

**LIST OF DECISIONS AND GUIDANCE  
78TH BUREAU MEETING, 6 MARCH 2019**

Agenda item	Outcome	Comments
<b>1 DRAFT AGENDA OF THE 78TH BUREAU MEETING</b>	The Bureau adopted the agenda as drafted.	The final meeting agenda is included in Annex 1.
<b>2 FORWARD PLANNING OF BUREAU MEETINGS: MEETING CALENDAR 2019: SCHEDULE OF BUREAU PROCESSES AND MEETINGS</b>	The Bureau agreed on modifications to its meeting schedule for 2019.	All agreed modifications are included in the revised meeting calendar for 2019, included in Annex 2.
<b>3 BUREAU PREPARATION OF THE 84TH MANAGEMENT BOARD</b>	<i>[BUREAU GUIDANCE IN PREPARATION OF BOARD DECISIONS AND FOLLOWING PRE-ASSESSMENT OF BOARD DOCUMENTS]</i>	<i>NOTE: NO SEPARATE BUREAU BACKGROUND DOCUMENTS WERE PROVIDED.</i>
<b>84th MB agenda and follow-up from previous meetings</b>		
MB/ 1 Adoption of the Agenda of the 84th Management Board meeting	The Bureau agreed on the draft agenda of the 84th MB as drafted.	No comments were received in advance or during the meeting.
MB/ 2.A 83rd Management Board, 4–5 December 2018: Meeting minutes	The Bureau took note of the draft minutes of the 83rd MB meeting.	No comments were received in advance or during the meeting.
MB/ 2.B 77th Bureau meeting, 23 January 2019: Decision list	The Bureau took note of the revised decision list of its 77th meeting.	The revision concerns: ‘Item 21: Towards an EEA Strategy 2021–2027’ (corrections in the information on foreseen timeline).
MB/ 2.C Update by the Management Board Chair	The Bureau took note of the scope of the Chair’s update to the Board.	Scope: Update on decisions of the Bureau since the 83rd MB meeting.
<b>Operational/administrative items subject to pre-assessment by the 78th Bureau</b>		
MB/ 4.A 78th Bureau meeting, 6 March 2019: Decisions and guidance	<ul style="list-style-type: none"> <li>- The Bureau agreed that the outcome of the meeting should be reflected in an inclusive decision list, which will be tabled at the 84th MB meeting.</li> <li>- The tabled document will be circulated to the Bureau members, early morning of 7 March (in advance of the start of the MB meeting).</li> </ul>	Scope of the decision list: <ul style="list-style-type: none"> <li>- an update on various Bureau activities of administrative/operational nature;</li> <li>- guidance/recommendations towards the Board in preparation of Board decisions; and</li> <li>- guidance feeding into strategic Board discussions.</li> </ul>
MB/ 4.B Audit, incl. approval of Internal Audit Capability (IAC) 2018 annual activity report	<p><i>Overview of audits</i></p> <p>Bureau took note of the information on audits: EEA audits and visits of auditors to the Agency since the 83rd MB of December 2018.</p> <hr/> <p><i>IAC’s annual activity report for 2018</i></p> <ul style="list-style-type: none"> <li>- The Bureau reviewed the IAC’s annual activity report for 2018.</li> <li>- The Bureau <u>recommends</u> the Board:               <ul style="list-style-type: none"> <li>. To adopt the IAC’s annual activity report for 2018; and</li> </ul> </li> </ul>	The Bureau did not identify any issues of concerns to be addressed in the context of the Board.

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	<ul style="list-style-type: none"> <li>. To decide on a delegation to the Bureau – regarding future adoption of the IAC’s annual work plan and annual activity report.</li> </ul>	
MB/ 4.C EEA procurement plan for 2019: Update	<ul style="list-style-type: none"> <li>- The Bureau took note of the update by the EEA, informing that an updated EEA procurement plan will become available at a later stage.</li> <li>- The Bureau <u>recommends</u> the Board to decide on a delegation to the Bureau – regarding future approval of updates to the EEA procurement plan.</li> </ul>	<p>Context: The EEA procurement plan for 2019 is included in the Agency’s Single Programming Document (SPD) 2019–2021, adopted by the Management Board at its 83rd meeting in December 2018.</p>
MB/ 4.D Consolidated Annual Activity Report (CAAR) for 2018: Timeline and process	<ul style="list-style-type: none"> <li>- The Bureau <u>recommends</u> the Board to agree to the timeline and process for the CAAR review by the MB and BU.</li> <li>- The Agency’s draft CAAR 2018 and the Chair’s preliminary draft ‘MB analysis and assessment’ will be provided at the same time to MB and BU for review.</li> </ul>	<ul style="list-style-type: none"> <li>- Context: The ‘Management Board’s analysis and assessment of the CAAR’ is a mandatory section of the CAAR.</li> <li>- The Bureau agreed to the process and timelines for the development and adoption of the Consolidated Annual Activity Report (CAAR) 2018, including the review by the Board at its 77th meeting, of 23 January 2019. The Chair will propose the preliminary draft ‘MB analysis and assessment’.</li> </ul>
MB/ 4.E Rules of Procedures: Articles on independence, commitment, and confidentiality	<p>The Bureau agreed to postpone the discussion on the new articles to the Rules of Procedure of the EEA Management Board and Bureau (RoP) until the 85th Board meeting in June 2019. The new articles will be included in the Chair’s proposal for a revised RoP, in preparation of the 85th Board meeting.</p>	<ul style="list-style-type: none"> <li>- Context: At its 83rd meeting of December 2018, the Management Board endorsed the conclusions and recommendations of the 2018 review of Board and Bureau, incl. the need to further reflect on provisions on independence, commitment and confidentiality.</li> <li>- The proposal for a revised RoP will consist of edits to the RoP the above mentioned Board endorsement.</li> </ul>
MB/ 4.F Board engagement in accounts and discharge process, incl. update on provisional accounts for 2018 and discharge process 2017	<p><i>Board engagement in accounts and discharge process</i></p> <ul style="list-style-type: none"> <li>- The Bureau noted that on an annual basis, the final accounts are sent to the Board for an opinion in June.</li> <li>- The Bureau agreed that the Board should be advised on: <ul style="list-style-type: none"> <li>. The Court of Auditor’s Specific Annual report, and the Executive Director’s response; and</li> <li>. The EP observations accompanying the discharge of the Agency (EEA-specific report and the horizontal report), and Executive Director’s response.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- The Bureau agreed on the general principle that the Board and Bureau engagement in the accounts and discharge process should focus on the aspects and documents of relevance to the Board’s oversight role.</li> <li>- When adoption its opinion, the Board takes into account the Court of Auditor’s report, and the verification report of the external auditors.</li> </ul>

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<b>Strategic orientation items subject to pre-assessment by the 78th Bureau</b>		
MB/ 5.A Brexit	<p><i>Issues affecting EEA/Eionet</i></p> <p>The Bureau reflected on issues affecting EEA/Eionet in relation to Brexit, including:</p> <ul style="list-style-type: none"> <li>- Staff related matters;</li> <li>- Contracts and services;</li> <li>- UK data and information handling at the EEA;</li> <li>- Impacts on state of the environment reporting at the EEA; and</li> <li>- Membership of EEA and Eionet, incl. membership of governing bodies.</li> </ul> <hr/> <p><i>Participation in meetings</i></p> <p>EEA informed on its intention to communicate, as soon as possible, on the future approach towards participation in meetings, to its networks.</p>	
MB/ 5.B Future non-core funding option for GEO/GEOSS	<ul style="list-style-type: none"> <li>- The Bureau reviewed the new information regarding the proposed financing mechanism, and agreed that the proposed activities are of strategic importance to EEA, and link to core EEA work and the Copernicus project.</li> <li>- The Bureau noted that is proposed for EEA to engage in a time-limited project, through a Service Level Agreement (SLA) with DG RTD for € 1.5 million (non-core funding), over the period 2020–2022.</li> <li>- On this basis, the Bureau recommends the Board to agree to the activity.</li> </ul>	<p>Context: The Bureau agreed at its 77th meeting of 23 January 2019, that EEA brings forward to the March Board, a proposal for a decision on the inclusion of proposed GEO/GEOSS activities in the SPD 2020–2022.</p> <p>Further discussion on where it is suitable for the EEA to undertake activities, if funding is provided, will be discussed in the context of the EEA/Eionet strategy beyond 2020.</p>
MB/ 5.C Cooperation with the West Balkan countries	<p>The Bureau supports the EEA to prioritise the cooperation with the West Balkan countries, including engagement with EU services and countries engaging in the region.</p>	<p>Context: EEA/Eionet cooperation with the six West Balkan countries<sup>(1)</sup> is provided for in Article 15(3) of the EEA/Eionet Regulation<sup>(2)</sup>.</p> <p>The Commission highlighted the EU priorities regarding the region, in particular relation to its policy on EU enlargement.</p>
<b>4 FEEDBACK FROM BUREAU MEMBERS</b>	<p><i>EP report</i></p> <p>The Bureau took note of the EP report on the ‘Implementation of the legal provisions and the Joint Statement ensuring parliamentary scrutiny over decentralised agencies’, of 14 February 2019.</p>	<p>The EP report will be circulated to the Bureau members, by the EEA Management Board Secretariat.</p>

<sup>1</sup> EEA currently works with six ‘cooperating countries’ in the West Balkans: Albania, Bosnia and Herzegovina, Kosovo under UNSCR 1244/99, Montenegro, North Macedonia, and, Serbia.

<sup>2</sup> ‘... those institutions in countries which are not members of the Community which can provide data, information and expertise’

Agenda item	Outcome	Comments
	<p><i>Network of EU Agencies (EUAN)</i>                      The Executive Director informed that the EEA will be have the responsibility of chairing the network in 2021 (rotating chairmanship).</p>	

*The meeting closed at 16h45.*

Approved by the EEA Bureau at its 78th meeting  
 in Copenhagen, 6 March 2019

*[Signed]*

Laura Burke  
 Chair, EEA Management Board

**Annexes**

- Annex 1: Final agenda of 78th Bureau meeting  
 Wednesday, 6 March 2019 14.00–18.00, Copenhagen
- Annex 2: Meeting dates 2019: Agreed changes to the schedule of Bureau meetings
- Annex 3: Participants list  
 Wednesday, 6 March 2019 14.00–18.00, Copenhagen

**Annex 1: Final agenda of 78th Bureau meeting, Wednesday, 6 March 2019 14.00–18.00, Copenhagen**

AGENDA ITEM	DOCUMENTS
1. <b>ADOPTION OF AGENDA</b>	
Draft agenda of 78th Bureau meeting	EEA/BU/78/01
2. <b>FORWARD PLANNING OF BUREAU MEETINGS</b>	
Meeting calendar 2019: Schedule of Bureau processes and meetings	EEA/BU/78/02
3. <b>BUREAU PREPARATION OF THE 84TH MANAGEMENT BOARD:</b> GUIDANCE IN PREPARATION OF BOARD DECISIONS AND FOLLOWING PRE-ASSESSMENT OF BOARD DOCUMENTS	
Draft 84th Management Board agenda: Items 1, 2, 4 and 5	[84th MB documents]
4. <b>FOR INFORMATION</b>	
Feedback from Bureau members	[Verbal update]

**Annex 2: Meeting dates 2019: Agreed changes to the schedule of Bureau meetings**

**MEETING DATES IN 2019  
MANAGEMENT BOARD, BUREAU, SCIENTIFIC COMMITTEE AND NFP/EIONET**

VERSION 3.2  
APPROVED BY THE BUREAU (06/03/2019)

<b>Meeting</b>	<b>Approved by the MB Chair (08/01/2019)</b>	<b>Approved by the MB Chair (18/02/2019) <sup>(1)</sup></b>	<b>Approved by the Bureau (06/03/2019)</b>
77th Bureau ( <i>Video-conference</i> )	Wednesday, 23 January		
NFP/Eionet meeting	Wednesday–Thursday, 6–7 February		
72nd Scientific Committee and seminar	Tuesday–Wednesday, 19–20 February		
78th Bureau	Wednesday, 6 March (14.00-18.00)		
84th Management Board (79th Bureau)	Thursday, 7 March (Wednesday, 8 May)	Cancelled (if needed to be replaced by a video-conference)	Cancelled, unless urgent matters arise (if needed to be replaced by a video-conference or
73rd Scientific Committee and seminar	Wednesday–Thursday, 22-23 May		
NFP/Eionet meeting	Monday–Tuesday, 17–18 June		
79th Bureau		Tuesday, 18 June 2019	Thursday, 20 June (8.00-10.00) <sup>(2)</sup>
MB Seminar, incl. evening event for EEA’s 25th Anniversary	Wednesday, 19 June		
85th Management Board (80th Bureau)	Thursday, 20 June Wednesday, 9 October <sup>(3)</sup>		Thursday, 20 June (10.00-17.00)
NFP/Eionet meeting	Wednesday–Thursday, 23–24 October		
74th Scientific Committee and seminar	Tuesday–Wednesday, 29-30 October		
86th Management Board and SOER 2020 Integrated Assessment Report launch	Tuesday–Wednesday, 3–4 December, Brussels (SOER 2020 launch on 4 December replaces MB seminar)		

*Notes*

- 1 Following consultation with the Bureau*
- 2 Subject to change in case the Bureau agenda would require a longer timeslot*
- 3 The timing and frequency of Bureau meetings could still be subject to change (At the 83rd MB meeting of 4 December 2018, the MB endorsed the outcome of the review of Board and Bureau, which included changes to the role of the Bureau, requiring adjustments to the timing and frequency of Bureau meetings.)*

**Annex 3: Participants list, Wednesday, 6 March 2019 14.00–18.00, Copenhagen**

<b>PARTICIPANTS</b>	<b>COUNTRY/AFFILIATION</b>	<b>ORGANISATION</b>	<b>ATTENDANCE</b>
<b>BUREAU MEMBERS</b>			
Laura BURKE	Ireland	Environmental Protection Agency (EPA)	<i>Confirmed</i>
Michal PASTVINSKY	Czech Republic	Ministry of Environment	<i>Confirmed</i>
André WEIDENHAUPT	Luxembourg	Ministry of the Environment, Climate and Sustainable Development	<i>Confirmed</i>
Julia WERNER	Germany	Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety	<i>Confirmed</i>
Alda OZOLA	Latvia	Ministry of Environment Protection and Regional Development	<i>Confirmed</i>
Alessandro BRATTI	Italy	Italian Institute for Environmental Protection and Research (ISPRA)	<i>Confirmed</i>
Lena NEIJ	European Parliament	International Institute for Industrial Environmental Economics (IIIEE)	<i>Confirmed</i>
Gilles GANTELET	European Commission	DG ENV, Directorate A - Policy, Coordination and Resources	<i>Confirmed</i>
<b>GUESTS/OBSERVER</b>			
Artur RUNGE-METZGER	Observer, European Commission	DG CLIMA, Directorate C –Climate Strategy, Governance and Emissions from non-trading sectors	<i>Apologies</i>
Per MICKWITZ	Chair of EEA Scientific Committee	Finnish Environment Institute	<i>Confirmed</i>
Marc CHARDONNENS	Observer from non-EU Member State	Federal Office for the Environment (FOEN)	<i>Confirmed</i>