

May 2004

B/04/M1

**MINUTES OF THE MEETING OF THE BUREAU OF THE
ADMINISTRATIVE BOARD, 3 MARCH 2004**

Present:

Ms Schweng (Chairperson), Ms Breindl, Ms Degrand-Guillaud, Mr Remaeus, Mr Biosca de Sagastuy, Mr Konkolewsky and Mr Bejer (Secretariat).

The meeting noted apologies received from Mr Fernandez, Ms Waltke, Mr Lopes and Mr Sapir.

The Chair welcomed Ms Degrand-Guillaud as a new Bureau member for the Commission.

Item 1: Adoption of the Draft Agenda (B/04/A1)

On the request from Ms Breindl the following issues would be commented by the Commission under item 5, Any Other Business: The status of the preparation of the new Agency regulation and the situation as regards nomination of Board members not being members of the Advisory Committee.

The agenda was adopted.

Item 2: Draft minutes of the meeting of 24 November 2004 (B/03/M4)

The minutes were adopted.

Item 3: Preparation for Board meeting (A/04/A1)

The Bureau worked through the Board Agenda items.

Adoption of the draft agenda (A/04/A1)

There were no comments.

Minutes of the last meeting, 25-26 November 2003 (A/04/M2)

There were no comments.

Director's Progress Report (A/04/01)

A brief update sheet was tabled together with the annexes of the report.

The Director commented on the activities since the November Board meeting highlighting the following developments:

- The preparation of the European Week 2004 is progressing well.
- The staff reform adopted will have consequences for the Agency, particularly for local staff. The staff reform has been prepared and decided without the

involvement of the agencies although the agencies have to follow the new rules. This creates a particular problem for the Bilbao Agency as there is a high rate of local staff and as the local staff category disappears in the new staff regulation. Local staff with an indefinite contract will be offered to continue with the current local staff contract or to change status to the new category as “contract agent”. 9 of the Agency local staff have indefinite contracts. However, posts occupied by local agents with definite contracts will have to be published on a European level once the definite contract expires. 9 of the Agency local staff have definite contracts.

- As regards the ongoing recruitment procedures the Agency has been informed by the Commission about the need to republish the vacancies in all official EU languages following a request from a member of the European Parliament. This would seriously delay the recruitment of new staff.
- The post as Head of the Resource and Service Center would have to be published again as there were not qualified candidates among the applicants. The absence of a Head of the Resource and Service Center creates a difficult situation for the Agency as this post is a key post in the daily working of the Agency.
- Finally the Director informed about the situation as regards subsidies from the Basque and Biscayan authorities. The Biscay authorities have informed that there is no longer a subsidy to the Agency, while the Basque authorities have informed that the subsidy is cut to 10 pct.

Mr Biosca de Sagastuy commented on the need to republish the vacancies. According to DG Administration the Agency does not have to change its language policy as regards publication of posts. There is therefore no need to republish the vacancies.

Regarding the cut in local subsidies the Bureau agreed to propose a declaration to the Board as the Agency needs clarification as regards its future revenue situation. The declaration would express that the Board is concerned about the reduction in and refusal of subsidies and that the Board wishes to see that the situation is resolved. The wording of the declaration to be presented to the Board was agreed.

Amendment to the Work Programme 2004 – Risk Observatory (A/04/02)

The Bureau drafted the conclusions from the pre-Board seminar on the Risk Observatory to be presented to the Board.

Preliminary draft work programme 2005 (A/04/03)

The Director introduced the item stressing that the decision to be taken by the Board now would not be the final Board decision regarding the 2005 work programme. After the March Board meeting the usual planning process would be initiated involving Focal Points and other key stake holders in the consultation process.

On behalf of the employers Ms Schweng commented that the project sheet on (im)migrant workers was biased and should be redrafted.

Draft Budget 2005 (A/04/04)

There were no comments.

Detailed rules for the implementation of regulation regarding public access to documents (A/04/05)

There were no comments.

Mandate to designate legal representative of the Agency (A/04/06)

There were no comments.

Designation of Topic Centre New Member States (A/04/07)

There were no comments.

Amendment of mandates for ad hoc Expert Groups (A/04/08)

There were no comments.

Item 4 – Amendment of decision from 1999 concerning the terms and conditions for internal investigation in relation to fraud, corruption and any illegal activity (B/04/01)

The Director explained the background to the proposal.

The Bureau agreed with the decision of the Director to sign the decision in the document B/04/01.

Item 5 – Any other Business

Mr Biosca de Sagastuy and Ms Degrand-Guillaud informed that the draft revised Agency regulation was still subject to discussions within the Commission on the size of the proposed enlarged Agency Board.