

## Composition and mandates of the ECHA Management Board Working Groups

### *1. Working Group on Planning and Reporting*

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|-------------------------|------------------|
| 1. Mr Alexander NIES    | (February 2009)  |
| 2. Mr Thomas JAKL       | (September 2012) |
| 3. Mr Antti PELTOMAKI   | (March 2012)     |
| 4. Mr Jean-Roger DREZE  | (September 2012) |
| 5. Mr Bjorn HANSEN      | (June 2013)      |
| 6. Ms Sharon MCGUINNESS | (September 2014) |
| 7. Mr Karel BLAHA       | (September 2014) |
| 8. Ms Simona FAJFAR     | (September 2014) |

**Mandate:** To “facilitate the involvement of the Board in the preparation of the planning and reporting activities of the Agency and to make recommendations with respect to decisions to be taken, including the issuance of an opinion, where applicable (e.g. related to work programme, multi-annual work programme, general report etc. – see minutes MB/M/01/2009). Recently the mandate was enlarged on an ad-hoc basis, e.g. to deal with “dossier quality” issues (see minutes MB/M/03/2012).

### *2. Working Group Reporting officers for the Executive Director*

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|-----------------------------------|-----------------|
| 1. Mr Thomas JAKL                 | (December 2012) |
| 2. Ms Simona FAJFAR               | (March 2011)    |
| 3. Mr Krzysztof MARUSZEWSKI (COM) | (December 2012) |

**Mandate:** Defined in a Management Board implementing rule for the EU Staff Regulations which was adopted in agreement with the Commission (MB/44/2009 final). The roles and responsibilities are defined in this Decision as follows:

1. The Management Board shall designate three reporting officers from among its members. One of the reporting officers shall be a representative of the Commission.
2. The reporting officers shall be instructed to carry out an appraisal of the jobholder in the context of the annual performance appraisal, the contractual probationary period or, in the case of the Executive Director, the management trial period. They are responsible for organising the dialogue and for drawing up and signing the appraisal report according to the procedures established in this decision.
3. Any request by the jobholder for a review of the report drawn up by the reporting officers shall be addressed to the review assessor, who shall be the Chairman of the Management Board, and who shall act in accordance with the procedure set out in Article 13.

### ***3. Working Group on the Board of Appeal***

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|---------------------------|--------------|
| 1. Mr Jan Karel KWISTHOUT | (March 2011) |
| 2. Ms Ana FRESNO          | (April 2009) |
| 3. Mr Bjorn HANSEN (COM)  | (June 2013)  |
| 4. Mr Alexander NIES      | (June 2014)  |
| 5. Ms Catherine MIR       | (June 2014)  |
| 6. Ms Luminița TÎRCHILĂ   | (June 2014)  |

The reporting officers for the members of the Board of Appeal are Mr KWISTHOUT, Ms FRESNO and Mr HANSEN.

**Mandate:** See above under 2. In their function as reporting officers, the mandate of this group also follows Management Board Decision MB/44/2009.

In addition, the Management Board decided in 2009 that the group should also act as a permanent working group on the Board of Appeal and gave the mandate to report back to the Management Board on all issues related to the Board of Appeal and its members (see minutes MB/M/02/2009 for the full mandate). In June 2014, the working group was reinforced with three members because due to the workload incurred (see minutes MB/M/02/2014).

### ***4. Advisory group on the dissemination of public information on chemical substances***

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|------------------------------------|-------------|
| 1. Mr Antonello LAPALORCIA (Chair) | (Sept 2009) |
| 2. Mr Martin FÜHR <sup>1</sup>     | (Sept 2009) |
| 3. Mr Bjorn HANSEN                 | (June 2013) |
| 4. Mr Jan-Karel KWISTHOUT          | (Sept 2011) |
| 5. Ms Gertraud LAUBER <sup>2</sup> | (Dec 2011)  |
| 6. Mr Hubert MANDERY <sup>3</sup>  | (June 2010) |
| 8. Mr Antti PELTOMAKI              | (June 2013) |

**Mandate:** The mandate of this group was revised in December 2011 (see minutes MB/M/04/2011) as follows:

- to monitor the progress made on dissemination and other publication on the
- Agency's website of information on chemical substances
- to assist the ECHA management by giving advice when needed
- to act as "ambassadors" to civil society, in particular by reporting back to their
- respective stakeholders (and raising awareness)
- to report to the Management Board on its activities

In December 2011 the Board confirmed that three of its members appointed by the Commission to represent interested parties should by default be members of the advisory group (see minutes MB/M/04/2011).

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<sup>1</sup> Ex officio

<sup>2</sup> Ex officio

<sup>3</sup> Ex officio

## 5. Working Group Audit

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|---------------------------|-------------------------------------------|
| 1. Ms Kassandra DIMITRIOU | (March 2013, 2 <sup>nd</sup> term)        |
| 2. Mr Antti PELTOMAKI     | (ex officio as Commission representative) |
| 3. Ms Nina CROMNIER       | (ex officio as Chair of the MB)           |
| 4. Mr Thomas JAKL         | (September 2014)                          |
| 5. Mr Jean-Roger DREZE    | (September 2014)                          |
| 6. Mr Tristan CAMILLERI   | (September 2014)                          |

**Mandate:** The working group was equipped with Terms of Reference adopted by the Management Board in 2010 (MB/26/2010 final). Accordingly, it assists the Management Board by ensuring that the recommendations of Internal Audit Service (IAS), the European Court of Auditors (ECA) and ECHA Internal Auditor (IAC) are taken duly into account by the Management Board and the Executive Director and are followed by appropriate action. The Working Group is not in charge of the implementation of audit recommendations, which is the responsibility of the Executive Director. In September 2014 the Management Board revised the Terms of Reference of the Group.

## 6. Working Group on the transfer of fees

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|----------------------------|-----------------|
| 1. Mr Arwyn DAVIES (Chair) | (June 2010)     |
| 2. Mr Antonello LAPALORCIA | (June 2010)     |
| 3. Mr Boyko MALINOV        | (December 2011) |
| 4. Mr Alexander NIES       | (June 2010)     |
| 5. Ms Luminița TÎRCHILĂ    | (March 2014)    |
| 6. Mr Antti PELTOMAKI      | (March 2012)    |

**Mandate:** Initially, the group was established in February 2008 for drafting a proposal [on the arrangements for fee transfer to Member States] and to forward an interim report to be discussed in the June 2008 Management Board (See MB/M/01/2008 initial and document MB/09/2008 final). In 2010 the group was formalised (MB/M/02/2010) and given the mandate to develop a proposal for the Management Board on how the existing decision on the transfers of fees should be amended in order to integrate the remuneration of RAC and SEAC rapporteurs for their work on draft opinions on applications for authorisation (and respective reviews) for these Committees.

*For info: other bodies involving MB members*

### **Conflict of Interest (Ethical) Committee:**

Antonello LAPALORCIA (August 2012)

### **Quality Steering Committee:**

Catherine MIR (December 2013)