should include figures from 2013 and results of the latest staff survey. The results based on benchmarking of comparable EU agencies is foreseen to be submitted to the MB at a later stage since a sufficient number of agencies will only have carried out their staff surveys in the fall of 2014.

⁶ Item 13 - Second report to the Management Board following the ECDC reorganisation.

Item 5 – Report on Implementation of the Work Programme 2013 up until present (*Document MB29/6*)*

32. Philippe Harant, Head of Section, Quality Management, Resource Management and Coordination Unit, ECDC, provided a short update on the implementation of the Work Programme 2013 up until present. Reference was made to the document submitted to the Board and its contents, noting the proposals.

33. As the document was provided to the Board members via the Extranet only on Monday, 11 November 2013, it was requested to postpone the decision until Day 2 of the meeting.

Item 4 – ECDC Strategic Multi-annual Programme 2014-2020 (*Documents MB29/8; MB29/Info Note 2*)*⁷

34. The Chair recalled that during the previous Board meeting (19-20 June 2013) the SMAP was approved with a caveat that the indicators would be discussed and approved during the November meeting.

35. The European Commission stated that there are amendments to be made in reference to the indicators. Reference was made to specific chapters within the SMAP which are relevant in the current context, but may not be relevant anymore in the future. With this in mind, it was recommended to generalise some chapters in order to fit the widened timeframe. As regards to the indicators, examples were provided referring to remaining inconsistencies and it was also felt that overall, the current indicators might not be easily understood by the general public, and therefore the ECDC and the European Commission should work together during the coming weeks in order to develop and agree on high quality, transparent and understandable indicators. For the background document on milestones, it was felt that it should remain an internal document and not be published, e.g. SMAP should not need any accompanying 'manuals' in order to decipher its content. Related to this, the SMAP needs to be reviewed in order to eliminate references to the milestones document.

36. It was agreed that ECDC shall work together with the Commission in order to finalise the SMAP and provide it for the Board's approval via written procedure. As a caveat, it was highlighted that as the budget of 2014 depends entirely on the status of the SMAP and the Work Programme and thus the finalisation of both documents should be done as soon as possible at the beginning of December 2013. The Board was also cautioned against changing the text of SMAP as this exercise had already been done in several occasions during the past meetings.

37. In general, the Board members agreed that the current SMAP has been further improved and that it reflects well what has been discussed during previous meetings. It was also understood that the SMAP is aimed to provide ECDC with a long-term strategy for planning for the next seven years, which is a significant amount of time, and thus there should be certain degree of flexibility when it comes to making changes. All in all, it was felt that the content of the SMAP should not be changed significantly at this stage. The Board members also agreed that the background document provided (milestones) is too complicated to follow and should thus remain an internal document.

38. Comments were made on the address of the Decision on serious cross-border health threats (1082/2013/EU), and it was proposed that reference to the Decision should be included in the SMAP more clearly. In reference to the indicators, it was pointed out that in some cases, 100% compliance has been indicated, which might be difficult to achieve in reality. In reference to Disease Programmes, it was also pointed out that only one indicator seems to cover all the Disease Programmes, which could be misleading, considering ECDC's core tasks.

39. With regards to next steps and possible review of the SMAP, reference was made to the second independent external evaluation of ECDC, and it was proposed that the SMAP should be presented again after the results from the evaluation are available, i.e. to plan for a mid-term review in 2015.

* Item for decision.

* Item for decision.

⁷ Please note that this session was live-streamed to ECDC staff.

40. In conclusion, the ECDC highlighted once again that the finalisation of the SMAP, and in conjunction with the 2014 Work Programme, should be carried out as soon as possible, considering the budgetary deadlines.

The Management Board acknowledged the hard work done on the SMAP and agreed that the final decision will be made via written procedure in the coming weeks in order to finalise the indicators, in collaboration with the ECDC and the European Commission.

Item 6 – ECDC Annual Work Programme 2014 (*Documents MB29/7; MB29/Addendum 1*)*

41. Philippe Harant, ECDC, gave a presentation on the Annual Work Programme for 2014.⁸

42. In general, the Chair and the Board members acknowledged continuous improvements in the presentation and clarity of the document and in particular the inclusion of “functional groups” that will allow to compare more easily the budget allocation over the years.

43. In relation to the recent decision on cross-border health threats, it was proposed to include a dedicated paragraph in the Director’s foreword of the document.

44. Several members referred to the cost of the provision of ECDC publications on paper. It was recommended by the Board to generally decrease the amount of reports and other publications in paper format and make them available only in electronic form. However some key documents should still be available in a hard copy format (like e.g. the annual epidemiological report, addressed to MEPs). It was also noted that ECDC should rather address the impact of social determinants on communicable diseases rather than just the impact of the financial crisis. It was also asked in case of an emergency or public health event, which parts of the Work Programme are rated so important that they should be continued whatever the situation.

45. The Board was also informed about the Economic Austerity Task Force, which was established by the Senior Management Team in order to map the existing programmes that could assist the Member States, should there be budget cuts. It was also questioned whether the collaboration with the WHO/Europe is the only and main priority or should other organisations and countries, such as related to MediPIET, also be considered. Reference was made to some content issues, such as incorrect year and timeframe on the graph in page 64, mention of national training programmes which are in the hands of Member States and not ECDC.

46. The representative of the European Commission recalled that all comments made on the Work Programme 2014 should be considered in connection with the comments made on the SMAP. In relation to the content of the Work Programme 2014, it was pointed out that further amendments are needed. For example, in the Work Programme, the work with the EU Enlargement Countries is carried out “if funds are provided by the Commission”, which is misleading as this is the case for all activities. Reference was also made to the number of staff decrease and it was requested to check the figures against the Budget and Establishment Plan 2014. This was accepted and agreed to be amended by ECDC. With regards to the budget, it was highlighted that Annex II covers only the core budget and does not reflect the funding from various projects.

47. The Board was informed of a Call for Tender launched on preparedness. In reference to the priorities and health communication, it was pointed out that the communication toolkits developed by the Centre are highly valued by the Member States. In reference to risk communication, the Centre has received a secondment from Sweden to work on this matter. ECDC indicated that the added value, in general, of the health communication is much more significant than the money invested into this activity. The Board was also assured that in case of a cross-border outbreak, the Centre has money in order to carry out testing and shipping samples, and where necessary, limited molecular testing can also be done.

* Item for decision.

⁸ Item 6 - ECDC Annual Work Programme 2014.

The Management Board took note of the Work Programme 2014 and provided further guidance for amendments. It was agreed that the final decision will be reached via written procedure in the coming weeks.

Item 3 – Summary of discussions held at the 24th meeting of the ECDC Audit Committee (12 November 2013) including its recommendations:

48. Jacques Scheres, Member, European Parliament, provided the Board with an update from the ECDC Audit Committee meeting on 12 November 2013. The presentation was made on behalf of Johan Carlson, Chair of the Audit Committee, who was unable to attend the MB meeting.⁹

Item 3a – IAS Strategic Internal Audit Plan 2014-2016 (Document MB29/9)*

49. Stefan Sundbom, Internal Control Coordinator, Resource Management and Coordination Unit, ECDC, presented the outcomes of the discussions on the IAS Strategic Internal Audit Plan 2014-2016, followed by Jacques Scheres, Member, European Parliament, who presented the conclusions of the AC. The representatives of the IAS then presented the IAS Strategic Internal Audit Plan 2014-2016.¹⁰

50. A special thanks was extended to the representatives of the IAS, both for their presentation and for being able to participate in the meeting.

The Management Board endorsed the IAS Strategic Internal Audit Plan 2014-2016.

Item 3b – Budget and Establishment Table 2014 (Document MB29/10)*

51. Anja Van Brabant, Accounting Officer and Head of Section, Finance and Accounting, Resource Management and Coordination Unit, ECDC, presented Document MB29/10, followed by the conclusions of the Audit Committee.¹¹

52. It was noted that the number of 'administrative staff' is higher in ECDC than in other Agencies. As an explanation, it was noted that disease programme activities, such as supporting EWRS, etc., are supported by 'administrative' staff. The definition of 'support/administrative staff' needs to be checked with other agencies in order to be comparable and it was promised to revisit this matter at a future meeting.

53. It was questioned whether the budget can be considered approved if the Work Programme 2014 has not been officially approved. It was noted that the Board could come to a suspended agreement with a caveat that the Work Programme 2014 and SMAP will also be approved via written procedure in due course.

The Management Board took note of the Budget and Establishment Table 2014 and agreed that final approval thereto is suspended until the 2014 Work Programme and SMAP are approved via written procedure.

⁹ Item 3 - Summary of 24th Audit Committee meeting.

* Item for decision.

¹⁰ Item 3a - IAS Strategic Internal Audit Plan 2014-2016 and Item 3ai – IAS Strategic Internal Audit Plan 2014-2016 (IAS).

* Item for decision.

¹¹ Item 3b - Budget and Establishment Table 2014.

Item 3c – Second Supplementary and Amending Budget 2013 (Document MB29/11)* and Item 3d – Third Supplementary and Amending Budget 2013 (Document MB29/17)*

54. Anja Van Brabant, ECDC, presented the second and third supplementary and amending budgets 2013, followed by the initial conclusions of the AC.¹² In reference to the third supplementary and amending budget 2013, further information was provided to the MB on the background and rationale and the Board was requested to approve transfers of total of 1.3 million euros for the payment of 2011 salary adjustments, i.e. rappel in case the European Court of Justice would rule in favour of paying these adjustments as proposed by the Commission. At the same time, it was also highlighted that the Centre has received information that the Court of Justice's decision on the rappel might arrive too late, e.g. it might be impossible to carry out the actual payments and the money would be 'lost'. Further on, if the Court would decide positively in the beginning of 2014, the ECDC would face the same situation of having to review the budget in order to find funds to cover these payments. On behalf of the AC, it was noted that during their meeting on 12 November 2013, this additional information was not yet available and thus the Committee is unable to provide the Board with relevant guidance. The representative of the European Commission added that the Board will not be able to decide on this matter, considering the current situation.

55. Based on the received information, it was questioned whether the Board would still be able to draft some action points for approval, even considering that all necessary elements were not yet available. For example, based on the different possible scenarios, what should be considered and which steps should ECDC take.

The Management Board took note of the Second Supplementary and Amending Budget for 2013.

Opening and welcome by the Chair

56. Due to scheduling constraints, the draft agenda was amended at the beginning of Day 2. It was proposed to postpone items 7 and 8 (revision of Rules of Procedure of the Management Board and the Draft Code of Conduct, respectively) and instead allow more time for the Board members to work on the two documents, provide comments to the ECDC Secretariat and thereafter these items could be discussed at the next MB meeting in March 2014. It was also announced that the update on the Greek EU Presidency would be shifted to the beginning of the morning session, along with few other changes in the scheduling.

Item 7 – Revision of ECDC Management Board Rules of Procedure (Document MB29/12)*

Item 8 – Draft Code of Conduct of the ECDC Management Board (Document MB29/13)*

57. The ECDC Director updated the Management Board on the rationale behind the documents.

58. The Board was informed that during past meetings, the Board has expressed the need to revise the Rules of Procedure (RoP). During the revision process, conducted by the Corporate Governance Section, in collaboration with the Centre's Legal Office, it was noted that the sister Agencies of the Centre also have a Code of Conduct (CoC) and thus it was proposed to draft CoC for the ECDC Management Board to consider.

59. In general, the Board did not object the possibility to adopt a Code of Conduct for the ECDC Management Board in the future; however, they expressed their discontent with the fact that the Code was drafted without their express consent. It was also pointed out that ECDC's Management Board cannot be compared fully with the sister Agencies (EFSA, EMA) due to significant differences in

* Item for decision.

¹² Item 3cd - Second and Third Supplementary Amending Budget 2013.

* Item for decision.

* Item for decision.

their mandates. It was noted that the Legal Service of the European Commission should be included in the process of comparisons with other Agencies.

The Management Board agreed to initiate a Working Group on this matter, comprised of MB members representing Belgium, Germany, Sweden, the United Kingdom, the European Parliament and the European Commission, including ECDC's Legal Office and Corporate Governance, who will look further into these matters to provide more in-depth input for discussions in the Management Board meeting in March 2014.

Item 15 – Update from the EU Presidencies:

Item 15b – Update from Greece

60. Antonis Vasilogiannakopoulos, Member, Greece, gave an update on the upcoming Greek EU Presidency in 2014.

The Board took note of the update on the Greek EU Presidency.

Item 5 – Report on Implementation of the Work Programme 2013 up until present (Document MB29/6)* – Continued

61. Philippe Harant, ECDC, recalled the discussions of the previous day of the meeting. Reference was made to the table indicating the activities which have been cancelled from the Work Programme 2013, presented to the Board in the provided document.¹³

62. It was questioned whether activities in ECDC are cancelled in case the responsible staff member falls ill, and it was cautioned that safety measures should be in place, should this be the case. The Board was assured that this is not the case in general; however, it cannot be avoided in case very special expertise is required but not available. Reference was also made to the multilingual website development, included in the table of cancelled activities, and it was requested that the paragraph on this in the Work Programme for 2014 would be indicated as it was currently not found therein.

The Management Board approved the Report on implementation of the Work Programme 2013 up until present, while taking into account the comment made on the multilingual website development activity to be clearly indicated in the 2014 Work Programme.

Item 3e – Multiannual Financial Framework 2014-2020

63. The new Multiannual Financial Framework 2014-2020 has been developed in order to achieve an agreement on how the budget will be spent and in which areas. A part of the package is directed towards youth unemployment. It was agreed that a presentation including further information will be circulated to the Board via MB Extranet.

The Management Board took note of the presentation on the new Multiannual Financial Framework 2014-2020.

Item 3f – Revised ECDC Financial Regulation (Document MB29/18)

64. Anja Van Brabant, ECDC, gave a presentation on the revised ECDC Financial Regulation.¹⁴ Reference was made to the Annex (MB29/18) provided to the Board via the MB Extranet site. It was highlighted that the Board is requested to approve the Financial Regulation, once finalised, and it would come into force from 1 January 2014. Following the presentation, the conclusions of the AC were presented, advising the Board to adopt the revised Financial Regulation via written procedure.

* Item for decision.

¹³ Please refer to the document MB29/6 which was also tabled during the meeting.

¹⁴ Item 3f - Revised ECDC Financial Regulation.

65. Given the imminent holiday season, the Board members requested sufficient additional time in which to carry out various decisions via written procedures. It was then clarified that the revised Financial Regulation had already been agreed upon by the European Commission; however, the Council and the European Parliament are subsequently allotted two months in which to object, if applicable, and as a result thereof, no further steps can be taken at this moment. This is why Document MB29/18 was presented to the MB as an item for information. The written procedure on this matter will be a formality as the MB has sufficient time to digest the document and no further changes are expected. It was also confirmed that the decision has to be made before the end of 2013 as the revised Financial Regulation should be in place from 1 January 2014 onwards.

The Management Board agreed to follow the recommendation of the Audit Committee and, providing the possibility for the MB to make comments, if necessary, the formal approval will be concluded by the end of the year.

Item 12 – Update on the future of EPIET/EUPHEM and MediPIET

66. Karl Ekdahl, Head of the Public Health Capacity and Communication Unit, ECDC, presented an update on the future of EPIET/EUPHEM and MediPIET.¹⁵ The Board was also informed of the reasons as to why no document had been provided in advance on this matter. The presentation included information on the past developments and challenges surrounding the training programmes, as well as the overview on objectives and plans for the future.

67. A suggestion was made to find a common name for the training programmes, to eliminate the separation between EPIET and EUPHEM.

68. In reference to MediPIET, it was proposed to discuss the basis for ECDC training and other activities outside of the EU borders. In response to this, it was clarified that the European Commission is reviewing possibilities of the EU Agencies having additional tasks outside of the EU budget line and how this could be done. Further on this, it was noted that the ECDC is working with non-EU countries based on the policy adapted by the EU – European Neighbourhood Policy countries. However, the priority is on the EU Enlargement Countries.

69. For the future, and considering the cross-border health threats, it was also suggested to explore the capacity to provide training to assist the Member States in developing risk assessment methodologies. Some comments were made regarding capacity building while noting that the fellows might not return to their home countries due to the sometimes low salaries. In reference to this it was pointed out that during the times of austerity and considering the cuts in budgets as well as in staff, it would not be sustainable to increase the funding of the EPIET/EUPHEM fellowship programme.

70. In reference to comments provided by the Board, it was noted that the ECDC is currently looking at the most efficient business method for MediPIET that allow ECDC to remain within its core field epidemiology training business without overloading the Centre with the management of logistics and administrative issues given the complexity of the project.

The Management Board took note of the update on the future of EPIET/EUPHEM and MediPIET.

Item 16 – Update from the European Commission:

Item 16a – Decision of the European Parliament and of the Council on serious cross-border threats to health

71. John F Ryan, Member, European Commission, gave a presentation providing further background and information on the decision of the European Parliament and of the Council on serious cross-border threats to health.¹⁶

¹⁵ Item 12 - Update on the future of EPIET EUPHEM and MediPIET.

¹⁶ Item 16a - Decision of the European Parliament and of the Council on serious cross-border threats to health.

72. It was questioned if and how this decision handles the possible cyberspace threats. In response, it was clarified that the cyber threats are covered by a different decision. With regards to the term 'emergency', and the potential variations of how this is understood by different countries, the Board's attention was drawn to Article 12 in the above-noted decision, which very clearly defines what is meant by 'emergency' in the context of serious cross-border health threats.

73. It was also queried how the partnership between ECDC and the Commission is foreseen and where in the communication process ECDC can step in, if at all, in case of an EU-wide emergency. It was noted that the Centre plays an important part in the context of the Decision and communication needs to be aligned with the messages of the Health Security Committee. In reference to Rapid Risk Assessments (RRAs), it was requested to clarify which organisation is considered to carry out the RRA for other threats than infectious threats.

74. The Board was informed that the Rules of Procedure of the Security Committee will cover the involvement of other partners, services and WHO. The First draft of the RoP will be discussed during the week following the MB meeting in the current Health Security Committee. In reference to the RRAs for other threats than communicable diseases, the European Commission will involve one of the three Scientific Committees of DG SANCO and see which one is most suited to carry out the RRAs. It is hoped that the ECDC and EFSA could be a part of this process, providing training on the methodology for RRA, advice and quality checks of the risk assessments when relevant. The European Commission is confident that the Scientific Committees will amend their procedures in order to comply with the new request for RRA. The Commission informed the Board that if expertise in the Scientific Committees is missing, a call for experts for the Scientific Committees of DG SANCO will be launched. Further details as regards the requirements for the Scientific Committees will be discussed with the Committees and with the Health Security Committee.

75. The Board was informed that a meeting has been set up for the afternoon following the MB meeting in order to provide further information on the decision to ECDC staff.

Item 16b – 12 point action plan: proposed approaches for AMR, animal health, food safety and research

76. John F Ryan, Member, European Commission, updated the Board on the 12 point action plan, including some feedback from the DG RTD, provided by Cornelius Schmalz, Alternate, European Commission.¹⁷

Item 16c – Update on research activities and launch of new initiatives

77. Cornelius Schmalz, Alternate, European Commission, provided an update on the research activities and launch of new initiatives.¹⁸ Of note, the Board was requested to inform the Commission in case similar updates should not be considered relevant for the MB and should instead be presented to the ECDC Advisory Forum.

The Management Board took note of the presentations made by the European Commission.

Item 15 – Update from the EU Presidencies:

Item 15a – Update from Lithuania

78. Audrius Ščeponavičius, Member, Lithuania, provided an update on the recent activities during the Lithuanian EU Presidency.¹⁹

The Management Board took note of the update on the Lithuanian EU Presidency.

¹⁷ Item 16b - 12 point action plan - proposed approaches for AMR, animal health, food safety and research.

¹⁸ Item 16c - Updates on research activities and launch of new initiatives.

¹⁹ Item 15a - EU Presidencies - Update from Lithuania.

Item 11 – Update from ECDC on Independence Policy and Implementing Rules (*Documents MB29/15; MB29/16*)

This item was postponed due to scheduling constraints.

79. The list of decisions regarding the written procedures was presented to the Board in order to conclude the discussions during Day 2.²⁰ The ECDC Director also sought the Board's agreement to agree to written procedures within 48 hours, should this be necessary.

The Management Board agreed that, in exceptional cases, and where circumstances warrant, written procedures may be sent to the Management Board for decision with 48-hour deadlines, with a caveat that such procedures cannot be transmitted to the Management Board on Friday afternoons.

Item 14 – Improving performance: ECDC initiatives on quality management (*Document MB29/14*)*

This item was postponed due to scheduling constraints.

Item 17 – Any other business

80. ECDC Director thanked the Board for their valuable input and recalled that all MB delegates are warmly invited to attend the ESCAIDE meeting in 2014.

81. The Chair, Françoise Weber, thanked all the participants for their input and fruitful discussions during the meeting. The Chair also thanked the colleagues of ECDC for their outstanding professionalism throughout the meeting. Last but not least, a special thanks was extended to the interpreters for their expert assistance.

82. The next meeting of the ECDC Management Board will convene in Stockholm on 27-28 March 2014.

²⁰ Please refer to the PowerPoint slides uploaded on the MB Extranet (Written Decisions).

* Item for decision.