



**FINAL MINUTES OF THE 74TH BUREAU MEETING,
held in Copenhagen on 30 January 2018**

Adopted by the Bureau at its meeting on 24 April 2018

SIGNED

Laura Burke
Chair, EEA Management Board

Record of proceedings

The Chair, Laura Burke, opened the meeting by welcoming the Bureau members (in particular the new Bureau member designated by the European Parliament), observers and the Chair of the RoP Review Committee; and presenting apologies on behalf of those unable to attend.

Final agenda:	Annex 1
Attendance list:	Annex 2
List of decisions and guidance:	Annex 3
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ITEMS 1–2 FOR DECISION

Item 1 Adoption draft agenda

The Bureau adopted the agenda (Doc. EEA/BU/74/01REV1).

Item 2 Adoption 73rd Bureau minutes, 4 October 2017

The minutes (Doc. EEA/BU/74/02) were adopted after one small revision under item 7 on ‘Update by the European Commission’, specifically in relation to the EEA/Eionet evaluation, which was changed to *‘The Bureau asked the European Commission to pay particular attention to the result of the consultancy work when drafting the Staff Working Document on the EEA/Eionet evaluation’*.

ITEMS 3–7 FOR INFORMATION

Item 3 Draft minutes 80th Management Board, 6 December 2017

The Bureau took note of the draft minutes of the 80th Management Board meeting held on 6 December 2017 (Doc. EEA/BU/74/03).

Item 4 Verbal update by the Management Board Chair

The Chair highlighted the changed approach for the updates at the Bureau meetings, which are foreseen to be verbal updates only for the meetings from 2018 onwards; and informed on the Chair’s participation in the EEA’s selection committee for the Seconded National Expert (SNE) as coordinator for the European Protection Agencies(EPA) network.

Item 5 Verbal update by the Scientific Committee Chair

The Scientific Committee (SC) Chair provided a verbal update on the activities of the SC, including:

- the special attention from the Scientific Committee (SC) and EEA to follow-up on SC meetings and joint SC-EEA seminars, examples being:



- the upcoming report on 'Chemicals for a Sustainable Future' documenting the outcomes of the joint EEA-SC Seminar of 17 May 2017, which will be published in February ⁽¹⁾; and
- the upcoming SC report documenting the outcomes of the Joint EEA-SC seminar on Big data and environmental knowledge of 10 October 2017.
- the next Scientific Committee meeting on 21-22 February 2018, which will be organised over two days and include an in-depth discussion on SOER 2020 involving the relevant EEA staff.

The Bureau took note of the verbal update and expressed its satisfaction with the active engagement of the Scientific Committee in the SOER 2020 process.

Item 6 Verbal update by the Executive Director

The Executive Director provided a verbal update on highlights since the last meeting, covering the period December 2017 – January 2018. The key highlights included the following:

- EEAcademy
 - first Winter School taking place from 31 January - 2 February 2018 on the challenges, practice and methodology of Integrated Environmental Assessment; with participation of Eionet and internal EEA staff; and focusing on the strengthening of capacity in light of delivering State and Outlook of the Environment Reports on national level, and the Agency's SOER 2020;
 - Summer School on 'The Precautionary Principle in Sustainability Transitions: Thinking forwards, Looking backwards, Acting' ⁽²⁾
- EEA staff contribution as part of the EU delegation to the UN Environment Assembly (UNEA3) on 4-6 December 2017, as well as the EEA commitment to contribute to the High-Level Group for the finalisation of the 6th Global Environment Outlook (GEO6).
- The publication of the EEA corporate document 'EEA Framework for international Engagements' ⁽³⁾, agreed earlier by the Management Board.
- The upcoming NFP/Eionet meeting on 7-8 February 2018 and the 30th EPA Network meeting on 12-13 April 2018 in Dublin.
- Air Quality index ⁽⁴⁾ was well received at the Clean Air Forum, and countries are increasing their efforts in terms of providing data.
- 2017 was a peak-year in terms of EEA media coverage (including on social media).
- The EEA budget execution in 2017 of 99.9%.
- With regard to the Copernicus Programme: a) the work under the Delegation Agreement with DG GROW is being implemented, b) increased uptake/use of Copernicus data in EEA products within the present limited capacity, c) European Commission proposal for a new Regulation as a follow-up to the Copernicus Programme Regulation beyond 2020, which is foreseen to be published by May 2018. The Commission inter-service consultation is foreseen to start within the next 6 weeks. The EEA will seek the Board's opinion on the potential revision of the Agency's role and resources funding, which is expected to include an increased capacity on the use of Copernicus data/services.
- Published EEA reports ⁽⁵⁾:
 - Monitoring CO₂ emissions from new passenger cars and vans in 2016

¹ <https://www.eea.europa.eu/about-us/governance/scientific-committee/reports/chemicals-for-a-sustainable-future>

² Summer School 2018 webpage: <https://summeruniversity.ceu.edu/precautionary-2018>

³ Available on EEA website : <https://www.eea.europa.eu/publications/eea-framework-for-international-engagement>

⁴ Available on EEA website : <http://www.eea.europa.eu/themes/air/air-quality-index/index>

⁵ EEA Reports and briefings are available on the EEA website at : <https://www.eea.europa.eu/publications>



- Environmental indicator report 2017 — In support to the monitoring of the 7th Environment Action Programme
- Green infrastructure and flood management
- Fluorinated greenhouse gases 2017
- Renewable energy in Europe – 2017 Update: Recent growth and knock-on effects
- Monitoring progress of Europe's transport sector towards its environment, health and climate objectives (briefing)
- Ongoing EEA work, including the upcoming EEA publications:
 - Fuel quality in the EU in 2016 (⁶)
 - TERM report: 'Aviation and shipping — impacts on Europe's environment TERM 2017'
 - Chemicals for a Sustainable Future
 - Perspectives for sustainability transitions
- The role for EEA as foreseen in the final report of the HLEG on sustainable finance (presentation on 31 January).

Following the Executive Director's verbal update, the Bureau engaged in a discussion, including on:

- Copernicus data

The DG CLIMA representative highlighted the importance of a step-wise approach towards the increased uptake of Copernicus data, and suggested the use of test cases. A potential test case could be on land-use (e.g. wetlands and LULUCF), where in a first step it could be evaluated to which extent Copernicus data are complementing and/or comparable with bottom-up information provided by countries. The consideration of future use of such data for compliance purposes should only be addressed in a later phase.

The Chair concluded the discussion by highlighting the importance of a sound reflection of the EEA future role in the legislative proposals from the Commission by May; and recognising the importance of the inclusion of the topic in future EPA network activities, as suggested by the European Parliament designate.

The Chair further suggested a future session in the Board on the EEA's ongoing activities in relation to the European Human Biomonitoring Initiative (HBM4EU).

Item 7 Verbal update by the European Commission

The **DG ENV** representative highlighted the following Commission activities:

- The agreement with the European Parliament that Commission legislative proposals are to be submitted by this Commission/legislator by the end of May 2018
- Recently adopted initiatives:
 - Circular Economy package on 16 January 2018, which includes a Plastics Strategy
 - An Action Plan on Environmental Compliance Assurance, complementing efforts towards Better Implementation
- Upcoming initiatives:
 - Revision of the Drinking Water Directive (early February 2018)
 - Waste Package (spring 2018)

⁶ Available on EEA website : <https://www.eea.europa.eu/publications/fuel-quality-in-the-eu>



- New initiatives in the second half of 2018 in relation to the Circular Economy agenda
- New co-decision files foreseen to be adopted in spring 2018
 - Recast of the POPs Directive foreseen in April 2018
 - New initiative on minimum requirements for water reuse foreseen in April 2018
- A new legislative proposal for the alignment of existing reporting in environment legislation (following the reporting fitness check concluded in 2017). This proposal is expected early in the second quarter, date to be confirmed.
- Non-legislative files to be adopted in the spring of 2018:
 - Chemicals: The revision of the definition of nanomaterials, the Strategic approach to pharmaceuticals in the environment, the REACH evaluation and the Fitness check of all other chemicals legislation.
 - The ongoing evaluation of the European Environment Agency (see also item 8).
 - Guidance for integrating Ecosystem Services into decision-making and Guidance for EU level Green Infrastructure (both announced in the Nature Action Plan).
 - A new initiative on Pollinators (ongoing public consultation until beginning of April).

The **DG CLIMA** representative informed on the following **EU internal** developments:

- Climate related legislative proposals on EU ETS, Effort Sharing (ES) and LULUCF have been politically agreed between the Council and Parliament.
- In relation to the LULUCF inventory, it should be evaluated to which extent the Copernicus data could be used for wetlands and setting of forest reference levels.
- Energy Union Governance:
 - Council general approach and EP position have been adopted, the trilogue is expected to reach agreement by May;
 - The amendments are not significantly changing the proposed role for the EEA, and rather strengthen it, e.g. ES Regulation, Energy Efficiency (EE) proxies and on the monitoring of the energy and climate plans and long term strategies.
- Transport:
 - Proposals in co-decision: a) monitoring of CO₂ in cars and vans proposed, which is expected to be a very political file; and b) monitoring and reporting of CO₂ emissions from and fuel consumption of new heavy-duty vehicles;
 - Preparing CO₂ standards for Heavy Duty Vehicles, adoption foreseen by May
- Climate change adaptation:
 - As part of evaluation of the EU Strategy on Adaptation to Climate Change a public consultation was launched (8 December - 1 March),
 - The importance for the Commission of Member States' participation in such public consultations was specifically highlighted.

The **DG CLIMA** representative also informed on the following **international** developments:

- Talanoa Dialogue (2018 facilitative dialogue) in the context of the Paris Agreement to be concluded at COP 24 in December, for which the EEA is expected to contribute, in particular in relation to:
 - EEA's expertise in monitoring, reporting and verification
 - Public presentations on the good progress in the EU on policy implementation in relation to '3 years after Paris',



- In light of the implementation of the Paris Agreement, the Commission intends to strengthen bilateral cooperation with partner countries (partnerships), including with major economies and in first instance with the G20 countries (e.g. Australia, South-Africa and Brazil). In this respect the Commission has invited the EEA to provide assistance, in particular on sharing experience in relation to transparency aspects.

The Chair concluded the update by the Commission on new policy developments by highlighting the importance of ensuring the expanding work areas for EEA are incorporated in the Agency's work and resource programming, through the formal process for the Programming Document (PD) 2019–2021), including the Annual Work Programme (AWP) 2019, as well as through inclusion in the future PDs.

Following the verbal update by the European Commission, the Bureau engaged in a discussion including the following:

- Relevance of EU policy developments for EEA and countries
 - It was recognised that the policy developments in the field of environment and climate, as addressed in the Commission update were all of direct relevance for the work of the EEA.
 - A number of developments with importance both at EEA as at national level were highlighted by a Bureau member: a) the plastics strategy interlinked with marine litter (also linked to tourism in southern European countries); b) the Drinking Water Directive, which is interlinked with quality of life, as well as tourism; c) water reuse and the related particular challenge for southern countries in summer months; d) waste package; e) definition of nanomaterials, and the need for scientific knowledge on risks in relation to specific use cases; and f) the EEA and Eionet evaluation, and the potential impact on the national level.
- Relevance of the EU policy agenda beyond 2020 for EEA's strategic planning
 - The Executive Director reflected on the increased availability policy directions and targets up to 2030 and even into 2050, which provides for a framework for the knowledge and information development, as well as for the longer term planning of the Agency. The Executive Director also recognised the importance of the increasing certainty regarding the long-term EU policy agenda for beyond 2020; in relation to the Agency's long-term strategy on development areas, resource investments and activity planning (e.g. in relation to multiannual investments for reporting), beyond the logic of the Programming Document, in particular in the context of the EU Multiannual Financial Framework beyond 2020.
 - The Chair recognised the relevance of a strategy document for the longer term, and the highlighted the link to the overall priority setting and resource planning for the Agency by the Management Board.
- Link between SDGs and EU policy
 - The European Parliament designate raised the importance to demonstrate how the EU policy agenda addresses the Sustainable Development Goals.
 - The Chair recognised the relevance of the SDGs for framing of the long-term EEA activities.

STRATEGIC ORIENTATION

ITEMS 8–12 FOR GUIDANCE-

Item 8 Evaluation of EEA and Eionet

Taking background document EEA/BU/74/08 for read, the DG ENV representative provided an update on the state-of-play and the further process until the publication of the evaluation:



- Following the Stakeholder Workshop on 5 December 2017, only a limited number of workshop participants provided comments on the draft workshop report. The final version of the workshop report will be annexed to the final study report.
- As the study contract aims at providing support to the Commission evaluation, it will provide answers on the questions formulated in the Commission Roadmap (⁷), which are organised along the five Better-Regulation evaluation criteria. The methodology for the support study report will be in line with the requirements in the Terms of Reference for the consultancy contract.
- EEA is supporting the gathering and checking of factual information in engagement with the Commission and its consultants.
- The support study will feed (together with complementary sources) into the Commission evaluation of EEA and Eionet, which will be published as a Commission Staff Working Document (SWD). The SWD is foreseen to be published during the summer, after inter-service consultation.

The European Commission also suggested to the Bureau the following further process for engagement with the EEA Management Board and Bureau:

- The European Commission foresees to invite the members of EEA Management Board to comment on the draft final study report. The consultation is likely to take place in April or May and would be short (2 weeks). Comments should be provided exclusively to the European Commission, so that a consistent feedback is provided by the Commission to the consultant for the finalisation of the support study.
- Given the European Parliament 2007 request regarding 5-yearly independent evaluations of EEA (on efficiency and effectiveness), including the requirement on the Board to examine the evaluation and to provide recommendations; the Commission representative informed the Bureau that the Commission considers its evaluation report (SWD) to be fulfilling the criteria of European Parliament request. The Commission therefore suggested that the EEA Board would provide recommendations on the basis of the SWD.

The Bureau took note of the upcoming process and timelines for the evaluation being conducted by the Commission under Better Regulation guidelines, including the Commission suggestion in relation to the role for the Board and Bureau.

The Bureau further noted the Commission processes in terms of the further quality assurance of the study report, including addressing methodological issues identified in the December Stakeholder Workshop background document.

Item 9 Organisational review of the Board and Bureau meeting

The Chair of the Review Committee introduced background document EEA/BU/74/09, and provided an update on the process and timelines for review work following the kick-off meeting of the Committee on 22 January 2018:

- The Committee's work will span from January 2018 until November 2018, allowing sufficient time to take into account the outcomes from the Commission's evaluation of the EEA and Eionet, and to reflect on different scenarios; while ensuring proposals being put forward in time for the December Board meeting.
- The review work will include two phases:
 - Fact finding phase in spring 2018
This phase will include a 'brainstorm' type exercise structured around a response template.

⁷ Available at: http://ec.europa.eu/smart-regulation/roadmaps/docs/2018_env_002_eea_evaluation_en.pdf



- Analysis and formulation of proposals to the Board in autumn 2018
The RoP Review Committee foresees to bring proposals forward for consideration by the Board at the occasion of its December meeting, including on changes to the Rules of Procedures of the EEA Management Board and Bureau (RoP).

The Chair invited contributions from Bureau members, who wish to contribute to the process.

It was further clarified that the EEA will look into the potential impact of the revised Financial Regulation (applicable as of 1 March 2018).

The Chair suggested to build further upon experiences and practises from other decentralised Agencies for example through the network of agencies, and recognised that it would be useful to look into the experience with working groups from other agencies.

The Bureau took note of the update by the Chair of the RoP Review Committee.

Item 10 Article 50 of the Treaty on the European Union – implications for EEA of ‘Brexit’

Taking Doc. EEA/BU/74/10 as read, the representatives from the European Commission provided further information regarding the state-of-play regarding the negotiations with the United Kingdom under Article 50 of the Treaty on European Union:

- The update addressed in particular the transition period following the adoption by the General Affairs Council (EU-27) of negotiating directives on a transition period ⁽⁸⁾, which would run from 29 March 2019 until 31 December 2020;
- The Council’s negotiating directives for the transition period:
 - do not foresee a possibility for further UK participation in the Agency’s governance bodies (Management Board, Bureau and Scientific Committee) as of 29 March 2019; given the UK, as already a third country, will no longer participate in the institutions and the decision-making of the EU;
 - do foresee a possibility for UK experts to participate, exceptionally and on a case-by-case basis in expert meetings. This provision will need further clarification, DG ENV’s present understanding is that UK experts could be allowed to participate in NFP/Eionet and NRC meetings;
 - foresee that the UK will have to fulfil its financial commitment to the EU, this would include the UK’s financial contributions to the EEA;
- The Commission reminded the Bureau of the fact that the negotiations do not include the Commission, as this is a process between the EU-27 Member States (Council EU-27) and the UK, with a facilitation from Michel Barnier, as Chief Negotiator for the 27 EU countries.
- Clarifications in relation to the transition period modalities for decentralised agencies under the Common Approach are foreseen to be provided by the Commission’s Secretariat General (SEC GEN).
- Specific rules applicable to the EEA will have to be established as of the transition period regarding in particular regarding personal, participation in (governance) bodies and procurement; within the overall modalities applicable to decentralised agencies.
- Potential impact, including duty of care regarding staff with British nationality

⁸ Council press release on the adopted negotiating directives on the transition period:
<http://www.consilium.europa.eu/en/press/press-releases/2018/01/29/brexit-council-article-50-adopts-negotiating-directives-on-the-transition-period/>



- The Executive Director and the members of the Bureau recognised the potential corporate, as well as human implications of a ‘Brexit’. The Executive Director stressed the need for timely information from the Commission on the rules applicable as of the transition period, which are of relevance for the management of the Agency (e.g. human resources management, procurement, budget, etc.)
- The Executive Director raised the specific concern regarding the duty of care regarding staff with British nationality ⁽⁹⁾, and the need for timely clarifications regarding the rules applicable to EEA in this respect, in particular from the Commission. The Executive Director further informed on EEA’s engagement through the EU Agencies Network, and on the continued efforts to inform EEA staff with British nationality.
- The Chair highlighted the importance of the inclusion of ‘Brexit’ as an element of high corporate risk for the EEA in the Agency’s risk register ⁽¹⁰⁾, in light of the Management Board’s oversight role.
- Modalities for decentralised agencies, including potential future participation of the UK in EEA
 - The Bureau recognised that the future modalities for decentralised agencies are not the primary focus of the ongoing negotiations between the EU-27 Member States and the UK.
 - The Bureau also recognised the disparity across the decentralised agencies with regard to a) provisions in the agencies’ founding regulations allowing for participation from third countries (non-EU Member State countries) participation, as well as the present application of such provisions ⁽¹¹⁾.

The Bureau decided to include a standing item on ‘Withdrawal of the UK under Article 50 of the Treaty on the European Union’ in the Bureau meeting agenda for the foreseeable future; and to consider the appropriate timing for a potential future discussion in the Board, against the status of the negotiations and the availability of guidance from the European Commission.

Upon a proposal from the Chair, the Bureau agreed to request the Agency to bring forward factual information to facilitate a more in-depth understanding on the potential implications for EEA, which are identified in the Draft PD 2019–2021 ⁽¹²⁾.

Item 11 Topic for Management Board seminar in December 2018

Taking Doc. EEA/BU/74/11 as read, the Bureau discussed the proposed topic for the Management Board seminar in December 2018 *‘New opportunities offered by Big data, Copernicus and Citizen science for the strengthening of EEA’s role as knowledge provider through innovation of Monitoring – Data – Information management (MDIAK)’*.

The Bureau tasked the Agency to bring forward a scoping paper on the seminar topic proposed by the EEA, for consideration at the 81st Management Board meeting on 7 March 2018.

⁹ Presently 12 EEA staff members have british nationality

¹⁰ In the EEA risk register for 2018, the risk has been included as an external risk ‘The EEA budget could be affected by developments related to country membership of EEA’ with a high financial impact and a high impact on the EEA objectives (PD 2018-2020, Annex VII), <https://www.eea.europa.eu/publications/programming-document-2017>

¹¹ Presently only a few decentralised agencies have third countries participation. (Some) EFTA countries are participating in EMCDDA, EASA and ERA. The EEA is presently the only decentralised agency with participation beyond EFTA (Turkey). The general rules applicable to non-EU Member State countries participating in EEA include: a) the countries contribute to the EEA budget, b) citizens of the third country are eligible to be a member of EEA staff, and c) the country participates in the EEA Management Board without the right to vote.

¹² Draft PD 2019-2021, adopted by the Bureau on 30 January 2018, Section I General Context (1.2.1.C, page 15)



The scoping paper should place the seminar topic in the context of the future EEA role, include potential pilots related to EU priority policy areas (such as wetlands and LULUCF), as well as addressing the potential participation of EEA stakeholders from outside the Board.

Item 12 SOER 2020

Taking background document EEA/BU/74/12 on SOER 2020 as read, the Executive Director highlighted the main components of the SOER 2020.

The EEA also proposed the following involvement of the Board in the SOER 2020 process in 2019:

- Participation in the 2019 stakeholder engagement process, and
- Advice on wider stakeholder involvement beyond the established EEA governance bodies and mechanisms.

The following further clarifications were provided:

- EEA is setting up the necessary processes to include knowledge from partners in the European Knowledge Community (EKC), including a sharing of burden regarding the knowledge creation (e.g. ESTAT, JRC DG RTD);
- the systemic longer term view will include a reflection on SDGs, taking into account work done by other EKC partners (e.g. the complementary work of Eurostat on indicators for monitoring the SDGs); and
- the urban dimension (objective 8 of the 7th EAP) will be reflected in 'Part 3 Sustainable Prospects' of the SOER 2020 Integrated Assessment, which is foreseen to be published early 2019.

The Chair concluded the discussion by highlighting the role of the Board with regard to the dissemination of the SOER 2020.

The Bureau took note of the update on the SOER 2020 process, and agreed to include an update on the SOER 2020 state-of-play as a recurring item on Management Board meeting agendas for the foreseeable future.

ITEM 13 FOR DECISION

Item 13 Adoption Draft programming Document 2019-2021

Taking background document EEA/BU/74/13 as read, the Executive Director reminded the Bureau of the draft status of the document, the upcoming consultation with EEA stakeholders (European Commission, European Parliament, EEA Scientific Committee and Eionet).

Following a question for clarification, the Executive Director clarified that the recent Memorandum of Understanding (MoU) between the Bern Convention and the EEA formalises the cooperation and includes a reconfirmation of the EEA activities in the field of reporting; in line with the down-prioritising of the Agency's international activities.

The DG ENV representative expressed appreciation for the draft PD 2019–2021, in particular regarding the integration of earlier Commission comments on the Agency's programming documents; and highlighted that the Programming Document is the main tool for the Commission (including DG ENV, DG CLIMA, DG BUDG and DG HR) to monitor the Agency's work programming.

The Chair underlined that the Key Performance Indicators (KPIs) for the Agency form the tool for the Board to fulfil its oversight role. Following a suggestion from the Chair, the Executive Director agreed to include clarifications on the targets and baseline for the KPIs in the final PD 2019–2021, which is foreseen to be adopted by the Board in December 2018.



The Chair also reminded the Bureau of the discussion at the 80th Board meeting in December 2017 regarding the need for a Board discussion on EEA strategic direction and priority setting beyond 2018, which is foreseen for the 82nd Board meeting in June 2018.

The Bureau adopted the Draft Programming Document 2019–2021, including the Annual Work Programme (AWP) for 2019 for transmission to the EU institutions (Decision EEA/BU/2018/002).

The Executive Director will submit the Draft PD 2019–2021 to the EU institutions by 31 January 2018, and initiate the consultation process with the EEA stakeholders.

ITEM 14 FOR INFORMATION

Item 14 Review of NRCs

Taking the background document (Doc. EEA/BU/74/14REV1) as read, the EEA provided further clarifications regarding some specific aspects of the National Reference Centres (NRCs) light review, in particular regarding soil and agriculture.

The Bureau took note of the progress made and of the updated timetable of work.

CLOSED SESSION

ITEM 15 FOR DECISION

Item 15 Draft implementing rules for ‘Appraisal, and probationary and trial period of the Agency’s Executive Director’

The Chair opened the closed session by introducing document MB-Chair/EEA/ BU/74/15-CONF, and informed on the procedure accordance with Article 110(2) of the Staff Regulations requiring the agreement from the Commission before the final adoption of the implementing rules.

The Bureau decided on the submission of the draft decision on ‘Draft implementing rules for ‘Appraisal, and probationary and trial period of the Agency’s Executive Director’ to the Commission for agreement in accordance with Article 110(2) of the Staff Regulations (Decision EEA/BU/2018/003), in line with the delegation from the Board to the Bureau (¹³).

OPERATIONAL/ADMINISTRATIVE MATTERS

ITEM 16 FOR DECISION

Item 16 Approval draft agenda 81st Management Board, 7 March 2018

The draft agenda for the 81st Management Board meeting (Doc. EEA/BU/74/16) was approved with one minor modification regarding the wording of one agenda item (‘Decision on Vice-Chairs’).

ITEM 17 FOR GUIDANCE

Item 17 ETC designation process

Taking the background document (Doc. EEA/BU/74/17) as read, the Executive Director informed on the overall timeline for the ETC designation, including the launch of the call for proposals on 30 January, and the foreseen Board decision on the designation of ETCs in June 2018.

The Executive Director further clarified the proposed approach for the management of potential conflict of interest with regard to the members to the ETC Evaluation Committee. It is proposed that

¹³ MB decision EEA/MB/2017/028



the Board mandates the Chair of the EEA Management Board to designate the members once the Opening Committee has information on the bidding organisations.

Management Board members will be invited to express their interest to participate in the ETC Evaluation Committee, which will convene between 29th and 31st May 2018.

Following questions for clarifications, the Agency agreed to inform the Board on the deadline for the nominations of Commission representatives, and on the access to the ETC proposals for members of the ETC Evaluation Committee.

The Bureau took note of the proposed schedule for the tendering process towards the designation of seven new European Topic Centres.

ITEMS 18-20 FOR INFORMATION

Item 18 Procedure and timetable for the development of the Consolidated Annual Activity Report (CAAR) 2017

The Executive Director introduced background document EEA/BU/74/18.

The Bureau took note of the procedure and timetable for the development and adoption of the CAAR 2017 by 15 June 2018.

Following a question for clarification, the Executive Director agreed to provide further clarifications on the timeline for the provision of the draft version of the CAAR 2017, and the scope of the standing delegation to the Bureau on the adoption of the CAAR.

The Bureau decided to ask the Board for a reconfirmation of the standing delegation to the Bureau decided upon in 2015, given the June Board meeting (19 June) scheduled after the submission deadline for the CAAR 2017 (15 June).

Item 19 Audit: IAS audit on procurement and contract management in EEA

The Internal Audit Capability (IAC) introduced background document EEA/BU/74/19, informed the Bureau on the 2018 audit by the IAS on procurement and contract management, which was foreseen in the IAS Strategic Internal Audit Plan 2018–2020 for the Agency.

Following an exchange of information on the audit activities, it was agreed that the Executive Director will provide further information on all the audit activities in relation to procurement to the DG ENV representative for follow-up within the European Commission services.

The Bureau took note on the update by the Internal Audit Capability (IAC).

Item 20 Feedback from Bureau members

The Vice-Chair, Maria Peppa thanked the Bureau members, the Executive Director and the Chair for the cooperation over the past three years; in light of the decision not to express interest in a second term due to personal reasons.

The meeting closed at 14h50.

**Annex 1****Agenda of 74th Bureau meeting,
Tuesday, 30 January 2018, 9.30–17.00, Copenhagen****FOR DECISION**

1. Adoption draft agenda
2. Adoption 73rd Bureau minutes, 4 October 2017

FOR INFORMATION

3. Draft minutes 80th Management Board, 6 December 2017
4. Verbal update by the Management Board Chair
5. Verbal update by the Scientific Committee Chair
6. Verbal update by the Executive Director
7. Verbal update by the European Commission

STRATEGIC ORIENTATION**FOR GUIDANCE**

8. Evaluation of EEA and Eionet
9. Organisational review of the Board and Bureau meetings
10. Article 50 of the Treaty on European Union – implications for EEA of ‘Brexit’
11. Topic for Management Board seminar December 2018
12. SOER 2020

FOR DECISION

13. Adoption Draft Programming Document 2019–2021, including draft AWP 2019

FOR INFORMATION

14. Review of NRCs

CLOSED SESSION**FOR DECISION**

15. Draft implementing rules on ‘Appraisal, and probationary and trial period of the Agency’s Executive Director’

OPERATIONAL/ADMINISTRATIVE MATTERS**FOR DECISION**

16. Approval draft agenda 81st Management Board, 7 March 2018

FOR GUIDANCE

17. ETCs beyond 2018: designation process

FOR INFORMATION

18. Procedure and timetable for the development of the Consolidated Annual Activity Report (CAAR) 2017
19. Audit: IAS audit on Procurement and Contract Management in EEA
20. Feedback from Bureau members

Annex 2 Attendance list - 74th Bureau meeting

Copenhagen, 30 January 2018

MEMBERS	COUNTRY/AFFILIATION	ORGANISATION
Laura BURKE	Ireland	Environmental Protection Agency (EPA)
André WEIDENHAUPT	Luxembourg	Ministère du Développement durable et des Infrastructures
Julia WERNER	Germany	Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety
Nuno LACASTA	Portugal	Portuguese Environment Agency (APA)
Alda OZOLA	Latvia	Ministry of Environment Protection and Regional Development
Maria PEPPA	Greece	Ministry of Environment, Energy and Climate Change
János ZLINSZKY	European Parliament	Pázmány Péter Catholic University, Hungary
Gilles GANTELET	European Commission	DG ENV, Director A – Policy, Coordination and Resources
GUESTS/OBSERVER	COUNTRY/AFFILIATION	ORGANISATION
Artur RUNGE-METZGER	Observer, European Commission	DG CLIMA, Director C – Climate Strategy, Governance and Emissions from non-trading sectors
Per MICKWITZ	Chair, EEA Scientific Committee	Finnish Environment Institute
Herdís Helga SCHOPKA	Observer non-EU Member States	Ministry for the Environment and Natural Resources, Iceland
Björn RISINGER	Sweden, Chair, RoP Review Committee	Swedish Environmental Protection Agency
Jacques DELSALLE	European Commission	DG ENV
Jan NILL	European Commission	DG CLIMA



Annex 3 List of decisions and guidance
Copenhagen, 30 January 2018

Decision EEA/BU/2018/001

**LIST OF DECISIONS AND GUIDANCE
74TH BUREAU MEETING, 30 JANUARY 2018**

Agenda item	Outcome	Comments
1 Adoption of the agenda	The Bureau adopted the agenda as drafted.	
2 Adoption 73rd Bureau minutes, 4 October 2017	The Bureau adopted the minutes after one revision.	The minutes will be published on the EEA website and the Forum. The revision regarded a rewording under item 7 on 'Update by the European Commission', specifically in relation to the EEA/Eionet evaluation.
3 Draft minutes 80th Management Board, 6 December 2017	The Bureau took note of the minutes.	No comments were formulated by the Bureau in advance or during the meeting.
9 Organisational review of the Board and Bureau meetings	The Bureau took note of the update by the Chair of the RoP Review Committee.	Overall timeline for the review work: <ul style="list-style-type: none"> - Kick-off meeting of the RoP Review Committee was held on 22 January 2018, - Fact finding during spring - Analysis and formulation of proposals to the Board by November 2018
10 Article 50 of the Treaty on the European Union – implications for EEA of 'Brexit'	The Bureau asked the Agency to bring forward factual information to facilitate a more in-depth understanding on the different potential implications of a Brexit for EEA; which are identified in the Draft PD 2019–2021 (¹⁴)	State-of-play regarding the negotiations with the United Kingdom under Article 50 of the Treaty on European Union, in particular in relation to the transition period. It was clarified that the negotiating directives adopted by the Council do not foresee a possibility for further UK participation in the Agency's governance bodies (Management Board, Bureau and Scientific Committee) as of 29 March 2019.
11 Topic for Management Board seminar in December 2018	The Bureau tasked the Agency with to bring forward a scoping paper on the seminar topic proposed by the EEA, for consideration at the March Board meeting.	Proposed seminar topic: 'New opportunities offered by Big data, Copernicus and Citizen science for the strengthening of EEA's role as knowledge provider through innovation of Monitoring – Data – Information management (MDIAK)' The scoping paper should place the seminar topic in the context of the future EEA role, include potential pilots related to EU priority policy areas, as well as addressing the potential participation of EEA stakeholders from outside the Board.
12 SOER 2020	The Bureau took note of the update on the SOER 2020 process.	Involvement of the Management Board in the SOER 2020 process is foreseen as follows: <ul style="list-style-type: none"> - Participation in the 2019 stakeholder engagement process, and - Advice on wider stakeholder involvement beyond the established EEA governance bodies and mechanisms.

¹⁴ Under Section I General Context (1.2.1.C, page 15)



Agenda item	Outcome	Comments
		As for previous reports, an update on the SOER 2020 state-of-play will be a recurring item on MB meeting agendas.
13 Adoption Draft Programming Document 2019-2021	The Bureau adopted the Draft Programming Document 2019-2021, including the Annual Work Programme (AWP) for 2019 for transmission to the EU institutions (Decision EEA/BU/2018/002).	The Executive Director will submit the Draft PD 2019–2021 to the EU institutions by 31 January 2018, and initiate the consultation process with the EEA stakeholders. The final PD 2019–2021 is foreseen to be adopted by the Board in December 2018.
14 Review of NRCs	The Bureau took note of the progress made and of the updated timetable of work.	
15 Draft implementing rules for 'Appraisal, and probationary and trial period of the Agency's Executive Director'	The Draft implementing rules were adopted for transmission to the Commission (Decision EEA/BU/2018/003).	The final adoption of the implementing rules will be subject to a Commission decision on the agreement with the draft implementing rules.
17 ETC designation process	The Bureau took note of the proposed schedule and process for the tendering process towards the designation of seven new European Topic Centres.	The evaluation procurement process of the new ETCs requires a careful management of potential conflict of interest of members to the Evaluation Committee. To this end, it is proposed that: <ul style="list-style-type: none"> - The Board mandates the Chair of the EEA Management Board to designate the members once the Opening Committee has information on the bidding organisations. - The MB Secretariat sends out a call for expression of interest to the Board members.
18 Procedure and timetable for the development of the Consolidated Annual Activity Report (CAAR) 2017	The Bureau took note of the procedure and timetable for the development and adoption of the CAAR 2017 by 15 June 2018. The Bureau decided to ask the Board for a reconfirmation of the standing delegation from the Board decided upon in 2015.	
19 Audit: IAS audit on Procurement and Contract management in EEA	The Bureau took note of the update by the Internal Audit Capability (IAC).on the IAS audit planned in 2018 .	

Approved by the EEA Bureau at its 74th meeting
in Copenhagen, 30 January 2018

SIGNED

Laura Burke
Chair, EEA Management Board

**Annex 4****List of items for future discussion and presentation**

74th Bureau meeting, 30 January 2018

Action list EEA/BU/2018/001

Agenda item	Follow-up	Follow-up
6 Verbal update by the Executive Director	Board session on EEA's ongoing activities in relation to the European Human Biomonitoring Initiative (HBM4EU).	Board, June or December 2018
8 Evaluation of the EEA/Eionet Regulation	<p><i>Draft final study report (from Commission consultants)</i></p> <p>Board guidance on</p> <ul style="list-style-type: none"> - Commission proposal to the Bureau: Management Board commenting on the draft final study report in engagement with the European Commission with a consultation deadline of 2 weeks in the period April-May 2018, - Follow-up Board/Bureau process and timelines <p><i>Commission evaluation report (SWD)</i></p> <p>Board guidance on</p> <ul style="list-style-type: none"> - Commission's view that the Commission's evaluation report, which is foreseen by end of summer 2018, fulfils the requirements of an independent evaluation as requested by the European Parliament in 2017, and should therefore form the basis for the Board's examination and recommendations. - Follow-up Board/Bureau process and timelines 	Board, 7 March 2018
9 Organisational review of the Board and Bureau	EEA follow-up with European Union Agencies Network (EUAN) on experience and practise from other decentralised agencies, in particular in relation to working groups.	By April 2018 (RoP Review Committee)
10 Article 50 of Treaty on the European Union – implications for EEA of 'Brexit'	<p><i>Factual information on potential implications for EEA</i></p> <p>The EEA to bring forward factual information to facilitate a more in-depth understanding on the potential implications for EEA, which are identified in the Draft PD 2019–2021.</p>	Bureau, 24 April 2018
12 SOER 2020	Board to decide to include 'update on SOER 2020' as a standing agenda item for Board meetings for the foreseeable future.	Board, 7 March 2018
15 Draft IR for the EEA Executive Director'	The Bureau to inform the Board on the Bureau process and decision.	Board, 7 March 2018
18 Procedure and timetable for the development of the Consolidated Annual Activity Report (CAAR) 2017	<p><i>Clarifications from EEA</i></p> <p>EEA to clarify the timeline for the provision of the draft version of the CAAR 2017, and the scope of the standing delegation to the Bureau on the adoption of the CAAR.</p> <p><i>Delegation to the Bureau</i></p> <p>Board to decide on a reconfirmation of the standing delegation to the Bureau decided upon in 2015, including the review, finalisation and opinion.</p>	Board, 7 March 2018