

**DRAFT MINUTES OF THE MEETING OF THE BUREAU OF THE
ADMINISTRATIVE BOARD, 27 NOVEMBER 2000**

Present:

Mr Clifton (Chairman), Mr Boisnel, Mr Biosca de Sagastuy, Mr Wilders, Mr Sapir, Mr Jepsen, Mr Konkolewsky, Mr Pijuan, and Mr Cockburn.

Item 1: Renewal of Director's contract

The arrangements for the vote on renewal of the Director's contract were agreed.

Item 2: Adoption of the Draft Agenda (B/00/A4)

The chairman informed that Olivier Richard would no longer continue as a member of the Board and recorded the Bureau's thanks for his support and work.

Item 3: Draft minutes of the meeting of 13 September 2000 (B/00/M3)

It was AGREED to amend Item 6 of the minutes to read: "... and groups will have the opportunity to discuss the matter."

With this amendment, the minutes were APPROVED.

Item 4: Action points arising out of the minutes (B/00/18)

The action points were AGREED.

Item 5: Preparation for Board meeting (A/00/2A)

Reviewing the special position on the Bureau of the Spanish government member, the Chairman reminded of the value of maintaining a strong link with the Spanish government as the Agency is in Spain.

The Bureau AGREED that the special position should remain.

The following comments were made regarding the SME Programme:

- The Agency may find it problematic to find sufficient resources to properly manage the SME Programme. The project sheet should set out how the Agency's other activities would be affected. The Commission offered its experience gained from preparatory actions for SAFE.
- The programme represents an enormous increase in the Agency's budget to carry out tasks not originally planned. Therefore, it is important to make a detailed impact study to assess the effect on staff resources and on the existing activities.

- To avoid the problems at national level, such as those that arose with PREVENT, the proposed implementation, including timetable, should be clarified. Details are also needed regarding the proposed tender procedure.
- Given its high profile, the SME Programme should be used as a tool for social dialogue.

In response, the Director made the following comments:

- The first phase of the SME Programme would involve gathering information and experiences from previous programmes. This will supplement the experience gained from the European Week 2000. Furthermore, a group will be formed, made up of Agency key partners and some network representatives to discuss the terms of reference of the call for tender.
- The intention is not simply to extend the existing model from the European Week, but to develop a new model based on these discussions. There will be monitoring of the programme that will include an ongoing evaluation of the impact on the Agency. There will also be a final evaluation.
- A full report of the proposals will be given at the March Board meeting.

The Commission requested that in document A/00/27 “Criteria for observer status on Board”, ‘academia’ be replaced with ‘confederación’ and that under point C, EFTA and EEA should be differentiated.

The Bureau AGREED the changes

Any other business.

There was no comment.