

## Composition of MB Working Groups

Meeting of the Management Board 17-18/12/2013

<b>Item</b>	16
<b>Action</b>	For decision
<b>Status</b>	Final - internal

### Action requested

The Management Board is invited to take note of the composition of its working groups.

In addition, the Board is invited to nominate one of its members to participate in the Quality Steering Committee. The Chair will make a proposal to this end in the meeting. Any member interested is invited to contact the Chair and/or the Secretariat in advance of the meeting on 17 December 2013.

### Background

The last changes to the composition were agreed in June 2013. The Board receives an overview of the composition each year for information.

The present document lists for the first time also the Management Board members participating in other ECHA bodies, i.e. the Advisory Committee for conflicts of interests and the Quality Steering Committee. These are not subgroups of the Management Board even though their composition includes a member of the Board.

### Matters for consideration

- Francis FARRUGIA is the Management Board member participating in the Quality Steering Committee. Since he will discontinue his work in the Management Board, a new member should be determined to represent the Board in this Committee.

The Quality Steering Committee is set up to advise the Executive Director and the Management Board on matters relevant to Quality Management.

The Committee is mandated to give the necessary management support to ensure the deployments of the Quality Policy, to guide the harmonised development and implementation of the Integrated Quality Management System (IQMS) in line with relevant standards applicable, to agree on annual cross-Directorate planning related to the development and maintenance and improvement of the IQMS and, if relevant, a prioritisation of tasks in line with ECHA's strategic objectives and legal obligations and to indicate the resources and allocations for ensuring the above

The Committee consists of a representative of the Management Board, the Executive Director (Chair), all ECHA Directors, the Registrar of the Board of Appeal, the Head of the Executive Office and the Quality Manager.

The Secretariat is provided by the Executive Office. Regular meetings are held usually twice a year normally in conjunction with Management Board meetings.

### Attachment:

- Composition of MB working groups ( as of December 2013)

## Composition and mandates of the ECHA Management Board working groups

### 1. Working Group on Planning and Reporting

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|----------------------------|--------------|
| 1. Mr Martin LYNCH (Chair) | (Feb 2009)   |
| 2. Mr Alexander NIES       | (Feb 2009)   |
| 3. Ms Thomas JAKL          | (Sept 2012)  |
| 4. Ms Pirkko KIVELA        | (Feb 2009)   |
| 5. Mr Antti PELTOMAKI      | (March 2012) |
| 6. Ms Christina RUDEN      | (Sept 2011)  |
| 7. Mr Jean-Roger DREZE     | (Sept 2012)  |
| 8. Mr Bjorn HANSEN         | (June 2013)  |

**Mandate:** To “facilitate the involvement of the Board in the preparation of the planning and reporting activities of the Agency and to make recommendations with respect to decisions to be taken, including the issuance of an opinion, where applicable (e.g. related to work programme, multi-annual work programme, general report etc. – see minutes MB/M/01/2009). Recently the mandate was enlarged on an ad-hoc basis, e.g. to deal with “dossier quality” issues (see minutes MB/M/03/2012) or the preparation of a further discussion on the functioning of the Committees (see minutes MB/M/02/2013).

### 2. Working Group Reporting officers for the Executive Director

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|-----------------------------------|--------------|
| 1. Mr Thomas JAKL                 | (Dec 2012)   |
| 2. Ms Simona FAJFAR               | (March 2011) |
| 3. Mr Krzysztof MARUSZEWSKI (COM) | (Dec 2012)   |

**Mandate:** Defined in a Management Board implementing rule for the EU Staff Regulations which was adopted in agreement with the Commission (MB/44/2009 final). The roles and responsibilities are defined in this Decision as follows:

- 1. The Management Board shall designate three reporting officers from among its members. One of the reporting officers shall be a representative of the Commission.*
- 2. The reporting officers shall be instructed to carry out an appraisal of the jobholder in the context of the annual performance appraisal, the contractual probationary period or, in the case of the Executive Director, the management trial period. They are responsible for organising the dialogue and for drawing up and signing the appraisal report according to the procedures established in this decision.*
- 3. Any request by the jobholder for a review of the report drawn up by the reporting officers shall be addressed to the review assessor, who shall be the Chairman of the Management Board, and who shall act in accordance with the procedure set out in Article 13.*

### 3. Working Group Reporting officers Board of Appeal

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|---------------------------|--------------|
| 1. Mr Jan Karel KWISTHOUT | (March 2011) |
| 2. Ms Ana FRESNO          | (April 2009) |
| 3. Mr Bjorn HANSEN (COM)  | (June 2013)  |

**Mandate:** See above. In their function as reporting officers, the mandate of this group also follows Management Board Decision MB/44/2009. Furthermore, the Management Board decided in 2009 that the group should also act as a permanent working group on the Board of Appeal and gave the mandate to report back to the Management Board on all issues related to the Board of Appeal and its members (see minutes MB/M/02/2009).

### 4. Advisory group on the dissemination of public information on chemical substances

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|------------------------------------|--------------|
| 1. Mr Antonello LAPALORCIA (Chair) | (Sept 2009)  |
| 2. Mr Martin FÜHR                  | (Sept 2009)  |
| 3. Mr Bjorn HANSEN                 | (June 2013)  |
| 4. Mr Jan-Karel KWISTHOUT          | (Sept 2011)  |
| 5. Ms Gertraud LAUBER              | (Dec 2011)   |
| 6. Mr Hubert MANDERY               | (June 2010)  |
| 7. Ms Cassandra DIMITRIOU          | (March 2012) |
| 8. Mr Antti PELTOMAKI              | (June 2013)  |

**Mandate:** The mandate of this group was revised in December 2011 (see minutes MB/M/04/2011) as follows:

- *to monitor the progress made on dissemination and other publication on the Agency's website of information on chemical substances*
- *to assist the ECHA management by giving advice when needed*
- *to act as "ambassadors" to civil society, in particular by reporting back to their respective stakeholders (and raising awareness)*
- *to report to the Management Board on its activities*

In December 2011 the Board confirmed that three of its members appointed by the Commission to represent interested parties should by default be members of the advisory group (see minutes MB/M/04/2011).

### 5. Working Group Audit

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|---------------------------|------------------------------------|
| 1. Mr Karel BLAHA (Chair) | (March 2012, 2 <sup>nd</sup> term) |
| 2. Ms Cassandra DIMITRIOU | (March 2012, 2 <sup>nd</sup> term) |
| 3. Mr Thomas JAKL         | (March 2012, 2 <sup>nd</sup> term) |
| 4. Mr Antti PELTOMAKI     | (March 2012, 1 term)               |
| 5. Ms Nina CROMNIER       | (Dec 2012, 1st term)               |

**Mandate:** The working group was equipped with Terms of Reference adopted by the Management Board in 2010 (MB/26/2010 final). Accordingly, it assists the Management Board by ensuring that the recommendations of Internal Audit Service (IAS), the European Court of Auditors (ECA) and ECHA Internal Auditor (IAC) are taken duly into account by the Management Board and the Executive Director and are followed by appropriate action. The Working Group is not in charge of the implementation of audit recommendations, which is the responsibility of the Executive Director. The term of office of its members is two years, renewable once.

## *6. Working group on the transfer of fees*

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|----------------------------|--------------|
| 1. Mr Arwyn DAVIES         | (June 2010)  |
| 2. Mr Antonello LAPALORCIA | (June 2010)  |
| 3. Mr Boyko MALINOV        | (Dec 2011)   |
| 4. Mr Alexander NIES       | (June 2010)  |
| 5. Mr Antti PELTOMAKI      | (March 2012) |

**Mandate:** Initially, the group was established in February 2008 for drafting a proposal [on the arrangements for fee transfer to Member States] and to forward an interim report to be discussed in the June 2008 Management Board (See MB/M/01/2008 initial and document MB/09/2008 final). In 2010 the group was formalised (MB/M/02/2010) and given the mandate to develop a proposal for the Management Board on how the existing decision on the transfers of fees should be amended in order to integrate the remuneration of RAC and SEAC rapporteurs for their work on draft opinions on applications for authorisation (and respective reviews) for these Committees. It will next year prepare a review of the decision on transfer of fees.

## *7. Other ECHA bodies involving members of the Management Board*

**Conflict of Interest Advisory Committee** (“Ethical Committee” established under the Policy for managing potential conflicts of interest). The terms of reference for this Committee were adopted by the Management Board in December 2011 and at the same time one of the three members appointed as the Board’s representative in the Committee. The term of office started on the day of the constituent meeting which was 24 August 2012.

- Mr Antonello LAPALORCIA (August 2012)

**Quality Steering Committee** The Quality Steering Committee is set up to advise the Executive Director and the Management Board on matters relevant to Quality Management.

- Ms Catherine MIR