

TERMS OF REFERENCE OF THE MANAGEMENT BOARD REPORTING OFFICERS EXECUTIVE DIRECTOR SUBGROUP

These Terms of Reference describe the European Chemicals Agency (ECHA) Management Board Reporting Officers Executive Director Subgroup's role, composition and organisation, tasks and reporting arrangements.

1. ROLE

The Subgroup Reporting Officers Executive Director carries out the appraisal of the Executive Director in the context of the annual performance appraisal, the contractual probationary period and the management trial period, in accordance with the Management Board decision MB/36/2018 concerning the probationary period appraisal, managerial trial appraisal and the annual performance appraisal of the Executive Director and the members of the Board of Appeal, implementing Articles 43 and 44 of the Staff Regulations and Articles 14 and 15(2) of the CEOS.

2. COMPOSITION

- The Management Board Reporting Officers Executive Director Subgroup comprises three members of the Management Board who are:
 - One Board member representing the Commission
 - The Deputy Chair of the Management Board and
 - A Management Board member representing a Member State.
- The members of the Reporting Officers Executive Director Subgroup are appointed by the Management Board for four years, which are non-renewable.
- The Chair of the Reporting Officers Executive Director Subgroup shall be its member representing the Commission.

3. ORGANISATION AND MEETING ATTENDANCE

- Meetings shall be held according to the procedural requirements of the Management Board decision 36/2018.
- Meetings may be held in person, by remote connection or by a combination of these.
- The quorum to hold a meeting shall be all three members.
- The Subgroup works on the basis of consensus.
- The Secretariat to the Subgroup shall be provided by the Human Resources Unit of the Agency.

4. TASKS OF THE SUBGROUP

The tasks of the Subgroup shall be to:

- Carry out an appraisal of the Executive Director in the context of the annual performance appraisal, the contractual probationary period or the management trial period;
- Organise the dialogue;
- Draw up and sign the appraisal report according to the procedures established in the Management Board decision MB/36/2018.

The subgroup shall work in close cooperation with the Chair of the Management Board and take into account pertinent information from his/her continuous dialogue with the Executive Director.

5. REPORTING

The Subgroup shall bring to the Management Board's attention any issue arising from its work and will report regularly to the Chair and to the Management Board on the progress in and conclusion of the probationary period appraisal, managerial trial appraisal and the annual performance appraisal of the Executive Director.

Done at Helsinki on 13 December 2019

signed

Sharon MCGUINNESS
Chair of the Management Board