

25.03.2021

Overview of recurring Management Board topics

Management Board meeting Q1 (March)	
	Adopt Annual Report year n-1
	Adopt MB Assessment of the Consolidated Annual Activity Report (CAAR) of the Authorising Officer for year n-1
	View Rolling agenda (MB meeting agendas for years n-n+2)
	View Annual reports from and exchange views with RAC, SEAC, MSC and BPC
	Hear information on the conclusion of appraisals (BoA, ED)
Management Board meeting Q2 (June)	
	Adopt opinion on the final accounts n-1
	Hold annual exchange of views with the Forum Chair (or in Q3)
	Hear annual report from the subgroup on Board of Appeal
	Hear annual report from and exchange views with the Board of Appeal Chairman
	View Discharge recommendations n-2
Management Board meeting Q3 (September)	
	Hold orientation debate for Programming Document (PD) n+2-n+4
	Adopt amending budget for year n [if required]
	View Commission opinion and scrutinise Secretariat replies on PD n+1
Management Board meeting Q4 (December)	
	Adopt final budget and establishment plan for year n+1
	Adopt second amending budget for year n (if needed)
	Adopt draft PD n+2-n+4 and final PD n+1-n+3 (merged)
	Adopt budget request for n+2 as part of PD
	Adopt IAC audit plan for year n+1
	View Management Board meeting dates for year n+2-n+3
	View report on discharge n-2 follow-up

In every Management Board meeting:

- Approval of previous meetings' minutes
- Quarterly Report on ECHA's activities
- Report from previous subgroup meetings
- Appointment of Committee members (RAC and SEAC) (if any)
- Outcome of Written Procedures (if any)
- Notification of budget transfers (if any)
- Implementing rules for the Staff Regulations (if any)

Information regularly submitted to the Management Board

- October: Written consultation on draft Programming Document N+1-n+4
- Monthly dashboard on Work Programme implementation
- **During pandemic:** Covid or 'new normal' monthly updates on WP implementation and ways of working
- ECHA Press releases and job openings (when applicable)