

Update of the Management Board Rolling Plan

33rd Meeting of the Management Board 19-20 March 2014

Item	17
Action	For information
Status	Final - public

Action requested

The Management Board is invited to take note of the updated Rolling Plan for its meetings until the end of 2016. This includes also the foreseen meeting dates for 2015.

Background

An update of the Rolling Plan is provided annually for information purposes. The items listed for the individual meetings and their timing is indicative.

The new ECHA Financial Regulation foresees some changes to the planning and reporting cycle of EU agencies, for example the adoption of a single planning document. These changes will apply from 2016. The Rolling Plan update 2014 takes not yet account of these changes.

As usual, the Management Board meetings dates for 2015 are communicated with the Rolling Plan

Attachment:

- Updated MB Rolling Plan 2014-16
- Management Board meeting dates 2015

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Jun-14				
Agenda item	Service in charge	Document N°	Nature of item	Comments
Report of the Executive Director	ALL	MB/.../2014	For information	Regular quarterly report on the implementation of the work programme, including the entry into operation of the PIC Regulation, as of 1 March 2014.
First amending budget 2014	Dir R	MB/.../2014	For adoption	Regular inclusion of the 2013 budget outturn Includes Norwegian contribution for BPR
Opinion of the Agency's final accounts for 2013	Dir R/ ExO	MB/.../2014	For adoption	Art. 97 (5), (6) and (7) of the REACH Regulation The MB opinion shall: • take into account the observations of the European Court of Auditors on the Agency's provisional accounts
Report from the working group on the transfer of fees / Revision of Decision MB/22/2012/D	Dir B	MB/.../2014	For decision	Report on developments regarding review of MB/22/2012/D final which foresees a review in particular the scale of payments during 2014. A new decision would be applicable as of January 2015.
Appointment of Committee members	Dir B	MB/.../2014	For decision	If needed
Report from the Chairman of the Board of Appeal	BoA	MB/.../2014	For information	Annual report from the Board of Appeal

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Report from the WG on the Board of Appeal	ExO	MB/.../2014	For information	Annual report
Appointment of a member of the Board of Appeal	ExO	MB/.../2014	For decision	New LQM member appointment, subject to timing of selection procedure at Commission level
Annual reports from the IAC and IAS	IAC	MB/.../2014	For information	Annual reports of the ECHA Internal Audit Capability and the Commission's internal audit service. Review in advance by WG audit.
Report from the working group on audit matters and mandates of its members	ExO	Oral report	For decision	Bi-annual report from the working group on audit matters, includes recommendations on future terms of reference
Quality of registration dossiers	Dir C/E	MB/.../2014	For information	Report from the outcome of the workshop in March / April and developments. Timing tbc, possibly for September
Conflict of Interest Advisory Committee - composition	ExO	MB/.../2014	For decision	Antonello Lapalorcia first term of office expires on 24 August 2014 – also the external experts' nomination needs to be revisited.
Information items without discussion / AOB	ALL	MB/.../2014	For information	May includes discharge resolution y-2; annual appraisal BoA and ED, 2 nd report Art 117.3 REACH, outcome of the Commission review under Article 138.1 REACH (CSR application scope), progress with review of Biocidal Active Substances
Implementing Rules Staff regulation	Dir R	MB/.../2014	For adoption	

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Sep-14				
Agenda item	Service in charge	Document N°	Nature of item	Comments
Election of a Chair of the Management Board	ExO	MB/.../2014	For decision	First mandate of current Chair expires 1 October 2014
Report of the Executive Director	ALL	MB/.../2014	For information	Regular quarterly report on the implementation of the work programme
Work Programme 2015	ExO	MB/.../2014	For adoption	Art. 78 of the REACH Regulation Deadline: 31 October MB consultation organised in July/August
Multi-annual Work Programme 2015-2019 (review of annexes)	ExO	MB/.../2014	For decision	Art. 78, 103 (3) of the REACH Regulation
Integrated Quality Management System	ExO	MB/.../2014	MB/.../2014	Annual report on IQMS, review before by Quality Steering Committee which involves an MB member
Anti-Fraud Policy	Dir B	MB/.../2014	For adoption	As per Common Approach a anti/fraud strategy should be implemented in 2014 based in guidelines from OLAF
Communication strategy for the 2015 CLP deadline	Dir A	MB/.../2014	MB/.../2014	Deadline of 1 June 2015 for mixtures, ECHA and COM activities will be explained. Timing tbc

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Policy on responding to data-mining requests from MS	ExO	MB/.../2014	For information	If needed
Information items without discussion / AOB	ALL	MB/.../2014	For information	Includes transfers within the budget, MSCA directors meeting 2014
Implementing Rules Staff regulation	Dir R	MB/.../2014	For adoption	

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Dec-14				
Agenda item	Service in charge	Document N°	Nature of item	Comments
Report of the Executive Director	ALL	MB/.../2014	For information	Regular quarterly report on the implementation of the work programme
(Final) Budget and Establishment Plan for 2015	Dir R	MB/.../2014	For adoption	Art. 78 of the REACH Regulation
Key figures for budget estimate 2016 and MASPP 2016-18	Dir R	MB/.../2014	For information	Presentation of key figures which will be used for preparing the draft documents for sending them to the Commission in January/February. MB approval at the subsequent MB meeting in March.
Work programme 2015, Update of Annexes	Dir R	MB/.../2014	For adoption	Regular update of resources and procurement annexes
Report on the continuation of the cash management structure	Dir R	MB/.../2014	For endorsement	Agreed in December 2012

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Implementing Rules for the ECHA Financial Regulation	Dir R	MB/.../2014	For adoption	Timing tbc, the Network of EU agencies has developed standard implementing rules together with the Commission
Update of the IAS multi-annual strategic audit plan for ECHA	ExO	MB/.../2014	For endorsement	Annual update provided by IAS and to be endorsed by MB
Report from the WG audit matters	ExO	Oral report	For information	Regular report
Probationary period report of a member of the Board of Appeal	ExO	MB/.../2014	For decision	Probationary report for the member appointed in 2014 requires a confirmation MB/44/2009
Updates from MB working groups and their composition	ExO	MB/.../2014	For information	Regular update as appropriate
Appointment of Committee members	Dir B	MB/.../2014	For decision	If needed
Information items without discussion / AOB	ALL	MB/.../2014	For information	

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Mar-15				
Agenda item	Service in charge	Document N°	Nature of item	Comments
Report of the Executive Director	ALL	MB/.../2015	For information	Regular quarterly report on the implementation of the work programme
Preliminary Draft Budget proposal, including an outline work programme and Establishment Plan for 2015	ExO/Dir R	MB/.../2015	For approval	See Art. 78 and 96 of the REACH Regulation Deadline for ED to present draft: 15 February Deadline for MB to submit estimate to Commission: 31 March
Multi-annual Staff Policy Plan (MASSP) 2016-18	Dir R	MB/.../2015	For adoption	Art. 27(4) of the ECHA Financial Regulation. Opinion of the Commission to be taken into account.
General Report 2014	ALL	MB/.../2015	For adoption	Art. 78, 83(3) of the REACH Regulation Deadline: <u>30 April</u>
Analysis and Assessment of the Annual activity Report ('Authorising Officer's report') 2014	Dir R (report) ExO (decision)	MB/.../2015	For decision	Article 40 ECHA Financial Regulation 1. The authorising officer shall report to the management board on the performance of his/her duties in the form of an annual activity report [...]
Report from the Chair of the Advisory Committee on Conflict of Interests	Dir B	MB/.../2015	For information	annual report

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Mandates of certain members of the Board of Appeal	ExO	MB/.../2015	For information / decision	The mandates of three alternate chairs expire on 14 October 2015. The mandate of the TQM expires on 1 March 2016.
Information items without discussion / AOB	ALL	MB/.../2015	For information	Includes update of the MB Rolling Plan, if applicable, Information on ED decision to update transfer of fees correction coefficients with new statistical information from Eurostat.

Mandates of MB members	<p>Council Decision of 17 May 2011: BE, BG, DK, DE, EE, GR, CY, LV, LT, MT, PL, PT, RO, SK, UK – all appointed for a period ending on 31 May 2011 and prolonged until 31 May 2015.</p> <p>First term-of-office in the MB ends on 31 May 2015 for:</p> <ul style="list-style-type: none"> - Jean-Roger DREZE - Peter HAVE - Ana PEREZ - Anastassios YIANNAKI <p>Second-term ends on 31 May 2015 for:</p> <ul style="list-style-type: none"> - Boyko MALINOV - Alexander NIES - Edita NOVAKOVA - Arwyn DAVIES - Aive TELLING - Cassandra DIMITRIOU - Marija TERIOSINA - Edyta MIEGOC
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Jun-15				
Agenda item	Service in charge	Document N°	Nature of item	Comments
Election of a Deputy Chair of the Management Board	ExO	MB/.../2015	For decision	Martin LYNCH 2nd and last term of office expires on 21 June 2015
Report of the Executive Director	ALL	MB/.../2015	For information	Regular quarterly report on the implementation of the work programme
Opinion of the Agency's final accounts for 2014	Dir R/ ExO	MB/.../2015	For adoption	Art. 97 (5), (6) and (7) of the REACH Regulation The MB opinion shall: <ul style="list-style-type: none"> • take into account the observations of the European Court of Auditors on the Agency's provisional accounts; • be forwarded to the European Parliament, the Council, the Commission and the Court of Auditors, no later than 1 July.
Appointment of Committee members	Dir B	MB/.../2015	For decision	If needed
Annual reports from the IAC and IAS	IAC	MB/.../2015	For information	Annual reports of the ECHA Internal Audit Capability and the Commission's internal audit service. Review in advance by WG audit.

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Report from the working group on audit matters	ExO	Oral report	For information	Bi-annual report from the working group on audit matters
Report from the Chairman of the Board of Appeal	BoA	MB/.../2015	For information	Annual report from the Board of Appeal
Report from the Board of Appeal MB WG	ExO	MB/.../2015	For information	Annual report
ECHA IT Security approach – report on the experience	ExO	MB/.../2015	For information	Timing tbc
Information items without discussion / AOB	ALL	MB/.../2015	For information	Includes discharge resolution y-2; annual appraisal BoA and ED

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Sep-15				
Agenda item	Service in charge	Document N°	Nature of item	Comments
Report of the Executive Director	ALL	MB/.../2015	For information	Regular quarterly report on the implementation of the work programme
Work Programme 2016	ExO	MB/.../2015	For adoption	Art. 78 of the REACH Regulation Deadline: 31 October MB consultation organised in July/August
Multi-annual Work Programme (review of annexes)	ExO	MB/.../2015	For decision	Art. 78, 103 (3) of the REACH Regulation
Integrated Quality Management System	ExO	MB/.../2015	For information	Annual report on IQMS, review before by Quality Steering Committee which involves an MB member
Functioning of the ECHA Committees	Dir B	MB/.../2015	For information	Follow-up of discussions in 2013
Implementation of tasks under the BPR Regulation	Dir D	MB/.../2015	For information	Information on planning for extended scope of the Regulation from 2016/17
Information items without discussion / AOB	ALL	MB/.../2015	For information	<ul style="list-style-type: none"> Register for Biocidal Products (Art. 71) - one year of operation. MB decision on parallel Biocidal Products Committee needed (Art. 75)?

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Mandates of MB members	The term-of-office in the MB ends on 8 December 2015 for interested parties representatives Mandate of half of MS representatives end in May 2016
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Agenda item	Service in charge	Document N°	Nature of item	Comments
Report of the Executive Director	ALL	MB/.../2015	For information	Regular quarterly report on the implementation of the work programme
(Final) Budget and Establishment Plan for 2016	Dir R	MB/.../2015	For adoption	Art. 78 of the REACH Regulation
Key figures for budget estimate 2017 and MASPP 2017-19	Dir R	MB/.../2015	For information	Presentation of key figures which will be used for preparing the draft documents for sending them to the Commission in early 2016. MB approval at the subsequent meeting in March.
Work programme 2016 Update of Annexes	Dir R	MB/.../2015	For adoption	Regular update of resources and procurement annexes
Review of the structure of the Board of Appeal	ExO	MB/.../2015	For decision	Agreed in March 2013

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Update of the IAS multi-annual strategic audit plan for ECHA	ExO	MB/.../2015	For endorsement	Annual update provided by IAS and to be endorsed by MB
Report from the WG audit matters	ExO	Oral report	For information	Bi-annual report from the working group on audit matters
Report on implementation of rules under Art 110 of the REACH Regulation	Dir B	MB/.../2015	For information	
Updates from MB working groups and their composition	ExO	MB/.../2015	For information or decision	General update.
Roadmap 2018 registration deadline	Dir C	MB/.../2014	For information	
Review of the working methods of the Management Board	ExO	MB/.../2015	For decision	
Appointment of Committee members	Dir B	MB/.../2015	For decision	
Information items without discussion / AOB	ALL	MB/.../2015	For information	

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Mar-16				
Agenda item	Service in charge	Document N°	Nature of item	Comments
Report of the Executive Director	ALL	MB/.../2016	For information	Regular quarterly report
Preliminary Draft Budget proposal, including an outline work programme and Establishment Plan for 2015	ExO/Dir R	MB/.../2016	For approval	See Art. 78 and 96 of the REACH Regulation Deadline for ED to present draft: 15 February Deadline for MB to submit estimate to Commission: 31 March
Multi-annual Staff Policy Plan (MASSP) 2017-19	Dir R	MB/.../2016	For adoption	Art. 27(4) of the ECHA Financial Regulation. Opinion of the Commission to be taken into account
General Report 2015	ALL	MB/.../2016	For adoption	Art. 78, 83(3) of the REACH Regulation Deadline: 30 April

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Analysis and Assessment of the Annual activity Report ('Authorising Officer's report') 2015	Dir R (report) ExO (decision)	MB/.../2016	For decision	Article 40 ECHA Financial Regulation 1. The authorising officer shall report to the management board on the performance of his/her duties in the form of an annual activity report [...] 2. By no later than 15 June each year the management board shall send the budgetary authority and the Court of Auditors an analysis and an assessment of the authorising officer's annual report on the previous financial year. This analysis and assessment shall be included in the annual report of the Agency [...]
Multi-annual IT planning	Dir I	MB/.../2016	For information	Covers charges proposed for IT services
Report from the Chair of the Advisory Committee on Conflict of Interests	Dir B	MB/.../2016	For information	annual report
Mandates Working Group on Audit	ExO	MB/.../2016	For decision	Second term-of-office in the WG audit ends for: - Antti PELTOMAKI - March 2016 - Nina CROMNIER's - December 2014
Information items without discussion / AOB	ALL	MB/.../2016	For information	Includes update of the MB Rolling Plan, if applicable information on ED decision to update transfer of fees correction coefficients with new statistical information from Eurostat.
2nd report in accordance with Article 117.2 REACH	ALL	MB/.../2016	For information /guidance	2 nd report on the operation of REACH

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Jun-16				
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Report of the Executive Director	ALL	MB/.../2016	For information	Regular quarterly report on the implementation of the work programme
Opinion of the Agency's final accounts for 2015	Dir R/ ExO	MB/.../2016	For adoption	Art. 97 (5), (6) and (7) of the REACH Regulation The MB opinion shall take into account the observations of the European Court of Auditors on the Agency's provisional accounts.
Appointment of Committee members	Dir B	MB/.../2016	For decision	If needed
Conflict of interest advisory Committee	ExO	MB/.../2016	For decision	Mandates to be renewed or new members to be appointed.
Annual reports from the IAC and IAS	IAC	MB/.../2016	For information	Annual reports of the ECHA Internal Audit Capability and the Commission's internal audit service. Review in advance by WG audit.

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Report from the working group on audit matters	ExO	Oral report	For information	Bi-annual report from the working group on audit matters
Report from the Chairman of the Board of Appeal	BoA	MB/.../2016	For information	Annual report from the Board of Appeal
Report from the Board of Appeal MB WG	ExO	MB/.../2016	For information	Annual report
Conflict of interest advisory Committee	ExO	MB/.../2016	For decision	membership to the reviewed
Information items without discussion / AOB	ALL	MB/.../2016	For information	Includes discharge resolution y-2; annual appraisal BoA and ED, 2 nd ECHA report on the operation of REACH (Art 117.2)

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Sep-16				
Agenda item	Service in charge	Document N°	Nature of item	Comments
Election of a Management Board Chair	ExO	MB/.../2016	For decision	
Report of the Executive Director	ALL	MB/.../2016	For information	Regular quarterly report on the implementation of the work programme
Work Programme 2017	ExO	MB/.../2016	For adoption	Art. 78 of the REACH Regulation Deadline: 31 October MB consultation organised in July/August
Multi-annual Work Programme (review of annexes)	ExO	MB/.../2016	For decision	Art. 78, 103 (3) of the REACH Regulation
Integrated Quality Management System	ExO	MB/.../2016	For information	Annual report on IQMS, review before by Quality Steering Committee which involves an MB member
Planning for the selection procedure for a Executive Director	ExO	MB/.../2016	For information	2 nd mandate of the current Executive Dor
Information items / AOB	ALL	MB/.../2016	For information	

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Report of the Executive Director	ALL	MB/.../2016	For information	Regular quarterly report on the implementation of the work programme
(Final) Budget and Establishment Plan for 2017	Dir R	MB/.../2016	For adoption	Art. 78 of the REACH Regulation
Key figures for budget estimate 2018 and MASPP 2018-20	Dir R	MB/.../2016	For information	Presentation of key figures which will be used for preparing the draft documents for sending them to the Commission in early 2016. MB approval at the subsequent meeting in March.
Work programme 2017 Update of Annexes	Dir R	MB/.../2016	For adoption	Regular update of resources and procurement annexes
Update of the IAS multi-annual strategic audit plan for ECHA	ExO	MB/.../2016	For endorsement	Annual update provided by IAS and to be endorsed by MB

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Report from the WG audit matters	ExO	Oral report	For information	Bi-annual report from the working group on audit matters
Updates from MB working groups and their composition	ExO	MB/.../2016	For information / decision	General update. Mandates of Working Group on audit may be renewed
Appointment of Committee members	Dir B	MB/.../2016	For decision	If needed
Information items without discussion / AOB	ALL	MB/.../2016	For information	Planning for update of the multi-annual work programme

Proposed dates for Management Board meetings in 2015

19-20 March¹ (Thu-Fri)

17-18 June (Wed-Thu)

24-25 September (Thu-Fri)

16-17 December (Wed-Thu)

¹ or 26-27 March (Thu-Fri)