

March 2005

B/05/M2

**MINUTES OF THE MEETING OF THE BUREAU OF THE
ADMINISTRATIVE BOARD, 28 FEBRUARY 2005**

Present:

Mr Lopes (Chairperson), Mr Lusi, Ms Degrand-Guillaud, Mr Remaeus, Mr Cerfeda, Mr Biosca de Sagastuy, Mr Konkolewsky, Mr Paoli, Mr Smith, Mr Blanch and Mr Bejer (Secretariat).

The meeting noted apologies received from Mr Jansen, Mr Pinilla Garcia and Ms Waltke.

Item 1: Adoption of the Draft Agenda (B/05/A2)

The agenda was adopted.

Item 2: Draft minutes of the meeting of 20 January 2005 (B/05/M1)

Ms Degrand-Guillaud had forwarded some comments before the meeting. The comments concerned item 6, 1st paragraph where it should be specified that the Commission has to give its opinion before the Board adopts the rules of procedure.

The minutes were adopted with the amendment suggested.

Item 3: Preparation of Board meeting (A/05/A1a REV)

The Bureau worked through the Board Agenda items:

Director's Progress Report (A/05/01)

Mr Biosca de Sagastuy informed that the Board would have to programme an additional Board meeting in 2006 in order to nominate the Director of the Agency.

Draft Work Programme 2006 (A/05/02)

The Bureau would have to meet with their groups to prepare their comments on the draft work programme. The comments would be given at the Board meeting.

It was agreed that the Agency should prepare a description of the follow-up activities to the European Week Summit 2005 on Construction and present this for the Bureau's consideration at the next meeting.

Financial matters/Budget matters: Draft budget and establishment plan 2006 (A/05/03 + A/05/03 REV) and amendment to 2005 budget (A/05/07)

Regarding the draft 2006 budget the Director informed that the total expenditures were equal to the 2005 expenditures with an additional 400.000 EUR for the further

development of the Risk Observatory and an adjustment for expected price developments.

Mr Biosca de Sagastuy informed that it would be necessary to consider an appropriation for expenses to the recruitment of a Director of 35.000 EUR in 2005 and 35.000 EUR in 2006. In addition, an extra Board meeting in 2006 may be required for the nomination of the Director.

Tripartism at the Agency (A/05/04)

The Director informed that the intention is to continue the discussions on tripartism at the next focal point meeting.

Following comments from the Bureau it was agreed that the Agency prepares a more precise description of the Advisory Groups idea to the Bureau, that the Agency presents a report with an assessment of the work of the Expert Groups for the December Board meeting and that the Agency looks into the Basic Requirements document adopted by the Board in November 2003 with a view to update it.

Revised rules of procedure for the Board and Bureau (A/05/05)

The Bureau members would discuss the draft with their groups and give the comments at the Board meeting.

Proposed additional Board meeting in November (A/05/06)

Ms Schweng commented that the number of meeting days should be limited and that four consecutive days would be too many.

Item 4 – Any other business

There were no items.