



**MINUTES OF THE 64th MANAGEMENT BOARD MEETING
held on 11 December 2012**

Approved by the Chairman of the Management Board on 20 March 2013

SIGNED

Dr Karsten Sach
Chair, EEA Management

Record of proceedings:

The Chair Dr. Karsten Sach 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 at the beginning of the meeting.

Final agenda: Annex 1
Attendance list: Annex 2
Tabled documents Annex 3

The 64th Management Board was held in closed session. The proceedings were conducted in English without interpretation. All participants had signed a confidentiality and absence of conflict of interest agreement in advance of the meeting and interviews.

ITEM 1 FOR DECISION

Item 1 Adoption of draft agenda

The Board adopted the tabled agenda (Doc.EEA/MB/64/01rev.2) without changes.

ITEMS 2-4 FOR INFORMATION

Item 2 Report by DG Environment

The representative of the European Commission (DG Environment) summarised the recruitment procedure, pointing out in particular:

- first vacancy notice cancelled due to a clerical error in the language requirements. All candidates were given the opportunity to keep their application for the second vacancy notice, provided they met the language requirements;

- second vacancy notice ([OJ 2012/C/140 A/01](#)) published on 16 May 2012. On closing date 120 applications were received;
- the Pre-selection panel shortlisted 15 applicants to be interviewed in September; of which 2 candidates withdrew before the interviews. Elisabeth Freytag participated in the Pre-selection panel as MB observer;
- four candidates were shortlisted to go to the next stage with the CCA (Consultative Committee on Appointments). The four candidates underwent testing by an assessment centre by an external recruitment consultant and were interviewed by the CCA;
- three candidates were shortlisted for the interviews by Commissioners Janez Potočnik (Environment) and Connie Hedegaard (Climate Action); one candidate withdrew before the interview with the Commissioners;
- the interviews by Commissioners Potočnik and Hedegaard resulted in a final shortlist of two candidates. This list was transmitted to all members of the EEA Management Board together with the curricula vitae and motivation letters of the two candidates.

Item 3 Report by the MB Chair

The Chair made reference to tabled document MB/EEA/64/4&8 (see annex 3) outlining the attendance to the 64th MB, interview structure and voting procedure, as well as taking stock of MB involvement in the procedure to date. Moreover, he informed the Board that he had received a signed confidentiality and absence of conflict of interest agreement from all participants.

The Board members designated two representatives from the non-EU MS (Iceland and Switzerland) as observers of the voting count.

Item 4 Overview of interview procedure

With regard to the tabled document outlining the interview questions, the Chair informed that it had been discussed and approved by the voting members of the Bureau earlier that morning. He had made every effort to reflect all the proposals received in advance of the 64th MB. Moreover, the Chair confirmed that the interview would be conducted by the voting Bureau members (see annex 3).

Following the Chair's report, Board members had the opportunity to ask for clarification regarding the interview structure, main and follow-up questions.

Before closing this item, the Chair gave the floor to the Chair of the EEA Staff Committee.

INTERVIEWS

5. Interview candidate A

6. Interview candidate B

ITEM 7 FOR INFORMATION

Item 7 Overview of the voting procedure

The Chair summarised the voting procedure, approved through MB voting procedure on 20 November. A candidate needed 21 votes to achieve the 2/3 majority needed for a quorum. In order to reach the required 2/3 majority, several voting round may be needed.

ITEM 8 FOR DECISION

Item 8 Selection of the EEA Executive Director (VOTE)

The results of the voting were concluded and verified by the Rapporteur and the MB members from Iceland and Switzerland as observers.

As a result of the voting procedure, the Management Board decided to select Prof Hans Bruynickx as the EEA Executive Director as of 1 June 2013, subject to his acceptance of the post.

Before his appointment, Prof Bruynickx will be asked to address the European Parliament ENVI Committee and reply to questions. This may take place in February 2013.

In closing the meeting, the Chair thanked all present for their work and confirmed that the 65th MB would start at 9.00 the following day.

The meeting closed at 15.10

Annex 1 : Agenda of the 64th Management Board meeting

<i>09.00-09.05</i>	FOR DECISION 1. Adoption of draft agenda
<i>09.05-09.15</i> <i>09.15-09.30</i> <i>09.30-10.00</i>	FOR INFORMATION 2. Report by DG Environment 3. Report by the MB Chairman 4. Overview of the interview procedure
<i>10.00-10.45</i> <i>11.00-11.45</i>	INTERVIEWS 5. Interview of Candidate A 6. Interview of Candidate B
<i>12.00-13.30</i>	Lunch break
<i>13.30 14.00-</i>	FOR INFORMATION 7. Overview of the voting procedure
<i>14.00 -</i>	FOR DECISION 8. Selection of the EEA Executive Director (VOTE)



Management Board meeting - Attendance list

Copenhagen, 11 December 2012

MEMBER COUNTRIES

COUNTRY		NAME	ORGANISATION	SIGNATURE 11/12	Col
CHAIRMAN		Karsten SACH	Chairman of the EEA Management Board	Signed	Signed
AUSTRIA	<i>Member:</i>	Elisabeth FREYTAG	Bundesministerium für Land-und Forstwirtschaft, Umwelt und Wasserwirtschaft	Signed	Signed
BELGIUM	<i>Member:</i>	Philippe D'HONDT	Flemish Environment Agency	Signed	Signed
BULGARIA	<i>Member:</i>	Vanya GRIGOROVA	Bulgarian Environment Agency	Signed	Signed
CYPRUS	<i>Alternate:</i>	Charalambos HAJIPAKKOS	Ministry of Agriculture, Natural Resources and Environment	Apologies	
CZECH REPUBLIC	<i>Member:</i>	Petr JIRMAN	Ministry of Environment	Signed	Signed
DENMARK	<i>Member:</i>	Mikkel AARØ-HANSEN	Danish Ministry of the Environment	Signed	Signed
ESTONIA	<i>Member:</i>	Allan GROMOV	Ministry of Environment	Signed	Signed
FINLAND	<i>Alternate:</i>	Pekka HARJU-AUTTI	Ministry of Environment	Signed	Signed
FRANCE	<i>Member:</i>	Bruno VERLON	Ministère de l'Ecologie et du Développement Durable	Signed	Signed
GERMANY	<i>Alternate:</i>	Julia WERNER	Bundesministerium für Umwelt, Naturschutz & Reaktorsicherheit	Apologies	
GREECE	<i>Member:</i>	Nicholas MANTZARIS	Ministry of Environment, Energy and Climate Change	Signed	Signed

COUNTRY		NAME	ORGANISATION	SIGNATURE 11/12	Col
HUNGARY	<u>Member:</u>	Istvan TEPLAN	National Institute for Environment	Signed	Signed
ICELAND	<u>Member:</u>	Hermann SVEINBJÖRNSSON	Ministry of Environment	Signed	Signed
IRELAND	<u>Member:</u>	John McCARTHY	Department of the Environment, Heritage and Local Government	Signed	Signed
ITALY	<u>Member:</u>	Giovanni BRUNELLI	Ministerio dell'Ambiente	Signed	Signed
LATVIA	<u>Member:</u>	Jurijs SPIRIDONOVŠ	Ministry of Environment	Signed	Signed
LIECHTENSTEIN	<u>Member:</u>	Felix NÄSCHER	Ministry of Environment, Dept. Forests, Nature and Landscape	Apologies	
LITHUANIA	<u>Alternate:</u>	Aldona MARGERIENE	Environmental Protection Agency	Signed	Signed
LUXEMBOURG	<u>Member:</u>	Eric DE BRABANTER	Ministère du Développement durable et des Infrastructures	Signed	Signed
MALTA	<u>Member:</u>	Petra DINGLI	Malta Environment and Planning Authority	Signed	Signed
NETHERLANDS	<u>Member:</u>	Koen de SNOO	Ministry of Infrastructure and Environment	Signed	Signed
NORWAY	<u>Member:</u>	Kari HOLDEN	Data, Climate and Pollution Agency	Signed	Signed
POLAND	<u>Member:</u>	Andrzej JAGUSIEWICZ	Chief Inspectorate for Environmental Protection	Signed	Signed
PORTUGAL	<u>Member:</u>	Nuno LACASTA	Ministério do Ambiente, do Ordenamento do Território e do Desenvolvimento Regional	Signed	Signed
ROMANIA	<u>Alternate:</u>	Horia-Ion IRIMIA □	National Environmental Protection Agency	Signed	Signed

COUNTRY		NAME	ORGANISATION	SIGNATURE 11/12	Col
SLOVAK REPUBLIC	<i>Member:</i>	Dagmar RAJČANOVÁ	Slovak Environmental Agency	Signed	Signed
SLOVENIA	<i>Member:</i>	Silvo ŽLEBIR	Environmental Agency	Signed	Signed
SPAIN	<i>Alternate:</i>	Elisa R. MENDOZA	Ministerio de Agricultura, Alimentacion y Medio Ambiente	Signed	Signed
SWEDEN	<i>Member:</i>	Maria ÅGREN	Swedish Environmental Protection Agency	Apologies	
	<i>Alternate:</i>	Martin ERIKSSON	Swedish Environmental Protection Agency	Apologies	
SWITZERLAND	<i>Alternate:</i>	Nicolas PERRITAZ	Federal Office for the Environment	Signed	Signed
TURKEY	<i>Alternate:</i>	Abdulvahap Çağatay DİKMEN	Ministry of Environment and Urbanisation	Signed	Signed
UNITED KINGDOM	<i>Member:</i>	Deborah PETERSON	Department for Environment, Food and Rural Affairs (DEFRA)	Signed	Signed
EUROPEAN COMMISSION		Karl Falkenberg	DG Environment	Signed	Signed
		Manuela SOARES	DG Research	Signed	Signed
EUROPEAN PARLIAMENT		Peter HENNICKE	Wuppertal Institut für Klima, Umwelt, Energie□	Signed	Signed
		Michael SCOULLOS	University of Athens	Signed	Signed
OBSERVERS	CROATIA	Neven VOĆA	Croatian Environment Agency	Apologies	
	DG Clima	Artur RUNGE-METZGER	European Comission	Signed	Signed
	EEA Scientific Committee (chairman)	Sybille van den HOVE	Median SCP	Signed	Signed
	EEA Staff Committee	Óscar GÓMEZ	Project Officer - Spatial analysis	Signed	Signed
RAPPORTEUR		Elena OSTÁRIZ	Managment Board Secretariat - EDOO	Signed	Signed

**TABLED****ITEMS 04 & 08
64th Management Board
Doc. EEA/MB/64/04&08
10 December 2012****Source: MB Chair****Subject: EEA ED recruitment. Overview of interview and voting procedure****FOR INFORMATION**

The Management Board is asked to take stock of the structure of the interviews and voting procedure for the selection of the EEA Executive Director, to take office on 1 June 2013.

The attendance and structure of the interviews has been endorsed by the Bureau at its meeting on 9 October; the voting procedure has been approved by the Board through MB written procedure completed on 20 November 2012.

1. Legal framework

The relevant provisions are specified in the EEA founding Regulation (Regulation (EC) No 401/2009 of 23.4.2009, codified version) and the Rules of procedure for the EEA Management Board and Bureau (consolidated version, last revision Doc. EEA/MB/54/14-MB written procedure of 30 September 2009) which are reproduced in Annex 2 to this note for easy reference.

- Appointment of the Executive Director: Article 9 of the EEA founding Regulation;
- Voting procedure: Articles 8.1 and 8.3 of the EEA founding Regulation and Articles 7.1, 8.1, 9.1 and 9.3 of the Management Board rules of procedure.

The EEA Management Board (MB) consists of representatives of the 32 EEA member countries, two representatives of the European Commission (EC) and two representatives designated by the European Parliament (EP). Each Board member may be represented by an alternate member.

The Board members from the 27 EU Member States, the two EC representatives and the two representatives designated by the EP have voting rights (31 votes in total).

Preparation for interviews, and interview of candidates

Initial preparations

Management Board members and Observers have been requested to confirm their attendance and sign a declaration of confidentiality and absence of conflict of interest (Col) (see Annex 4) two weeks in advance of the meeting..

Board members and Observers who have confirmed their attendance and signed the Col form have been given access to the CVs and motivation letters of shortlisted candidates.

MB members and Observers were invited to submit proposals for questions to the EEA MB officer (Elena Ostáriz) by **20 November 2012**. The Bureau will discuss and agree on a fixed set of questions for all candidates; who asks them; and how to organise follow-up questions.

Attendance on the day of the interviews:

Voting members

- One representative per EU Member State (member or alternate),
- two representatives of the European Commission, and
- the two experts designated by the European Parliament.

Non-voting members

- One representative per non-EU Member State (member or alternate);
- The MB alternate from Germany (Julia Werner). The provisions regulating this attendance are stated in art. 6.2 of the MB RoP.

Rapporteur

- The Agency's Management Board officer (Elena Ostáriz)

The Rapporteur will provide secretariat services and ensure that the voting procedure agreed upon is complied with.

Observers (without voting rights)

- The Chair of the Scientific Committee, SC (or Vice-Chair);
- One representative of DG Climate Action;
- One representative of Croatia;
- The Chair of the EEA Staff Committee, StC (Óscar Gómez);

Observers are not entitled to express opinion or ask questions during the whole interview and selection process. It is proposed that the Chairman of the Staff Committee is present during the interviews, but not during the voting process.

Confidentiality

All MB members, unless they have already done so at the time of the initial preparations, Observers, and the Rapporteur will be required to sign a declaration of confidentiality and absence of conflict of interest. The Chair will then sign a note for the file, certifying that he has received a signed declaration from all attendees.

Contact between candidates and MB members, Observers and the Rapporteur is prohibited throughout the entire recruitment process (see vacancy notice COM/2012/10330, penultimate paragraph).

Interviews

All questions will be asked in English, without interpretation. The candidate's compliance with language requirements, i.e. a satisfactory level of a second EU language, has been checked by the European Commission prior to the adoption of the final shortlist.

The length of the interviews will be approximately 45 minutes, giving the MB an opportunity to ask approximately 6-8 questions and follow-up questions. All candidates will be asked the same initial 6-8 questions, while the follow-up questions can vary depending on the candidate's answer and, if relevant, based on their CVs and letters of motivation

The questions will be prepared by the Chair, and agreed with the Bureau, on the basis of proposals received from Board members prior to the 64th Management Board.

Proposal for a voting procedure

The following voting procedure can be used for any number of candidates (provided there are a minimum of two).

Voting shall be by **secret** ballot.

Voting rounds with more than two candidates

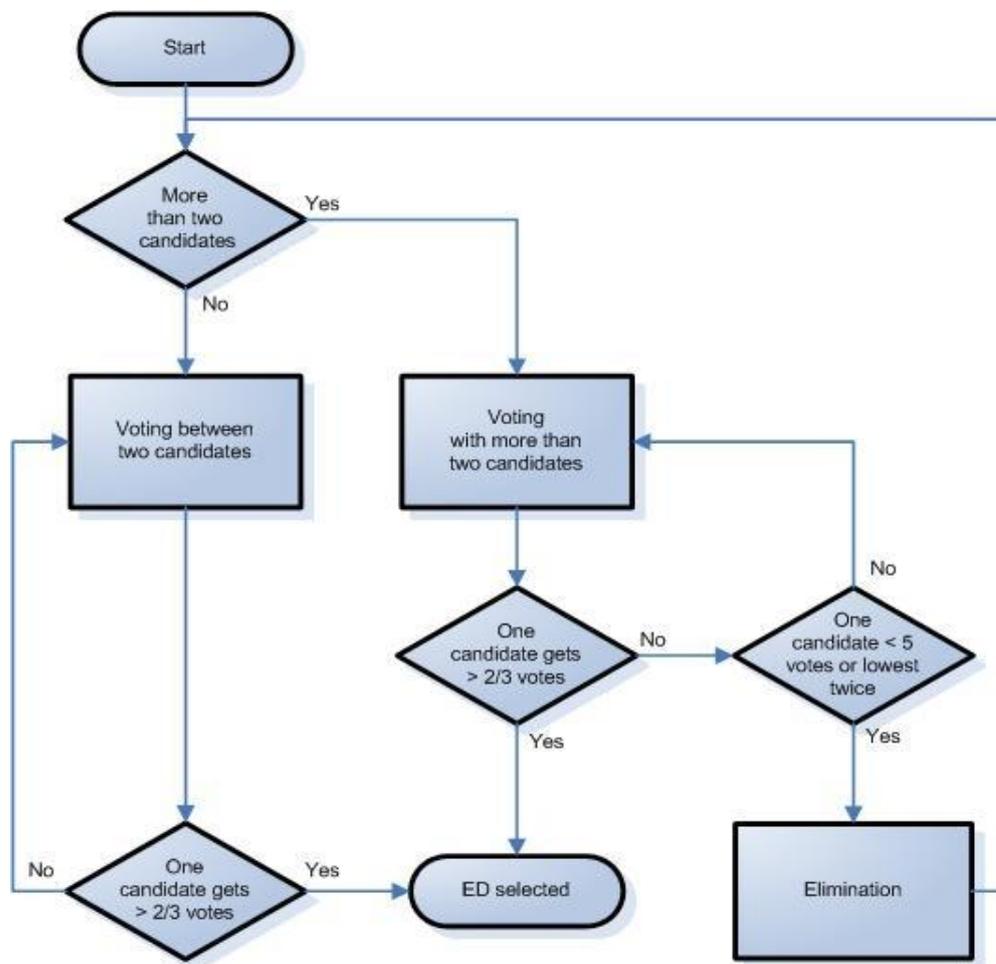
These voting rounds continue, until either there is a successful candidate, or there are only two candidates left.

- A candidate receiving more than 2/3 of the votes in a voting round is the successful candidate; the formal decision has been taken
- A candidate getting less than 5 votes, or getting the lowest number of votes twice, is eliminated from the next voting round.

Voting rounds between two candidates

These voting rounds continue until there is a successful candidate.

- A candidate receiving more than 2/3 of the votes in a voting round is the successful candidate; the formal decision has been taken



Annexes:

- Annex 1 -** Draft agenda 64th Management Board, rev.1
- Annex 2 -** Provisions regulating the appointment of the Executive Director and proceedings at Management Board meetings, adoption of MB decisions and voting arrangements for MB meetings, as described in the EEA founding Regulation (codified version of 23.4.2009) and the RoP of the Management Board and Bureau, 6th amendment of 30 September 2009
- Annex 3 -** MB written procedure for the approval of the voting procedure at the 64th Management Board
- Annex 4 -** Declaration of confidentiality and absence of conflict of interest template



**Subject: Draft agenda of the 64th Management Board meeting
Tuesday 11 December 2012, 09.00-17.00, EEA premises**

09.00-09.05	<p>FOR DECISION</p> <p>1. Adoption of draft agenda</p>
09.05-09.15 09.15-10.00	<p>FOR INFORMATION</p> <p>2. Report by DG Environment 3. Report by the MB Chairman 4. Overview of the interview procedure</p>
10.00-10.45 11-11.45	<p>INTERVIEWS</p> <p>5. Interview of Candidate A 6. Interview of Candidate B</p>
12.00-13.30	Lunch break
13.30 14.00-	<p>FOR INFORMATION</p> <p>9. Overview of the voting procedure</p>
14.00 -	<p>FOR DECISION</p> <p>10. Selection of the EEA Executive Director (VOTE)</p>

EEA founding Regulation
(Regulation (EC) No 401/2009 of 23.4.2009, codified version)

ARTICLE 8

1. The Agency shall have a Management Board consisting of one representative of each Member State and two representatives of the Commission. In addition, there may be one representative of each other country which participates in the Agency, in accordance with the relevant provisions.

In addition, the European Parliament shall designate, as members of the Management Board, two scientific personalities particularly qualified in the field of environmental protection, who shall be chosen on the basis of the personal contribution they are likely to make to the Agency's work.

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

3. Decisions of the Management Board shall require for their adoption a two-thirds majority of the members of the Board.

ARTICLE 9

1. The Agency shall be headed by an Executive Director appointed by the Management Board on a proposal from the Commission for a period of five years, which shall be renewable. [...]

**EEA Rules of procedure of the Management Board and the Bureau
(consolidated version of 30.9.2009)**

ARTICLE 6

Attendance of Management Board meetings

2. In addition to the Members of the Management Board (or their Alternate Members), the Executive Director and the Chair of the Scientific Committee, the following persons may, subject to approval of the Chair attend meetings without being entitled to vote:
 - a representative of the Member State whose Board Member is the Chair of the Management Board;
 - Members of the Agency's staff, at the request of the Executive Director;
 - and
 - a representative from the Agency's Staff Committee

ARTICLE 7

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 Chair shall direct the proceedings, giving precedence to Members who wish to raise a point of order or a preliminary matter.
3. If a speaker departs from the subject and has already been called to order by the Chair twice, the Chair may, if the speaker's remarks are still not to the point, withdraw permission to speak.
4. If during a meeting any Member raises any matter of procedural nature (for example: admissibility; scope and order of motions; timing; etc.), it shall be put to a vote. The substance of a matter may only be discussed, if the Management Board has previously decided to do so.
5. A motion which deals with several questions shall be divided into its individual parts, if this is so requested.
6. Where several motions are tabled on the same question, the most far-reaching motion among them shall be put to a vote first. In the case of amendments, the amendment which departs furthest from the basic text shall be put to a vote first. In case of an amendment to an amendment, this shall be put to a vote first, beginning with the most far-reaching amendment. The final vote shall be taken on the version of the text, which resulted from previous voting.
7. If the Chair considers that a motion may impede the proceedings, he/she shall put the matter to a vote without debate.
8. The Management Board may set up sub-groups or task forces to address specific questions on the basis of terms of reference to be specified by it.

ARTICLE 8

Adoption of Management Board decisions

1. Any decision or vote of the Management Board shall require for its adoption a majority of two thirds of its Members with voting rights.
2. Decisions of the Management Board can also be adopted by means of a written procedure, subject to Article 9(2) of these rules of procedure.
3. All decision shall be signed by the Chair to signify adoption.

ARTICLE 9

Voting Arrangements for Management Board meetings

1. Voting shall be by show of hands or, in cases of dispute in a vote by show of hands, by roll call. For matters involving persons, the vote will be secret, if the Management Board decides so.
2. In case of a written procedure, a decision shall be considered adopted unless an objection is raised by at least one Member within 15 days from the day on which the proposed decision has been dispatched to the Members. In that case, the matter will be put on the agenda of the next Management Board meeting. The Management Board can decide *ad hoc* to shorten the time period within which objections can be raised.
3. A record of the voting figures for each decision adopted by the Management Board by voting shall be stated in the minutes and be accompanied by a written statement of the minority view, where the latter so requests.
4. The Chair may authorise a Member to give a brief explanation of the reasons for his/her vote.



Annex 3 to Doc. EEA/MB/64/Items 04 & 08

Written procedure following
58th Bureau
Item 6

**Decision of the EEA Management Board
on Voting procedure for the Selection of the EEA Executive Director, to take office on
1 June 2013**

**THE MANAGEMENT BOARD OF
THE EUROPEAN ENVIRONMENT AGENCY**

HAVING REGARD to Regulation (EC) No. 401/2009 of the European Parliament and of the Council of 23 April 2009, and in particular Articles 8.3 and 9 thereof,

HAVING REGARD to the Rules of Procedure of the Management Board and the Bureau, document EEA/MB/54/14-MB written procedure of 30 September 2009, and in particular Articles 7.1, 8.1, 9.1, and 9.3 thereof,

HAVING REGARD to the vacancy notice reference COM/2012/10330 published in the Official Journal of the European Union C 140/A1 of 16.5.2012,

Whereas the Executive Director to be appointed shall take office on 1 June 2013,

HAS APPROVED

the voting procedure for the election of the EEA Executive Director, to take office on 1 June 2013, as described in the Annex.

Approved by the EEA Management Board through a written procedure
Copenhagen, 20 November 2012

SIGNED

Dr Karsten Sach
Chairman EEA Management Board

Annex to MB written procedure Voting procedure:

The exact number of candidates shortlisted by the European Commission is unknown at the time of launching this MB written procedure.

The following voting procedure can be used for any number of candidates (provided there are a minimum of two).

Voting shall be by **secret** ballot.

Voting rounds with more than two candidates

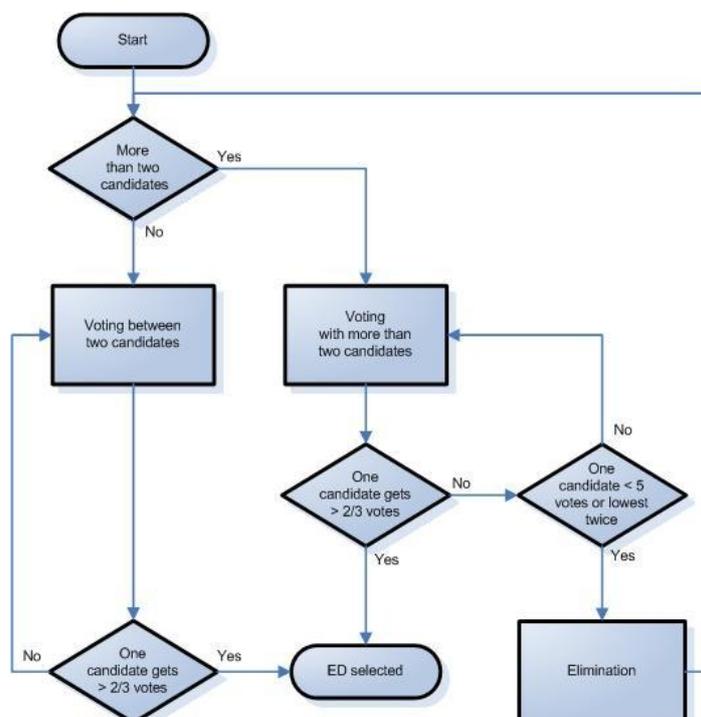
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- A candidate receiving more than $2/3$ of the votes in a voting round is the successful candidate; the formal decision has been taken
- A candidate getting less than 5 votes, or getting the lowest number of votes twice, is eliminated from the next voting round.

Voting rounds between two candidates

These voting rounds continue until there is a successful candidate.

- A candidate receiving more than $2/3$ of the votes in a voting round is the successful candidate; the formal decision has been taken



Declaration of confidentiality and absence of conflict of interests

Name and function: _____

I, the undersigned, hereby declare that I am aware that as [tick as appropriate]

- Management Board Member
- Rapporteur
- Observer/Guest

participating in the recruitment process for the post of Executive Director of the European Environment Agency, I shall take all necessary measures to prevent any situation of conflict of interests in the performance of the evaluation tasks entrusted to me.

There is a conflict of interests where the impartial and objective exercise of the tasks of a participant in the recruitment process is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with an applicant.

I hereby declare that to my knowledge, I have, neither directly nor indirectly, any interests (pecuniary or otherwise) which could be construed as having any influence on the proper and objective performance of my duties in relation to my participation in the above-mentioned recruitment process. I confirm that if I discover during the recruitment process that such a conflict exists, I will declare it immediately to the Chairman of the Management Board and follow accordingly his instructions.

I confirm that I will keep all information and documents entrusted to me in relation to this recruitment process secret and confidential. I will not communicate any confidential information that is revealed to me or that I have discovered and I will not reveal any details of the recruitment process and its outcomes and of any applications submitted. I will not make any adverse use of information given to me.

I understand that I will be held personally responsible for maintaining the confidentiality of any documents provided and for returning or destroying all confidential documents upon completing the recruitment process. I acknowledge that conflict of interests, breach of confidentiality and unauthorised disclosure are subject to the provisions of the disciplinary measures foreseen by the Staff Regulations or any other applicable rules.

Furthermore, I confirm that I will process the personal data supplied by the applicants only for the purposes for which they are transmitted and that I will not process data that are irrelevant or excessive to what is requested for the purpose of the selection procedure in compliance with Articles 7(3) and 4(1) (c) of Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, and the obligation of confidentiality provided in Article 21 of that Regulation.

Signature: _____

Date: _____