



ECDC Management Board

Minutes of the Thirty-ninth Meeting Stockholm, 21-21 March 2017

Adopted by the ECDC Management Board at its Fortieth meeting, 13-14 June 2017

Contents

Summary of Proceedings – ECDC Management Board Meeting.....	3
Opening and welcome from the Chair (and noting the Representatives)	4
Adoption of the draft programme (and noting the declarations of interest and proxy voting, if any) (<i>Document MB39/01</i>).....	4
Update on ECDC Compliance: Implementation of the ECDC Independence Policy (<i>Document MB39/02</i>)	4
Preparation for the interviews for the ECDC Director post 2017-2022 (<i>Document MB39/CONF</i>).....	4
Interviews for the Post of Director of ECDC (2017-2022)	5
Report on Implementation of the Work Programme 2017 up until present (<i>Document MB39/04</i>)	5
Annual report of the Director on the Centre's Activities in 2016 (including Draft Analysis and Assessment of Annual Report of the Director 2016) (<i>Document MB39/07</i>).....	5
Election of the ECDC Director (2017-2022): Board confers and votes	6
Election of the ECDC Director (2017-2022): Ballot result announced and the way forward.....	6
Adoption of the draft minutes of the 38 th meeting of the Management Board (Stockholm, 15-16 November 2016) (<i>Document MB39/03</i>)	7
Summary of discussions held at the 34 th meeting of the ECDC Audit Committee (Stockholm, 21 March 2017), including its recommendations	7
a) Progress report – Overview of 2017 Budget Implementation since the beginning of 2017... 7	
b) Provisional Annual Accounts 2016, including Report on Budgetary and Financial Management (<i>Document MB39/05</i>)	8
c) Third Supplementary and Amending Budget 2016 (<i>Document MB39/06</i>)	8
Update from the EU Presidencies	8
Any other business.....	9
Annex 1. List of participants	10

Summary of Proceedings – ECDC Management Board Meeting

The Thirty-ninth meeting of the ECDC Management Board (MB) convened in Stockholm, Sweden, on 21-22 March 2017. During the meeting, the Management Board:

- ❖ adopted the draft programme;
- ❖ took note of the ECDC Independence Policy and the current status of its implementation;
- ❖ approved the Annual Report of the Centre's Activities in 2016, including Draft Analysis and Assessment of Annual Report of the Director 2016;
- ❖ approved the Report on the implementation of the Work Programme 2017 up until present;
- ❖ elected a new Director of ECDC (2017-2022);
- ❖ adopted the minutes of the Thirty-eighth meeting of the Management Board;
- ❖ took note of the Progress report – Overview of 2017 Budget Implementation since the last Management Board meeting;
- ❖ approved the Provisional Annual Accounts 2016, including Report on Budgetary and Financial Management;
- ❖ took note of the Third Supplementary and Amending Budget 2016;
- ❖ took note of the update on the EU Presidencies of Malta and Estonia.

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

1. The Chair of the ECDC Management Board welcomed all participants to the Thirty-ninth meeting of the Management Board.
2. A special welcome was extended to the following newly appointed members: Bolette Søborg, newly appointed Member (previously Alternate), Denmark; Michael Smith, newly appointed Member (previously Alternate), Ireland; Maria Araceli Arce Arnáez, newly appointed Alternate, Spain, and Wolfgang Philipp, newly appointed Alternate, European Commission. Apologies had been received from Bulgaria, Netherlands, and Slovenia.
3. The Chair informed the Board that all the participants around the table had submitted their Annual Declarations of Interest (ADoI) and no conflict of interest had been noted. He clarified that the following documents had been provided to the Board for information, and would not be discussed during the meeting: MB39/08 Rev. 1 Highlights of ECDC main activities Nov 2016-Feb 2017, MB39/09 Joint Action Plan to address Recommendations arising from the second External Evaluation, and MB39 Progress Report DG SANTE.

Adoption of the draft programme (and noting the declarations of interest and proxy voting, if any) (Document MB39/01)

4. Prior to adopting the programme, the Chair asked each member whether s/he wished to add any oral declaration(s) of interest to her/his existing Annual Declaration of Interest (DoI) previously submitted. None were declared.
5. Proxies were duly noted as follows: Bulgaria – proxy given to Slovak Republic, Netherlands – proxy given to Belgium, Slovenia – proxy given to Croatia.

The Management Board adopted the draft programme.

Update on ECDC Compliance: Implementation of the ECDC Independence Policy (Document MB39/02)

6. Andrea Iber, Head of Section, Legal Services and Acting Head of Section, Procurement, Resource Management and Coordination Unit, ECDC, updated the Board on the ECDC Independence Policy. She provided an overview of the collection of Annual Declarations of Interest (ADoIs) in 2016, mentioning that the compliance rate was 84.4% for the Management Board, and 80.6% for the Advisory Forum; the compliance rate for MB and AF Members and Alternates who had participated in meetings was, however, 100%. There was also a 100% compliance rate of ADoIs collected from the ECDC Senior Management Team and from external experts participating in Rapid Risk Assessments. In 2017, the compliance rate has improved rather significantly compared to the previous year; currently ADoIs are missing from only three MB Members and five MB Alternates.
7. It was recalled that the Revised Independence Policy and draft Internal Procedure had been approved by the Management Board in June 2016. Upon request from DG HR, the policy document and the internal procedure had thereafter been split into two documents: one for staff and one for non-staff (i.e. external experts, MB, AF, etc.). The re-formatted versions were sent to DG HR for informal comments in February 2017. Upon receipt of comments, the final versions will be submitted to the Management Board for endorsement, possibly during the June meeting.
8. The Chair welcomed the improved compliance rate, but urged the members present to stress to their colleagues that there were still three ADoIs missing among MB Members and five among Alternates. He added that the Management Board needed to serve as an example in this domain.

Preparation for the interviews for the ECDC Director post 2017-2022 (Document MB39/CONF)

9. Closed session. [Members of the Management Board only]

Interviews for the Post of Director of ECDC (2017-2022)

10. Closed session [Members of the Management Board and designated staff from the ECDC Corporate Governance and Legal Services Sections].

11. Each of the three candidates was interviewed separately for approximately 55 minutes. During these sessions, and prior to each interview, the candidates presented themselves briefly for a maximum of 10 minutes.

12. Following the interviews, as time remained before the dinner, the Chair suggested to continue with a couple of regular agenda items. It was agreed to discuss the Report on the Implementation of the Work Programme 2017, and the Annual Report of the Director 2016.

Report on Implementation of the Work Programme 2017 up until present (*Document MB39/04*)

13. Philippe Harant, Head of Section Quality Management, Resource Management and Coordination Unit, ECDC, updated the Management Board on the current level of implementation of the Work Programme 2017. As of 25 February 2017, 36% of the activities have started and are on schedule, 43% have not yet started, and 20% relate to activities for which there is no monitoring as such (fixed permanent work, such as human resources, finances, management activities or administrative support).

14. Following the recommendation of the Internal Audit Service, ECDC published the list of procurements in a more aggregated way in the Single Programming Document 2017. However, as this annex constitutes a Financing Decision from the Management Board under Article 68 of the ECDC Financial Regulation, any significant change in the list of procurements or in the allocated budget indicated in the procurement table necessitates a prior approval of the Management Board. A list of proposed changes has therefore been included in Annex 1 of the document; this list will be updated and presented at each Management Board meeting. In case future changes need an urgent approval from the Management Board, such approval could be requested through a written procedure.

The Management Board approved the report on Implementation of the Work Programme 2017 up until present.

Annual report of the Director on the Centre's Activities in 2016 (including Draft Analysis and Assessment of Annual Report of the Director 2016) (*Document MB39/07*)

15. Philippe Harant, Head of Section Quality Management, Resource Management and Coordination Unit, ECDC, presented the Annual Report 2016. As in the previous year, the Annual Report follows the common template for all EU agencies; this provides a good comparability between the different agencies. A short highlights document summarising the key elements of the report will be available by June this year.

16. In 2016, 94% of the activities were implemented (90% completed and 4% partially implemented), which is above the established target of 85%. 98% of the budget was committed, and 79.3% was paid; compared to previous years, both commitments and payments were significantly improved. The number of posts were decreased as planned according to the requested post reduction of 10% until 2018. In 2016, there was a reduction of four staff; the total number of staff (TA + CA) amounted to 286. According to the criteria for classification of staff agreed with the European Commission and common to all EU agencies, 74% of the ECDC staff carry out operational work, while 18% work with administrative support and coordination. The remaining 8% are classified as "neutral". In conclusion, an overview of the key highlights and key indicators for 2016 was provided to the Board.

17. Johan Carlson, MB Member, Sweden, summarised the discussions of the Audit Committee with respect to the Annual Report. The Audit Committee had noted the upcoming update of the ECDC indicators, and the ongoing efforts to harmonise indicators further between agencies. The Audit Committee recommended that the Management Board adopt the Draft Assessment of the Annual Report 2016.

18. With reference to the ECDC participation in the mission of the European Medical Corps to assess the risk of yellow fever in Angola, the Chair pointed out that, to his understanding, the European Medical Corps was intended to perform humanitarian actions while here it had been mobilised for risk assessment, and asked if this was on the request of the Commission or WHO. He added that, for the future, it would be necessary to have a document on the strategic vision in the area of international response and emergency operations, and to clarify what the role of ECDC should be in terms of coordination, provision of European expertise, intervention on its own initiative, etc.

19. Martin Seychell, MB Member, DG SANTE, clarified that the mission to Angola had been a request from DG ECHO. He recalled that this issue had been discussed in a previous Management Board meeting, and the conclusion had been that, if such requests recur, there would be a need to develop a strategy or approach on how to deal with similar situations.

20. Andrea Ammon, Acting Director, ECDC, informed that the vision on the mobilisation of ECDC staff in international operations will be part of the revision of the ECDC International Relations Policy, which will be presented to the Management Board in June. She added that the European Medical Corps has various components, one of which is on public health teams covering not only the humanitarian aspect but also the public health aspect in terms of risk assessment and helping with contact tracing for instance, similar to what was done in Guinea during the Ebola outbreak.

21. The Chair added that, according to his understanding, the assessment of a public health threat would come from the GOARN or WHO assessment, and the component on infectious diseases in the European Medical Corps was mostly targeted on outbreak management. This being said, it would be important to have a clear idea of what ECDC is expected to do and how all these different ways of intervention fit together.

22. Philippe Harant added that for some of the indicators it had not been possible to provide the latest figure given that a number of these indicators were based on the Annual Stakeholder Survey, which had not been conducted in 2016. As discussed in the Management Board in November 2016 in connection with the revision of the SMAP, ECDC intends to present a review of the indicators in one of the next MB meetings, possibly in June 2017.

23. Following the discussion, the Board adopted the Annual Report of the Director for 2016.

The Management Board approved the Annual Report of the Director on the Centre's Activities in 2016, including Draft Analysis and Assessment of Annual Report of the Director 2016. A proposal for elements to be included in the revised ECDC International Relations Strategy will be presented to the Board in June 2017. The revised Strategy, if feasible, will be presented to the MB in November and will include a vision on the mobilisation of ECDC staff in international operations.

Election of the ECDC Director (2017-2022): Board confers and votes

24. As decided previously by the Board, this session was open solely to the Board, the ECDC Corporate Governance Section and the ECDC Legal Services Section. No interpretation was provided during the voting process.

25. The Chair welcomed the Board members to the second meeting day and recalled briefly what had been discussed and agreed the day before concerning the election procedures. He asked the Observers from Iceland and Norway, Sveinn Magnússon and Torstein Lindstad, to act as tellers. He then reconfirmed that duly signed proxy statements had been received from the following Board members: Bulgaria (proxy to Slovak Republic), Netherlands (proxy to Belgium), and Slovenia (proxy to Croatia). The Board then proceeded with the vote.

Election of the ECDC Director (2017-2022): Ballot result announced and the way forward

26. 33 votes were collected. The necessary majority is 22 votes. Dr Andrea Ammon was elected with a two-thirds majority in accordance with the Founding Regulation.

27. The unsuccessful candidates were individually notified of the results by the Chair, after which the successful candidate was informed and accompanied to the Board Room. The Chair asked Andrea Ammon whether she was willing to accept the nomination, to which she responded affirmatively. The

Chair reminded the Director elect that, prior to the appointment, she would be invited to a hearing before the European Parliament, which was foreseen to convene on 10 April 2017.

28. The Chair informed the Board that there would be an ECDC staff meeting to announce the results of the election to the staff, and asked the members to reconvene for regular Board business at 11.30.

Adoption of the draft minutes of the 38th meeting of the Management Board (Stockholm, 15-16 November 2016) *(Document MB39/03)*

29. Following the staff meeting, the Board reconvened to discuss the remaining items on the draft programme starting with the adoption of the draft minutes from the previous Management Board meeting. The draft minutes were adopted without amendments.

The Management Board adopted the draft minutes of the Thirty-eighth meeting of the Management Board.

Summary of discussions held at the 34th meeting of the ECDC Audit Committee (Stockholm, 21 March 2017), including its recommendations

30. Johan Carlson, MB Member, Sweden, and Chair of the ECDC Audit Committee (AC), summarised the discussions and conclusions of the 34th AC meeting, which took place on 21 March 2017.

31. Concerning Audit Activities and Status of Audit Observations, it was noted that 23 observations are currently open, of which 6 are recommended for closure by the IAS auditor in charge, and one is recommended to be downgraded from Very Important to Important. It was clarified that the most important observation to close in the Acting Director's opinion emanated from the IAS Procurement Process audit and referred to the lack of financing decision. The remaining 17 observations are all planned to be implemented before the end of 2017.

32. Regarding membership matters, it was recalled that a written procedure had been sent to the Board on 9 March 2017 calling for volunteers to fill the vacancies in the Audit Committee. One member from the European Parliament had volunteered to join the AC, but no formal feedback had been received from the Member States. There is therefore still a need to replace two members designated by a Member State, and the member representing internal audit expertise. There is also a need to replace members in the Sub-group mandated to review Implementing Rules.

33. The Chair stressed the importance of the Audit Committee, and urged the members to reflect on their possibility to volunteer, preferably before the next AC meeting in June.

a) Progress report – Overview of 2017 Budget Implementation since the beginning of 2017

34. Anja van Brabant, Head of Section Finance and Accounting, Resource Management and Coordination Unit, ECDC, gave an overview of the 2017 budget implementation since the beginning of year 2017. Commenting on the results of the first quarter 2017, she explained that less money had been committed on Title 1 compared to the previous year due to the fact that, this time, salaries had been committed until September only in order to keep funds available for possible transfer in case there was a need for less money for salaries depending on the weighting coefficient and the exchange rate. For Title 2 (administrative budget lines), there was also a lower execution rate at this stage; this was due to the fact that much more money will be committed towards the second part of the year for expenses related to the new building. On Title 3 (operational budget), a significant increase was noted compared to the previous year.

35. Johan Carlson, MB Member, Sweden, and Chair of the Audit Committee, mentioned that the AC had taken note of the explanations given regarding the lower budget implementation in Title I and Title

II in comparison to the same period of the previous year. The AC was pleased with the report and will continue to follow up the budget implementation at every meeting.

b) Provisional Annual Accounts 2016, including Report on Budgetary and Financial Management (Document MB39/05)

36. Anja van Brabant presented the provisional Annual Accounts for 2016. She explained that the Annual Accounts comprise the financial statements and the report on implementation of the budget of the Centre. In 2016, there was a significantly higher commitment rate (98,02%) compared to 2015 (94,1%). There was also an increase in the level of executed payments (79,3% vs 76,3% in 2015). The Provisional Annual Accounts were audited by an external audit firm (Ernst & Young) during 13-17 March 2017. The Final Annual Accounts will be presented to the Board in the June meeting.

37. Johan Carlson summarised the conclusions of the Audit Committee mentioning that the AC congratulated ECDC on the improved budget implementation for 2016 and recommended the Management Board to adopt the Provisional Annual Accounts 2016.

38. The Chair sought clarification on what the ECDC revenue consists of.

39. Anja van Brabant explained that the revenue consists basically of the subsidy received from the Commission. In addition, the Centre receives some multiannual grants which means that in some years grant money is received, and in other years projects are implemented.

The Management Board approved the Annual Accounts 2016, including Report on Budgetary and Financial Management.

c) Third Supplementary and Amending Budget 2016 (Document MB39/06)

40. Anja van Brabant presented the Third Supplementary and Amending Budget 2016. She explained that all the transfers approved by the Acting Director since the last Management Board meeting in November and up until 31 December 2016 were listed in the second last column of the Annex 1 of the document. During this period, no budget transfers were carried out between Titles. She added that, throughout the year, 1.5 million € had been added to the operational budget as a result of lower budget needs in Title 1 due to fluctuations in the exchange rate.

41. Johan Carlson summarised the discussions in the Audit Committee mentioning that the AC had taken note of the budget transfers made since the last MB meeting, all under the responsibility of the Acting Director, in order to further implement the budget for 2016. The AC also noted the impact of the fluctuations in exchange rate (EURO/SEK) on the expenditure of the budget (1.5M€ transferred from Title I to Title III).

42. The Chair asked whether there were any measures in place to mitigate the potential impact of the change in the exchange rate.

43. Andrea Ammon replied that the measure implemented was a monthly monitoring of the development. In essence, the final exchange rate for the following year is only known in November when the budget is already set. Due to the lower exchange rate, there have been large sums available for transfer; to be able to transfer the money it is however necessary to identify at the beginning where additional money can be placed and to closely monitor the situation.

The Management Board took note of the Third Supplementary and Amending Budget 2016.

Update from the EU Presidencies

a) Update from Malta

44. Mariella Borg Buontempo gave an update on the ongoing Maltese Presidency to the EU. The Presidency Priorities in the area of health include childhood obesity, structured co-operation between health care systems, and HIV. A joint technical meeting with ECDC was held on 30-31 January 2017.

The proceedings of the meeting have been translated into a technical Malta Declaration on how to fast-track actions for stopping HIV.

b) Update from Estonia

45. Tiiu Aro, MB Member, Estonia, provided an update on the Estonian EU Presidency, which will take place from July to December 2017. The Presidency Priorities in the area of health include tackling harmful use of alcohol and e-health, medicines, antimicrobial resistance (AMR) and HIV. In the area of AMR, the main focus will be on the new EU action plan to be launched in June/July, national action plans and indicators to measure the status of AMR. In the area of HIV, the main focus will be on how to sustainably address HIV prevention and treatment as part of the health system.

Any other business

46. Mariella Borg Buontempo inquired about the process for suggesting changes for the ECDC Director to explore or put in place.

47. Andrea Ammon, Acting Director, ECDC, responded that Board members are welcome to contact her directly with any issues or suggestions.

48. The Chair added that the MB members can also suggest items to be added to the programme before or during a Board meeting. He thanked the Management Board members for their active participation in the meeting and in the election process. He also thanked the Corporate Governance Section and the Legal Services Section for their solid work and support.

49. The next Management Board meeting will take place in Stockholm during 13-14 June 2017. The meeting was adjourned.

Annex 1. List of participants

Country/Organisation	Representative	Status
Austria	Bernhard Benka	Alternate
Belgium	Daniel Reynders (<i>Chair</i>)	Member
	Carole Schirvel	Alternate
Bulgaria	<i>Proxy to Slovak Republic</i>	
Croatia	Bernard Kaić	Member
Cyprus	Irene Cotter	Member
Czech Republic	Jozef Dlhý	Alternate
Denmark	Bolette Søborg	Member
Estonia	Tiiu Aro	Member
Finland	Anni Virolainen-Julkunen (<i>Deputy Chair</i>)	Member
	Taneli Puumalainen	Alternate
France	Anne-Catherine Viso	Alternate
Germany	Susanne Wald	Member
	Gesa Lücking	Alternate
Greece	Panagiotis Panagiotopoulos	Alternate
Hungary	Beatrix Oroszi	Alternate
Ireland	Michael Smith	Member
Italy	Francesco Maraglino	Alternate
Latvia	Jana Feldmane	Member
Lithuania	Audrius Ščeponavičius	Member
Luxembourg	Jean-Claude Schmit	Member
Malta	Mariella Borg Buontempo	Alternate
Netherlands	<i>Proxy to Belgium</i>	
Poland	Elzbieta Glab	Member
Portugal	Maria da Graça Freitas	Member
Romania	Amalia Serban	Member

Country/Organisation	Representative	Status
Slovak Republic	Ján Mikas	Member
Slovenia	<i>Proxy to Croatia</i>	
Spain	Maria Araceli Arce Arnáez	Alternate
Sweden	Johan Carlson	Member
	Mårten Kivi	Alternate
United Kingdom	Helen Shirley Quirk	Member
European Parliament		
	Maria Eleni Koppa	Member
	Zofija Mazej Kukovič	Member
European Commission		
DG SANTE	Martin Seychell	Member
DG SANTE	Wolfgang Philipp	Alternate
DG RTD	Barbara Kerstiens	Alternate
EEA Countries		
Iceland	Sveinn Magnússon	Member
Norway	Karl-Olaf Wathne	Member