European Environment Agency

MANAGEMENT BOARD AND BUREAU RULES OF PROCEDURE

APPROVED BY THE MANAGEMENT BOARD ON 18 JUNE 2026 (DECISION EEA/MB/2026/019)

Article 1
Role of the Management Board and Bureau

1. The Management Board is the European Environment Agency's governance body and gives strategic guidance to the Agency. Its full responsibilities are outlined in Regulation (EC) No. 401/2009, complemented by the EU financial and staff regulations. Of special importance are:
    a. adoption of the Agency's annual and multi-annual work programmes (Single Programming Documents) including budget estimates and Consolidated Annual Activity Reports
    b. decisions related to the components of the Eionet network, including the selection of Topic Centres
    c. appointing of the Agency's Executive Director as well as their appraisal and dismissal
    d. designation of members of the EEA's Scientific Committee and of the European Scientific Advisory Board on Climate Change
    e. oversight of internal control practices
    f. appropriate follow-up of the EEA-Eionet evaluations
    g. approval of Eurostat's statistical programme in the field of the environment

2. The Bureau is a subset of the Management Board which provides recommendations to the Management Board ahead of meetings and acts as a sounding board to the Chair. The Bureau is empowered to take any decisions that are delegated to it by the Management Board, or are necessary or urgent between two meetings of the Management Board, and are not suitable for written procedure.

3. The Management Board may delegate executive decisions to the Bureau by special decision.

4. The Bureau has a standing delegation from the Management Board to:
    a. adopt the first draft Single Programming Document before it is shared with the EU institutions for consultation at the end of January every year
    b. finalise and adopt the Consolidated Annual Activity Reports (CAAR), including the Management Board's assessment
    c. handle audit matters with the support of the Internal Control Coordinator

Article 2
Composition of the Management Board

1. The Management Board consists of a member for each EU Member State and for each European Environment Agency member country, two members representing the European Commission, and two members designated by the European Parliament.

2. Each member of the Management Board may be represented by an alternate member.

Article 3
Role and election of Chair and Vice-Chairs of the Management Board

1. The Chair is responsible for leading the Management Board and Bureau, ensuring their effective operations, and facilitating collaborative dynamics.

2. The members of the Management Board with voting rights shall elect their Chair amongst themselves, by a two-thirds majority of the total number of members with voting rights. The term of office of the Chair is three years. Re-election for one equivalent term of office is possible.

3. The election of a new Chair shall take place at the Management Board meeting before the start date of the new term. Should the position of the Chair become vacant before the end of their term, a new Chair shall be elected at the next possible Management Board meeting.

4. The members of the Management Board with voting rights shall elect up to five Vice-Chairs amongst themselves, by a two-third majority of the total number of members with voting rights for a term of office of three years. Re-election for an equivalent term of office is possible.

5. In case of absence of the Chair, the most senior Vice-Chair in office shall represent the Chair and take decisions on their behalf. This applies as well to any case that would prevent the Chair from acting within their attributed duties.

6. The election of new Vice-Chair(s) shall take place at the Management Board meeting before the start date of the new term. Should the position of the Vice-Chair become vacant before the end of their term, a new Vice-Chair shall be elected at the next possible Management Board meeting.

Article 4
Executive Director

1. The Management Board shall appoint the Executive Director on a proposal from the European Commission for a period of five years, renewable once.

2. As the appointing authority, the Management Board shall designate three reporting officers amongst its members, one of them being a representative of DG ENV, who shall appraise the Executive Director's performance during each reporting year and inform the Management Board of the outcome. The Chair shall act as the appeals assessor.

3. The Executive Director shall inform the Chair, the Management Board and/or the Bureau of exceptional situations that may have large scale impact (e.g. significant financial impact, major revision of organisation chart).

Article 5
Meetings of the Management Board

1. The Chair shall convene Management Board meetings at least twice a year.

2. Unless the Chair decides otherwise, in particular in order to simplify the conduct of its business, meetings of the Management Board shall be held at the seat of the Agency.

3. Meetings may also be organised online. Participants should to the extent possible have the option to join in-person meetings online.

4. The Chair shall notify members of a meeting at least fourteen calendar days before its scheduled date together with the draft agenda and supporting documents. Should the documents not have been sent in time, their adoption may be postponed to the following meeting.

5. At least at the beginning of each meeting, the Chair shall ask members to declare any interests which could be considered to be prejudicial to their independence with respect to any of the points on the agenda, and shall propose mitigating measures.

Article 6
Agenda of Management Board meetings

1. The Management Board shall adopt the agenda at the beginning of a meeting.

2. Any member may propose new agenda items by writing to the Management Board Secretariat between meetings or verbally at the beginning of a meeting, for consideration by the Chair.

Article 7
Attendance of Management Board meetings

1. Every member of the Management Board shall notify the Management Board Secretariat whether they will be attending a meeting or be represented by their alternate, and whether they will be accompanied by an expert.

2. The following representatives are invited to take part in Management Board meetings without the right to vote:
    a. the EEA's Executive Director
    b. the EEA's Scientific Committee Chair
    c. one representative from the European Commission's DG CLIMA
    d. a representative of the Agency's Staff Committee
    e. at least one representative of EEA cooperating countries on a rotating basis

3. Subject to the approval of the Chair, other observers including the following may be invited to relevant parts of a meeting without the right to vote:
    a. members of EEA senior management
    b. an additional expert who accompany a member/alternate member
    c. EEA staff members at the request of the Executive Director

4. The Management Board may decide ad hoc to permit other persons to attend a meeting without being entitled to vote.

5. In the absence of a member or alternate member in a meeting, they may nominate an expert to attend a meeting without the right to vote nor to attend closed sessions. This should be notified to the MB Secretariat via the Permanent Representation to the EU of the relevant country.

6. Eionet National Focal Points of the countries whose member or alternate member is taking part in a meeting, Scientific Committee members, and EEA staff may follow the online streaming of the open sessions of the MB meeting.

Article 8
Proceedings at Management Board meetings

1. The presence or valid representation of at least two thirds of the members (or alternate members) of the Management Board with voting rights shall constitute a quorum, whereby no member (or alternate member) can represent more than two Member States. In the absence of a quorum, the Chair shall close the meeting and convene a new meeting as soon as possible.

2. The Management Board may set up groups, such as advisory/evaluation committees or subgroups, to address specific questions and achieve targeted goals during a defined timeframe. Eionet representatives should be invited to participate in a group if Eionet is substantially affected by the group's topic. The group should appoint their Chair unless the MB has done so.

Article 9
Management Board decisions

1. The Management Board aims to take decisions via consensus. Consensus shall be understood as the absence of formal objection following an explicit call by the Chair. Voting is used in the case of elections (Chair and Vice-Chairs), and for the selection of the Executive Director. The Chair may decide to put forward a vote when there is no consensus.

2. In case of a vote of the Management Board, a decision shall require for its adoption a majority of two thirds of its members with voting rights.

3. Decisions of the Management Board can also be adopted by means of a written procedure. Members shall be given fourteen calendar days to react from the moment the written procedure documents are shared, but the Chair can adjust this timeline. The decision is adopted unless an objection is raised by at least one member by the deadline, in which case the subject is put on the agenda of the next Management Board meeting.

4. The Chair may take decisions necessary for the functioning of the MB, in particular on the composition of evaluation committees and Management Board subgroups, working groups, and advisory committees. Depending on the nature of the decisions, the Chair may consult the Management Board, the Bureau, the Executive Director or the Scientific Committee Chair .

5. All decisions shall be signed by the Chair to signify adoption.

Article 10
Voting arrangements for Management Board Meetings

1. The following members have the right to vote: one representative per EU Member State, two European Commission representatives and two representatives designated by the European Parliament.

2. In the absence of a member, an alternate member can vote on their behalf. In the absence of both the member and alternate member, the member can give a procuration to a representative of another EU Member State to represent them in a meeting and vote on their behalf. The Permanent Representation to the EU of the absent representative shall inform the Management Board Secretariat of the procuration. Each member can represent a maximum of two countries.

3. A representative designated by the European Parliament can give a procuration to the other designate to vote on their behalf when necessary. The procuration shall be confirmed by the European Parliament's ENVI Committee Secretariat to the Management Board Secretariat.

4. A representative of the European Commission can give a procuration to the other member to vote on their behalf when necessary. The procuration shall be confirmed by the main partner Directorate-General (DG ENV) to the Management Board Secretariat.

5. Voting shall be by show of hands or by physical or electronic ballot. For matters involving persons, the Management Board may decide to vote by secret ballot.

6. For elections, a candidate receiving more than two thirds of the maximum number of votes in a voting round is the successful candidate. If a candidate gets fewer than 5 votes in a voting round, or gets the lowest number of votes twice, they will be eliminated from the next voting rounds.

7. A record of voting figures shall be stated in the meeting decision list.

Article 11
Bureau composition and practices

1. The Bureau is composed of the Chair and the Vice-Chairs of the Management Board, the member representing the European Commission (DG ENV), and one of the members designated by the European Parliament.

2. The following representatives are invited to take part in Bureau meetings as observers:
    a. the EEA's Executive Director
    b. one Management Board member from a non-EU Member State on a rotating two-year basis
    c. the EEA's Scientific Committee Chair
    d. one representative from the European Commission's DG CLIMA

3. Subject to the approval of the Chair, other observers including the following may be invited:
    a. members of EEA senior management
    b. the Internal Control Coordinator
    c. an additional European Commission representative per participating Directorate-General

4. The presence of more than half of the Bureau members shall constitute a quorum. Representation is not possible.

5. Decisions of the Bureau shall be taken by consensus. In case no consensus can be reached, the Chair shall bring the topic to the Management Board for decision.

6. The Management Board shall have access to the agenda and any document presented to the Bureau as well as to all decisions which the Bureau has taken on behalf of the Management Board.

Article 12
Decision lists of Management Board and Bureau meetings

1. Decision lists of each Management Board and Bureau meeting shall include:
    a. the decisions adopted including voting records when a vote took place
    b. key discussion points and follow-up items
    c. where requested, any minority view together with the reasons provided
    d. any interests declared by members at meeting start, which could be considered to be prejudicial to their independence with respect to any of the points on the agenda, and mitigating measures
    e. the list of those present
    f. the agenda of the meeting

2. Draft decision lists shall be sent to members for a 72-hour silent procedure before adoption and signature by the Chair, to allow for members to make factual corrections if necessary.

3. Decision lists of Bureau meetings that take place back-to-back with Management Board meetings are exempt from the silent procedure due to the tight timeframe. Should a Bureau member have comments on the decision list, they may raise them during the Management Board meeting at the adoption of the agenda or during the update from the Chair where the item is covered.

4. The decision lists shall be signed by the Chair to signify adoption.

5. After each meeting, the decision lists shall be published on the EEA website.

Article 13
Closed sessions

1. The Management Board and Bureau shall hold closed sessions for items of confidential and sensitive nature, such as matters involving persons.

2. The Management Board and Bureau may decide ad hoc on closed sessions.

3. Participation in MB closed sessions is limited to one member or alternate member per EEA member country, two European Commission representatives, two representatives designated by the European Parliament, and one representative of the MB Secretariat. There are no other EEA representatives in closed sessions, unless the Chair decides otherwise. The Chair may decide to invite further participants to closed sessions.

Article 14
Management Board Secretariat

1. The Executive Director of the Agency shall provide a Management Board Secretariat (hereinafter Secretariat).

2. The Secretariat prepares all meetings and their follow-up under the directions of the Chair, and ensures communication between the Chair, members, and the Agency between meetings.

3. The Secretariat attends Management Board meetings: one of them attends Bureau meetings and closed sessions to support the Chair.

4. Any correspondence intended for the Management Board shall be addressed to the Secretariat.

5. The Secretariat is responsible for archiving Management Board and Bureau papers and decisions. The Secretariat may record open sessions of meetings for internal purposes and keep them for 30 days. Meeting participants shall be informed of the recording at the beginning of the meeting, in compliance with the applicable data protection legal framework.

Article 15
Management Board's role regarding other bodies:

Scientific Committee

1. The Management Board shall designate up to 20 members of the Scientific Committee particularly qualified in the field of the environment for a term of four years renewable once, based on recommendations from an evaluation committee.

2. The Chair of the Management Board shall designate the evaluation committee after consulting the Chair of the Scientific Committee. It shall be chaired by a member of the Management Board and made up of one other member of the Management Board, two members of the Scientific Committee and the Executive Director or a senior management representative designated by the Executive Director to act on their behalf. The Chair shall aim to ensure gender balance in the composition of the evaluation committee. The Chair shall ensure that members of the evaluation committee have no conflicts of interest, and that all expressions of interest are treated with confidentiality.

European Scientific Advisory Board on Climate Change

3. The Management Board shall designate the 15 members of the European Scientific Advisory Board on Climate Change for a term of four years renewable once, following an open, fair and transparent selection procedure according to Article 10a of Regulation (EC) No. 401/2009, based on recommendations from an evaluation committee.

4. The Chair of the Management Board shall designate the evaluation committee after consulting the EEA Executive Director. The evaluation committee shall be chaired by a member of the Management Board, and made up of one other member of the Management Board, the EEA Executive Director or a senior management representative designated by the Executive Director to act on their behalf, the Chair of the EEA Scientific Committee, and two other members of the EEA Scientific Committee designated by the Executive Director. The Chair shall aim to ensure gender balance in the composition of the evaluation committee. The Chair shall ensure that members of the evaluation committee have no conflicts of interest, and that all expressions of interest are treated with confidentiality.