

## **TERMS OF REFERENCE OF THE MANAGEMENT BOARD REPORTING OFFICERS BOARD OF APPEAL SUBGROUP**

These Terms of Reference describe the European Chemicals Agency (ECHA) Management Board Reporting Officers Board of Appeal Subgroup's role, composition and organisation, tasks and reporting arrangements.

### **1. ROLE**

The Subgroup Reporting Officers Board of Appeal carries out the appraisal of the Board of Appeal members in the context of the annual performance appraisal, the contractual probationary period and, in the case of the Chairman of the Board of Appeal, the management trial period, in accordance with the Management Board decision MB/36/2018 concerning the probationary period appraisal, managerial trial appraisal and the annual performance appraisal of the Executive Director and the members of the Board of Appeal, implementing Articles 43 and 44 of the Staff Regulations and Articles 14 and 15(2) of the CEOS.

### **2. COMPOSITION**

- The Management Board Reporting Officers Board of Appeal Subgroup comprises three members of the Management Board who are:
  - One Board member representing the Commission
  - The Chair of the Management Board Subgroup Board of Appeal and
  - A Management Board member representing a Member State.
- The members of the Reporting Officers Board of Appeal Subgroup are appointed by the Management Board for four years, which are non-renewable.
- The Chair of the Reporting Officers Board of Appeal Subgroup shall be its member representing the Commission.

### **3. ORGANISATION AND MEETING ATTENDANCE**

- Meetings shall be held according to the procedural requirements of the Management Board decision 36/2018.
- Meetings may be held in person, by remote connection or by a combination of these.
- The quorum to hold a meeting shall be all three members.
- The Subgroup works on the basis of consensus.
- The Secretariat to the Subgroup shall be provided by the Human Resources Unit of the Agency.

### **4. TASKS OF THE SUBGROUP**

The tasks of the Subgroup shall be to:

- Carry out an appraisal of the Board of Appeal members in the context of the annual performance appraisal, the contractual probationary period or, in the case of the Chairman of the Board of Appeal, the management trial period;
- Organise the dialogue;
- Draw up and sign the appraisal report according to the procedures established in the Management Board decision MB/36/2018.

The subgroup shall work in close cooperation with the Chair of the Management Board of Appeal subgroup and take into account pertinent information from his/her continuous dialogue with the Board of Appeal.

## **5. REPORTING**

The Subgroup shall bring to the Management Board's attention any issue arising from its work and will report regularly to the Chair and to the Management Board on the progress in and conclusion of the probationary period appraisal, managerial trial appraisal and the annual performance appraisal of the Board of Appeal members.

Done at Helsinki on 13 December 2019

*signed*

Sharon MCGUINNESS  
Chair of the Management Board