

Thirty-sixth Meeting

Stockholm, 8-10 March 2016

Revised Mandate of the ECDC Audit Committee

Document number: MB36/17	Date: 8 March 2016
Summary:	<p>As discussed during the 35th Management Board meeting (25-26 November 2015), a revised Mandate of the ECDC Audit Committee is necessary following the re-organisation of the audit resources in the European Commission. As agreed in MB35, such a revised mandate has been sent for written consultation to the Management Board.</p> <p>Following the comments received from the Management Board, a new proposed Revised Mandate of the ECDC Audit Committee has been prepared and is enclosed herewith in track change mode. It was discussed in the 31st Audit Committee meeting (7 March 2016).</p> <p>Three clarifications are proposed to the text of the version sent for written procedure (see track-changes in the revised mandate included in Annex 1).</p> <p>The revised mandate will replace the current mandate, as approved during 14-15 November 2012 (MB26/5 Rev.1).</p>
Action:	For approval.
Background:	<p>Written Procedure – Revised Mandate of the ECDC Audit Committee (Ref.: DIR-2016-0221-AAGiPa).</p> <p>The Management Board approved the establishment of an Audit Committee in its third meeting of the 26 May 2005 (MB3/10). The MB approved the new mandate of the Audit Committee in its fourteenth meeting of the 13-14 November 2008 (MB14/8) and a revised mandate in its twenty-sixth meeting the 14-15 November 2012 (MB26/5 Rev.1). During its 30th meeting, the AC agreed with the proposal of the Commission that Michel Pletschette should remain the member in the AC representing "internal audit expertise", but now in his own name and no longer through his function (no longer an Internal Audit Capability in DG SANTE). During MB35, it was agreed that a revised Mandate of the Audit Committee to be sent to the MB via written procedure.</p> <p>ECDC Financial Regulation adopted by the Management Board via written procedure (19 December 2013).</p> <p>Founding Regulation No 851/2004 establishing a European Centre for Disease Prevention and Control.</p> <p>Mandate of the Audit Committee.</p>

Contents

Annex I. Revised Mandate of the ECDC Audit Committee	1
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Annex I: Revised Mandate of the ECDC Audit Committee

Revised Mandate of the ECDC Audit Committee

Purpose

The purpose of the Audit Committee is to assist the Management Board in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control and the audit process.

Composition

The Audit Committee will consist of seven members of the Management Board and one member representing internal audit expertise:

- Five members shall be selected among those who have been designated by a Member State;
- One member shall be selected among those who have been designated by the European Parliament;
- One member shall be selected among those who are representing and have been appointed by the Commission; and
- One member shall be selected to represent internal audit expertise (excluding Internal Audit Service and ECDC employees).

The members shall be appointed by the Management Board. In terms of the members of the Management Board appointed for the Audit Committee, the members' term of office shall be equal to their term of office in the Management Board, unless the Management Board decides otherwise. A member of the Audit Committee who is no longer a member of the Management Board shall be replaced. Each committee member shall be independent and have a reasonable understanding of the subjects covered by the Committee. In terms of the member representing internal audit expertise, the mandate will end when the Management Board so decides.

The chairperson will be appointed by the Management Board.

The ECDC Director will provide the secretariat of the committee.

Meetings

The Audit Committee is to meet at least twice a year, and when necessary, between these meetings. The meetings should be held in the context of the Management Board meetings.

All committee members are expected to attend each meeting. A quorum of the committee shall consist of three members. Absent members shall not be replaced; however, in exceptional circumstances (e.g. the quorum cannot be reached), participation through audio/videoconference or other means can be allowed. The final decision rests with the chairperson. Should the chairperson not be able to attend an Audit Committee meeting, a replacement shall be designated by the present Audit Committee members.

All opinions of the committee shall be adopted by consensus. In the event that a consensus cannot be reached, a simple majority vote shall be used. In the case of a tie, the chairperson shall cast the deciding vote. If necessary, the committee can adopt an opinion by written procedure. All members should be given at least five days to respond to such a request.

The ECDC Director, or Deputy to the Director, shall participate in all meetings.

The ECDC Director shall decide if any other members of the management or administration should attend the meetings to provide pertinent information.

Meeting agendas will be prepared and provided in advance to the members by the ECDC Director, following consultation and approval by the chairperson of the Audit Committee, along with the appropriate documentation at least ten days in advance of the meetings.

Minutes of all meetings will be prepared by the secretariat and approved by the committee at the subsequent meeting.

The chairperson will report back to the Management Board on the activities of the committee as appropriate.

Responsibilities

The overall responsibility of the Audit Committee is to:

- Provide oversight of the internal control systems, management's risk assessments and the internal and external audits performed.

In particular it shall:

- Maintain oversight of the internal control standards;
- Maintain oversight of the framework for the internal audit work in the Centre;
- Express an opinion on the audit work programme(s);
- Monitor the accomplishment of the audit work programme(s) and individual audits;
- Monitor the establishment of action plans with regards to the audit recommendations of internal and external audits performed; and
- Monitor the implementation of those action plans (follow-up report).

The Audit Committee shall also especially assist the Management Board by providing the following:

- An opinion on the draft annual accounts (Art. 16.3 of Reg. 851/2004);
- A draft opinion on the final annual accounts, having especially taken into consideration the findings of the European Court of Auditors (Art. 23.5 of Reg. 851/2004);
- An assessment of the authorising officer's Consolidated Annual Activity Report (Art. 47 of ECDC's Financial Regulation (Doc MB30/15); and
- An opinion on the Director's declaration of assurance, having especially taken into consideration the audit work performed during the year, as reflected in the audit reports of the internal auditor(s).

The Audit Committee should report back to the Management Board on any serious shortcomings identified regarding the activities under its responsibility.

Stockholm, 9 March 2016

On behalf of the Management Board



Daniel Reynders

Chair of the ECDC Management Board