



**MINUTES OF THE 72<sup>nd</sup> MANAGEMENT BOARD MEETING  
18 March 2015**

Approved by the Chair of the Management Board on 24 June 2015

*SIGNED*

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Elisabeth Freytag-Rigler  
Chair, EEA Management

**Record of proceedings:**

The Chair, Elisabeth Freytag-Rigler, opened the meeting by welcoming new Board members and presenting apologies on behalf of those members unable to attend.

The tabled documents were acknowledged during the course of the meeting (list included after the agenda in Annex 1).

Final agenda:	Annex 1
Attendance list:	Annex 2
Action list:	Annex 3
Decision list:	Annex 4

**ITEMS A 1-2 FOR DECISION**

**Item A1 Adoption of draft agenda**

The Board adopted the agenda (Doc. EEA/MB/72/A1rev.1) without changes.

Further to that, the Chair proposed to continue with the current agenda structure but keeping the old numerical order, instead of a combination of letters and numbers.

**Item A2 Adoption of the 71<sup>st</sup> Management Board minutes, 19 November 2014**

The Board adopted the minutes of the 71<sup>st</sup> Management Board meeting held on 19 November 2014 with a minor change.

The final version (Doc. EEA/MB/72/02-final) of the minutes is available on Forum.

The members also took note of the tabled MB rolling action list.

**ITEMS B 1-5 FOR INFORMATION**

**Item B.1 Draft minutes of the 65<sup>th</sup> Bureau meeting, 3 February 2015**

The Board members took note of the draft minutes of the 65<sup>th</sup> Bureau meeting held on 3 February 2015.

### **Item B.2 Update by the Chair (oral)**

The Chair mentioned the following points:

- Successful completion of 3 MB written procedures since the last MB meeting:
  - o Staff implementing rules on new working time a derogation of SI CA;
  - o 4<sup>th</sup> amendment to the 2014 Budget (re Copernicus);
  - o MB response to the NFP letter (re Dimesa workshop). The signed letter was circulated to NFPs on 30 January.
- Re-election of 2 Vice-Chairs/Bureau members in June;
- Election of Vice-Chair/Bureau member to fill in the 5<sup>th</sup> post in the Bureau, at the next MB meeting;
- MB written procedure for the revision clause of the MB Rules of Procedure (RoP) (Art 2 foresees a revision of tasks delegated to the Bureau every 2 years), to be launched in June;
- Social event on 23 June evening.

In addition, the Chair reported on her meeting with Mr Franz Timmermans Cabinet on the European Sustainable Development network, also attended by Vice-Chair Bruno Verlon (MB France). Members of Mr Timmermans Cabinet informed of the aspiration to develop a new framework to implement SDGs in Europe, in that regard a report is expected to be released at the end of 2015 outlining such framework; the current structure for the implementation of SDGs will therefore cease to exist.

### **Item B3 Update by the Scientific Committee Chair (oral)**

Further to her [presentation](#), the Chair of the Scientific Committee reported that the three new SC members designated by the MB in November had attended their first SC meeting.

In addition, she informed that the SC was considering to issue a SOER afterword later in the year. With regard to next SC seminars, the Committee was looking at topics such as policy evaluation and foresight. A decision would be taken at the next SC meeting in June.

In closing the SC Chair said that she would be participating in a EEAcademy pilot case in July 2015, in Budapest.

The Board took note of the update.

### **Item B4 Update by the Executive Director**

Taking document EEA/MB/72/B4 as read, the Executive Director gave a [presentation](#) on the main highlights since the November MB. Further to that, he specifically mentioned EEA work on human biomonitoring. He reported that EEA could be taking the lead on the Secretariat of human biomonitoring in Europe; should that be the case, there would be resource implications. The MB would be duly informed on how this aspect develops.

### **Item B5 Presentation by the EEA Staff Committee**

The Chair of the EEA Staff Committee (StC) gave a short presentation on the functioning and structure of the StC.

## **ITEMS C1. 1-3 STRATEGIC ORIENTATION - FOR GUIDANCE**

### **Item C1.1 Topics for future MB seminars**

The MB agreed with the topic proposal for the November MB seminar, as set out in document [EEA/MB/72/C1.1](#). Further to that, the Chair requested a well-developed outline and objectives of the November seminar in time for the next MB meeting in June 2015.

It was decided to postpone the decision on the topic for the MB seminar in March 2016 to 23-24 June 2015.

### **Item C1.2 AWP 2016 key activities and AWP processes in 2015**

The MB took note of the timetable for the consultation and approval of the AWP2016 requirements of Financial Regulation.

The Board would approve the AWP2016 and AWP2017 as follows:

- Draft AWP2016: June 2015
- AWP2016: November 2015
- Draft AWP2016: November 2015
- AWP2017: November 2016

In closing, the Chair invited the EEA to reflect on the comments raised by the representative of the European Commission concerning resources.

### **Item C1.3 EEAcademy**

In introducing this item, the Executive Director said that the intention was not to engage on anything radically new, rather to build on existing knowledge needed for the EEA to carry out its work.

The Board reflected on the proposal as set out in document EEA/MB/72/C1.3, advising to function within the limits of the EEA mandate; for that the Terms of Reference (ToR) should have a direct link to the EEA Regulation, not only to the Multiannual Work Programme (MAWP). In addition, the EEAcademy should be policy relevant.

The representative of the European Commission said that activities of the EEAcademy would be looked at critically, as a luxury expenditure, therefore it is important to clarify how many resources would be allocated to it, avoiding any conflicts if looking at resources outside the Agency. In addition, it should be made clear that the EEAcademy will not be an entry point for work in the EEA.

The expert designated by the European Parliament invited the EEA to further clarify the role of the Advisory Board and how the members of such Board would be selected. In terms of resources, he stressed the importance of clarifying the number of staff allocated to it, as well as keeping the budget small.

The Executive Director said that the role of the Advisory Group would be to advise staff working on the EEAcademy. In addition, he reassured everybody that the intention is not to set up a new institution.

In closing, the Chair invited the EEA to incorporate the guidance received and clarify timelines. Although not a legal requirement, she concluded that the MB would approve the EEAcademy ToRs and composition of the Advisory Group at the November meeting.

## **ITEMS D1-D2 OPERATIONAL/ADMINISTRATIVE MATTERS**

### **FOR GUIDANCE**

#### **Item D1.1 Accounts 2014 and discharge process 2013**

The MB took note of the discharge process 2013 and accounts 2014.

With regard to the questions raised by the discharge authorities on the CVs and declarations of interest of MB members, and in view of previous decisions on the accountability of Member States, the representative of the European Commission said that the same standards of transparency were needed for the MB and Scientific Committee. Taking into account that the CVs and Dols of SC members are published on the EEA website, a further MB reflection on the matter was recommended.

The Chair concluded to include a guidance item at the MB meeting in June.

### **FOR DECISION**

#### **Item D2.1 Approval Internal Audit Capability work plan 2015**

The Management Board approved the Internal Audit Capability (IAC) work plan for 2015.

Further to that, the IAC clarified questions on the procedure of the external assessment of IAC, referring to the two possibilities available. Due to budgetary constraints, the EEA internal Audit Capability had chosen to carry out her own self-assessment, validated by an external assessor. The Commission services had chosen the same approach.

#### **Item D2.2 Meeting location 74<sup>th</sup> Management Board & MB seminar, November 2015**

The Chair invited the MB to Vienna on occasion of the 74<sup>th</sup> Board meeting and MB seminar, to be held on 25-26 November 2014, as the initial plan to hold these meetings in the European Parliament was not feasible due to a clash of dates with the EP Plenary in Strasbourg.

The Board accepted the invitation.

#### **Item D2.3 Procedure for the development of the Annual Report 2014 and Annual Activity Report 2014, and delegation to the Bureau**

The Management Board took note of the procedure for the development of the Annual Report (AR) 2014 and Annual Activity Report (AAR) 2014.

In addition, the MB decided not to delegate the approval of the final draft of the AR2014 to the Bureau, this would be done through Management Board written procedure in April.

## **ITEMS E 1-5 FOR INFORMATION**

### **Item E1 SOER launch update**

The MB took note of the feedback from the official launch of the SOER 2015 and further outreach activities, including national launches.

### **Item E2 Draft Budget 2016 and Multiannual Staff Policy Plan (MSPP)**

The MB took note of the preliminary stage of the draft budget 2016 and MSPP, giving feedback in particular on the MASPP.

### **Item E3 Overview of audits**

The Board took note of the update. For more information see document [EEA/MB/73/E3](#).

**Item E4 EEA Publication Plan 2015**

The Management Board took note of the EEA Publication Plan for 2015.

**Item E5 Feedback from MB members**

Peter Pärt (JRC), informed that the Institute for the Environment had a new Director, Mr David Wilkinson. With his nomination, Mr Wilkinson becomes alternate in the MB

*The meeting closed at 16.55*

## **ANNEX 1: Agenda of the 72<sup>nd</sup> Management Board**

### **A. FOR DECISION**

1. Adoption draft agenda
2. Adoption 71<sup>st</sup> Management Board minutes, 19 November 2014

### **B. FOR INFORMATION**

1. Draft minutes 65<sup>th</sup> Bureau, 3 February 2015
2. Update by the MB Chair
3. Update by the SC Chair
4. Update by the Executive Director
5. Presentation by the EEA Staff Committee

### **C. STRATEGIC ORIENTATION**

#### **C1. FOR GUIDANCE**

1. Topics for future MB seminars
2. AWP 2016 key activities and AWP processes in 2015
3. EEAcademy

**PRESENTATION** *Green economy and circular economy. The EEA concept*

### **D. OPERATIONAL/ADMINISTRATIVE MATTERS**

#### **D1. FOR GUIDANCE**

1. Accounts 2014 and discharge process 2013

#### **D2. FOR DECISION**

1. Approval Internal Audit Capability work plan 2015
2. Meeting location 74<sup>th</sup> Management Board & MB seminar, November 2015
3. Procedure for the development of the Annual Report 2014 and Annual Activity Report 2014, and delegation to the Bureau

### **E. FOR INFORMATION**

1. SOER launch update
2. Draft Budget 2016 and Multiannual Staff Policy Plan (MSPP)
3. Overview of audits
4. EEA Publication Plan 2015
5. Feedback from Management Board members

[Tabled documents & presentations](#)

**72nd MANAGEMENT BOARD - Signature list**
*Copenhagen, 18 March 2015*
**MEMBER COUNTRIES**

<b>COUNTRY</b>		<b>NAME</b>	<b>ORGANISATION</b>	<b>SIGNATURE</b>
<b>CHAIRMAN</b>		Elisabeth FREYTAG-RIGLER	Chair of the EEA Management Board	Signed
<b>AUSTRIA</b>	<i>Member:</i>			
	<i>Alternate:</i>	Wilhelm VOGEL	Environment Agency Austria	Signed
	<i>Expert:</i>	Florian EYWO	Federal Ministry of Agriculture and Forestry Environment and Water Management	Signed
<b>BELGIUM</b>	<i>Member:</i>	Francis BRANCART	European Policy and International Agreements	Signed
	<i>Alternate:</i>	Véronique VERBEKE	Department Reporting and Environmental Impacts	Apologies
	<i>Expert:</i>			
<b>BULGARIA</b>	<i>Member:</i>	Vanya GRIGOROVA	Bulgarian Environment Agency	Signed
	<i>Alternate:</i>	Philip PENCHEV	Bulgarian Environment Agency	Apologies
	<i>Expert:</i>			

<b>COUNTRY</b>		<b>NAME</b>	<b>ORGANISATION</b>	<b>SIGNATURE</b>
<b>CROATIA</b>	<i>Member:</i>	Neven VOČA	Croatian Environment Agency	Signed
	<i>Alternate:</i>	Savka KUČAR DRAGIČEVIĆ	Croatian Environment Agency	Apologies
	<i>Expert:</i>			
<b>CYPRUS</b>	<i>Member:</i>	Costas HADJIPANAYIOTOU	Ministry of Agriculture, Natural Resources and Environment	Apologies
	<i>Alternate:</i>	Charalambos HAJIPAKKOS	Ministry of Agriculture, Natural Resources and Environment	Apologies
	<i>Expert:</i>			
<b>CZECH REPUBLIC</b>	<i>Member:</i>	Michal PASTVINSKÝ	Ministry of the Environment	Apologies
	<i>Alternate:</i>	Jana RŮŽIČKOVÁ	Ministry of Environment	Signed
	<i>Other:</i>			
<b>DENMARK</b>	<i>Member:</i>	Mikkel AARØ-HANSEN	Danish Ministry of the Environment	Apologies
	<i>Alternate:</i>	Thomas Nicolai PEDERSEN	Danish Ministry of the Environment	Signed
	<i>Expert:</i>	Ole STUBDRUP	NFP	Signed
	<i>Expert:</i>	Marie BLANNER	NFP	Signed
<b>ESTONIA</b>	<i>Member:</i>	Meelis MÜNT	Estonian Ministry of Environment	Signed
	<i>Alternate:</i>	Marina BANTSENKO	Estonian Ministry of Environment	Apologies
	<i>Expert:</i>			
<b>FINLAND</b>	<i>Member:</i>	Laura HÖIJER	Ministry of Environment	Apologies
	<i>Alternate:</i>	Pekka HARJU-AUTTI	Ministry of Environment	Signed
	<i>Expert:</i>			

<b>COUNTRY</b>		<b>NAME</b>	<b>ORGANISATION</b>	<b>SIGNATURE</b>
<b>FRANCE</b>	<i>Member:</i>	Bruno VERLON	Ministère de l'Ecologie et du Développement Durable	Signed
	<i>Alternate:</i>	Guillaume COUNIO	Sous-Directeur Régulation Européenne	Apologies
	<i>Expert:</i>			
<b>GERMANY</b>	<i>Member:</i>	Eva KRACHT	Ministry for the Environment, Nature Conservation Building and Nuclear Safety	Signed
	<i>Alternate:</i>	Christina PYKONEN	NFP	Apologies
	<i>Expert:</i>			
<b>GREECE</b>	<i>Member:</i>	Maria PEPPA	Ministry of Environment Energy and Climate Change	Signed
	<i>Alternate:</i>	Nicholas MANTZARIS	Ministry of Environment Energy and Climate Change	Apologies
	<i>Expert:</i>			
<b>HUNGARY</b>	<i>Member:</i>	Martina MAKAI	Ministry of Agriculture	Signed
	<i>Alternate:</i>	Petra PÉNTEK	Ministry of Agriculture	Apologies
	<i>Expert:</i>			
<b>ICELAND</b>	<i>Member:</i>	Hermann SVEINBJÖRNSSON	Ministry of Environment	Signed
	<i>Alternate:</i>			
	<i>Expert:</i>			
<b>IRELAND</b>	<i>Member:</i>	David WALSH	Department of the Environment, Heritage and Local Government	Signed
	<i>Alternate:</i>	Laura BURKE	Environmental Protection Agency	Apologies
	<i>Expert:</i>			

<b>COUNTRY</b>		<b>NAME</b>	<b>ORGANISATION</b>	<b>SIGNATURE</b>
<b>ITALY</b>	<i>Member:</i>	Giovanni BRUNELLI	Ministero dell'Ambiente	Signed
	<i>Alternate:</i>	Valeria RIZZO	Ministero dell'Ambiente	Apologies
	<i>Expert:</i>			
<b>LATVIA</b>	<i>Member:</i>	Alda OZOLA	Ministry of the Environmental Protection and Regional Development of the Republic of Latvia	Signed
	<i>Alternate:</i>	Inita STIKUTE	Latvian Environment, Geology and Meteorology Centre	Apologies
	<i>Expert:</i>			
<b>LIECHTENSTEIN</b>	<i>Member:</i>	Helmut KINDLE	Director National Office of Environment	Apologies
	<i>Alternate:</i>			
	<i>Expert:</i>			
<b>LITHUANIA</b>	<i>Member:</i>	Aldona MARGERIENÉ	Environmental Protection Agency	Signed
	<i>Alternate:</i>	Vytautas NARUŠEVIČIUS	Environmental Protection Agency	Apologies
	<i>Expert:</i>			
<b>LUXEMBOURG</b>	<i>Member:</i>	Eric DE BRABANTER	Ministère du Développement durable et des Infrastructures	Signed
	<i>Alternate:</i>	Pierre PRUM	Ministère du Développement durable et des Infrastructures	Apologies
	<i>Expert:</i>			
<b>MALTA</b>	<i>Member:</i>	Vincent CASSAR	Malta Environment and Planning Authority	Signed
	<i>Alternate:</i>	Suzanne GAUCI	Malta Environment and Planning Authority	Apologies
	<i>Expert:</i>			
<b>NETHERLANDS</b>	<i>Member:</i>	Koen de SNOO	Ministry of Infrastructure and Environment	Signed
	<i>Alternate:</i>	Dick C. De BRUIJN	Dutch Ministry of Infrastructure and Environment	Apologies
	<i>Expert:</i>			

<b>COUNTRY</b>		<b>NAME</b>	<b>ORGANISATION</b>	<b>SIGNATURE</b>
<b>NORWAY</b>	<i>Member:</i>	Kari HOLDEN	Data, Climate and Pollution Agency	Signed
	<i>Alternate:</i>	Øystein NESJE	Ministry of Environment	Signed
	<i>Expert:</i>			
<b>POLAND</b>	<i>Member:</i>	Andrzej JAGUSIEWICZ	Chief Inspectorate for Environmental Protection	Apologies
	<i>Alternate:</i>	Anna Katarzyna WIECH	Chief Inspectorate for Environmental Protection	Signed
	<i>Expert:</i>			
<b>PORTUGAL</b>	<i>Member:</i>	Nuno LACASTA	Portuguese Environment Agency	Apologies
	<i>Alternate:</i>	Alexandra CARVALHO	Ministry of Environment, Spatial Planning and Energy	Signed
	<i>Expert:</i>			
<b>ROMANIA</b>	<i>Member:</i>	Doina CATRINOIU	National Environment Protection Agency	Signed
	<i>Alternate:</i>	Gabriela VASILIU-ISAC	NFP	Apologies
	<i>Expert:</i>			
<b>SLOVAK REPUBLIC</b>	<i>Member:</i>	Martin VAVŘINEK	Slovak Environmental Agency	Signed
	<i>Alternate:</i>	Norbert KURILLA	Ministry of the Environment of Sloval Republic	Signed
	<i>Expert:</i>			
<b>SLOVENIA</b>	<i>Member:</i>	Joško KNEZ	Environmental Agency	Apologies
	<i>Alternate:</i>	Gregor SLUGA	Environmental Agency	Apologies
	<i>Expert:</i>	Barbara Bernard VUKADIN	Environmental Agency	Signed

<b>COUNTRY</b>		<b>NAME</b>	<b>ORGANISATION</b>	<b>SIGNATURE</b>
<b>SPAIN</b>	<i>Member:</i>	Guillermina YANGUAS MONTERO	Ministerio de Agricultura, Alimentacion y Medio Ambiente	Signed
	<i>Alternate:</i>	Elisa RIVERA MENDOZA	Ministerio de Agricultura, Alimentacion y Medio Ambiente	Signed
	<i>Expert:</i>			
<b>SWEDEN</b>	<i>Member:</i>		Swedish Environmental Protection Agency	Apologies
	<i>Alternate:</i>	Martin ERIKSSON	Swedish Environmental Protection Agency	Signed
	<i>Expert:</i>			
<b>SWITZERLAND</b>	<i>Member:</i>	Bruno OBERLE	Federal Office for the Environment	Apologies
	<i>Alternate:</i>	Gérard POFFET	Federal Office for the Environment	Apologies
	<i>Expert:</i>	Nicolas PERRITAZ	NFP	Signed
<b>TURKEY</b>	<i>Member:</i>	Mustafa ÖZTÜRK	Ministry of Environment and Urbanization	Apologies
	<i>Alternate:</i>	Mehmet Mustafa SATILMIŞ	Environmental Impact Assessement, Permit and Inspection	Apologies
	<i>Expert:</i>	Mahmut DAĞAŞAN	Ministry of Environment and Urbanisation	Signed
	<i>Expert:</i>	Fatma Nur CEBECIOĞLU	NFP	Signed
<b>UNITED KINGDOM</b>	<i>Member:</i>	Jill WORDLEY	Department for Environment, Food and Rural Affairs (DEFRA)	Apologies
	<i>Alternate:</i>	Peter HELM	Department for Environment, Food and Rural Affairs (DEFRA)	Signed
	<i>Expert:</i>			

	<b><i>NAME</i></b>	<b><i>ORGANISATION</i></b>	<b><i>SIGNATURE</i></b>
<b>EUROPEAN COMMISSION</b>	Astrid SCHOMAKER	DG ENV	Signed
	Nicholas BANFIELD	DG ENV	Apologies
	Peter PÄRT	JRC	Signed
	Pascal Le GRAND	European Commission	Signed
	Pamela KENNEDY	JRC	Signed
	Mireille DELPRAT	European Commission	Signed
	Kurt VANDENBERGHE	DG Research	Apologies
	Marcel JORTAY	Eurostat	Apologies
<b>EUROPEAN PARLIAMENT</b>	Peter HENNICKE	Wuppertal Institut für Klima, Umwelt, Energie	Apologies
	Michael SCOULLOS	University of Athens	Signed
	Ludo HOLSBECK	Wuppertal Institut für Klima, Umwelt, Energie	Apologies
<b>EEA SCIENTIFIC COMMITTEE</b>	Sybille van den HOVE	Chair of EEA Scientific Committee	Signed
<b>EEA STAFF COMMITTEE</b>	Hans-Martin FÜSSEL	Project Manager, ACC4	
<b>GUEST</b>	Alexandre PAQUOT	DG CLIMA	Apologies

<b>EEA STAFF</b>	Hans BRUYNINCKX	Executive Director	SIGNED
	Sigfus BJARNASON	Head of programme - OSE	
	Peder JENSEN	Head of programme - PAN	
	Jock MARTIN	Head of programme - IEA	
	Paul McALEAVEY	Head of programme - ACC	
	Søren NIELSEN	Head of programme - ADS	
	Katja ROSENBOHM	Head of programme - COM	
	Chris STEENMANS	Head of programme - MDI	
	Ronan UHEL	Head of programme - NSV	
	Petra FAGERHOLM	Head of group - EDO1	
	David STANNERS	Senior Adviser	
	Jeff HUNTINGTON	Senior Adviser	
	Elena OSTÁRIZ	Management Board Secretariat - EDO0	SIGNED

### ANNEX 3 – Action List

<b>ACTIONS</b>	<b>Status 10 June 2015</b>
To publish on Forum the final minutes of the 71st Management Board	To do
To launch in June the re-election process for 2 Vice-Chairs/Bureau members, and an election process to fill in the 5 <sup>th</sup> Vice-Chair post in the Bureau	To do
To launch a MB written procedure on the revision clause of article 2 of the MB RoP	To do
EEA to circulate a well-developed outline and objectives of the November 2015 MB seminar, in time for the 73 <sup>rd</sup> Board meeting	Done
The MB to approve the composition of the EEAcademy ToRs and Advisory Board at the 74 <sup>th</sup> Board meeting	To do
To include on the 73 <sup>rd</sup> MB agenda a guidance item on the MB CVs and Dols	Done

List of Decisions and Guidance, 72<sup>nd</sup> Management Board, 18 March 2015, EEA

Agenda item	Decisions	Comments
<b>Item A1.</b> Adoption of agenda	Adopted	Future agendas will keep the structure but not the combination of letters and numbers. The items will be only numbered.
<b>Item A2.</b> Adoption of the 71 <sup>st</sup> Management Board minutes, 19 November 2014	Adopted	The minutes were adopted with a minor correction.
<b>Item C1.1</b> Topics for future seminars	Agreed on the topic proposal for the MB seminar in November 2015  Postponed the decision on the seminar topic for March 2016, to the 73 <sup>rd</sup> MB	EEA to present to the 73 <sup>rd</sup> MB a well-developed outline and objectives of the November seminar.  EEA to propose a topic for the MB seminar in March 2016 at the 73 <sup>rd</sup> MB in June 2015.
<b>Item C1.2.</b> AWP 2016 key activities and AWP processes in 2015	Took note of the AWP processes in 2015	MB would approve the AWP 2016 & AWP 2017 as follows: <ul style="list-style-type: none"> <li>- Draft AWP 2016: June 2015</li> <li>- AWP 2016 : November 2015</li> <li>- Drat AWP 2017: November 2015</li> <li>- AWP 2017: November 2016</li> </ul>
<b>Item C1.3.</b> EEAcademy	Provided guidance on the different aspects of the EEAcademy and its ToRs	EEA to incorporate MB guidance and clarify timelines. An updated paper would be provided to the 73 <sup>rd</sup> MB.  The MB would approve the ToRs and composition of the Advisory group at the November meeting.
<b>Item D1.1.</b> Accounts 2014 and discharge process 2013	Took note of the preliminary report of the accounts 2014 and provided guidance on the discharge process 2013	A reflection on the points raised concerning Col would be taken at the next MB meeting in June 2015.
<b>Item D2.1</b> Approval Internal Audit Capability work plan 2015	Approved	-
<b>Item D.2.2.</b> Meeting location 74 <sup>th</sup> Management Board & MB seminar, November 2015	The 74 <sup>th</sup> MB and MB seminar will be held in Vienna	The Board accepted the Chair's invitation to hold the November meetings in Vienna.

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**Item D2.3.** Procedure for the development of the Annual Report and Annual Activity Report 2014, and delegation to the Bureau

Took note of the procedure and timetable for the development of the AR and AAR 2014.

Decided not to delegate the approval of the AR and AAR 2014 to the Bureau.

The Annual Report and Annual Activity Report 2014 will be approved through MB written procedure following the timetable proposed in the paper for the Bureau written procedure.

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Approved by the Chair of the Management Board  
on 18 March 2015

*SIGNED*

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Elisabeth Freytag-Rigler