

Minutes of the 52nd meeting of the Management Board Held in Helsinki from 13 to 14 December 2018

I. Summary record of the proceedings

The first part of the meeting (until agenda point (AP) B.2) was chaired by the Deputy Chair, Mr Henrik LARSEN (DK).

The Deputy Chair opened the meeting by welcoming the participants¹. He informed Board members that the appointment of a new member from Bulgaria is pending and that the nomination of the Croatian member is in preparation.

1. Agenda

The Deputy Chair introduced the draft agenda² and the following room documents:

- ECHA organisational chart, applicable from January 2019 (for AP C.1)
- Second amending budget proposal 2018 (for AP B.1a)
- Final budget proposal 2019 (for AP B.1b)
- Exchange of letters between the Chair, the Vice-Chair and the Secretariat, on Article 45 of CLP database access (Poison Centres)
- Future priorities for REACH and the Greening of the EU's Chemicals Policy - background paper for the Austrian Presidency ministerial lunch on REACH (20 December 2018).

A Board member proposed to share information under AP 4 'Any other business' on a ministerial lunch meeting on the future priorities for REACH and the greening of the EU's chemicals policy, organised by the Austrian Presidency of the Council of the European Union.

The Deputy Chair proposed that the update on ECHA's preparedness for the UK withdrawal from the EU (AP 4.b) is taken at the end of the first meeting day.

Two Board members proposed that the Management Board hold a discussion on the recent European Parliament resolution on the draft Commission implementing decision granting an authorisation for certain uses of sodium dichromate³. It was agreed to discuss this item under AP B.7 'Quarterly report on ECHA's activities'.

The agenda of the meeting was then adopted on this basis. The order of these minutes follows that of the final draft agenda.

¹ Their names and the names of other participants attending the meeting and the proxy votes of which the Chair and the Deputy Chair were notified are listed in section IV of these minutes.

² MB/A/04/2018.

³ European Parliament resolution of 29 November 2018 on the draft Commission implementing decision granting an authorisation for certain uses of sodium dichromate under Regulation (EC) No 1907/2006 of the European Parliament and of the Council (Ilario Ormezzano Sai S.R.L.) (D058762/01 – 2018/2929(RSP)).

2. Declaration of specific interests

The Deputy Chair informed the members of the Management Board that, together with the Chair and the Secretariat, he had reviewed the members' declared conflicts of interests, as well as the declaration of the Executive Director, according to ECHA's Policy on conflicts of interest. No conflicts relating to the agenda of the 52nd Management Board meeting were identified.

The Deputy Chair invited members to further declare any specific interests that could not be drawn from their declarations of interests and which could be considered to be prejudicial to their independence with respect to any items on the agenda. No further specific interests were declared in response to this.

The Deputy Chair reminded members of the importance of keeping their declarations up to date and invited them to regularly check their declarations for completeness.

3. Minutes of the 51st Management Board meeting

The draft minutes of the 51st Management Board meeting⁴, held from 20 to 21 September 2018 in Vienna, were adopted.

The Deputy Chair also explained the status of agreed follow-up actions as follows.

The Secretariat will involve Board members in the drafting of the revision of ECHA's Conflicts of Interest (CoI) Policy to take into account comments received by 15 October 2018 concerning the review of the policy for avoiding potential conflict of interest.	DONE (see agenda item B.3).
The Secretariat will request the Commission's agreement on Implementing Rules on the probationary period appraisal and managerial trial appraisal, annual appraisal and reclassification of the ED and of BoA members.	DONE (see agenda item A.1)
The Secretariat will support the Chair and the Deputy Chair to implement the recommendations for follow-up actions to the Management Board's self-evaluation.	DONE (see agenda item B.8)
The Secretariat will reply positively to the Commission's request to develop a database containing information relating to emergency health response arising from exposure to hazardous mixtures.	DONE
The Secretariat will launch a written consultation of the Single Programming Document(s) 2019-2022. The written consultation will run for a period of three weeks, starting on week 39.	DONE
The Secretariat will notify the first amending budget 2018 to the institutions and publish it on ECHA's web page and in the Official Journal of the European Union.	DONE

⁴ MB/M/03/2018.

A. Points for automatic adoption

A.1 Implementing Rules to the Staff Regulations⁵

The Management Board adopted three Implementing Rules to the Staff Regulations, concerning:

- the function of adviser;
- middle management staff; and
- the probationary period appraisal, managerial trial appraisal and annual performance appraisal of the Executive Director and the members of the Board of Appeal.

The adoption of the Implementing Rule concerning the probationary period appraisal, managerial trial appraisal and annual performance appraisal of the Executive Director and the members of the Board of Appeal is subject to the formal approval of the European Commission.

With regard to the Implementing Rule on the function of adviser, a Board member asked the Secretariat to clarify whether it intended to make use of the services for staff members in the high grades in question. The Secretariat replied that the Implementing Rules fall under the Staff Regulations and that there are currently no plans to engage advisers according to them. Nevertheless, it may not be ruled out that the need arises to do so in the future, in duly justified cases.

A.2 Security Model for the access to ECHA's Interact Portal⁶

The Management Board approved the security arrangements for the remote access to ECHA's Interact Portal. This included two decisions:

- Amending its Decision 21/2017 on the scope of application of the ECHA Unified Security Declaration, in order to include ECHA's Interact Portal in the list of tools covered by that decision.
- Endorsing a security model for individual experts' access to ECHA's Interact Portal.

B. Points for discussion/decision

B.1 ECHA Budget

B.1.a Second Amending Budget 2018 and transfers within the budget

The Management Board adopted the second amending budget for 2018⁷ and took note of the transfers carried out under the responsibility of the Executive Director since the last notification in September 2018.

The second amending budget was necessary to adjust ECHA's 2018 income and expenditure levels to the significantly reduced fee income under the BPR, in order to avoid a negative outturn at year-end and meet the budget execution targets. ECHA's revenues from fees and charges under the EU's Biocidal Product Regulation (BPR) are reduced by c. EUR 1.3 million, to EUR 5.9 million, while the total expenditure is reduced by c. EUR 0.5 million, to EUR 11.0 million. Correspondingly, the EU's BPR balancing subsidy is increased by EUR 0.75 million, to EUR 4.9 million. Board members expressed their concern regarding

⁵ MB/48/2018.

⁶ MB/49/2018.

⁷ MB/50/2018.

the repeated problem of insufficient income under the BPR and asked for an analysis of the cause of this structural problem, including a review of the fee structure, if necessary.

The Management Board also approved a specific financing decision for the development of a prototype for a database under the Waste Framework Directive⁸. The financing decision allows ECHA to reserve EUR 0.9 million of REACH/CLP funds from surplus fees to commence the development of the prototype service in 2019 (through a global commitment to be undertaken in 2018). The approval of the specific financing decision and the use of the committed funds is subject to confirmation by the Commission that the REACH/CLP fee income may be used for this purpose. Notwithstanding the adoption of this financing decision, the Management Board expressed its strong regret regarding the lack of a sustainable financing structure for new tasks in general and the Waste Framework Directive tasks in particular. They expressed hope that the Commission will make a proposal to resolve this structural problem as soon as possible.

B.2.b Final Budget and Establishment plan 2019

The Management Board adopted the 2019 budget, establishment plan and procurement plan⁹.

The 2019 staffing levels for all regulations implemented and the subsidy requests for Biocides and PIC/POPs are aligned with the 2019 EU budget ceilings. The expenditure budget under REACH/CLP exceeds the 2019 EU budget ceiling by c. EUR 0.4 million, financed through projected fee income, in order to accommodate the Poison Centres project in 2019.

The Management Board instructed the Executive Director to submit the amended budget 2018 and the final budget 2019 to the institutions and Member States and to have them published.

B.2 ECHA Programming Document (PD)¹⁰

The meeting was chaired by the Chair, Ms Sharon MCGUINNESS (IE), from this point onwards.

B.2.a. Update on new tasks for ECHA

The Management Board took note of an oral update on the development of ECHA's new tasks, i.e. Occupational Exposure Limits, the Waste Framework Directive, Poison Centres, EUCLEF and the POPs Regulation.

B.2.b Final Programming Document 2019-2021 and B.2.c Draft Programming Document 2020-2022 (incl. HR Strategy and IT Masterplan)

The Management Board adopted the updated version of the ECHA Programming Document 2019-2021 including the strategic plan of the Agency 2019-2023 and the Annexes I-III and IX to the document (Resources per Activity, Budget, Establishment Plan and Procurement Plan).

The Secretariat will reflect the necessary technical changes related to the adoption of the 2019 budget in the text of the Programming Document.

The Management Board also adopted its reply to the Commission's opinion on the draft ECHA Programming Document 2019-2021.

The Management Board furthermore adopted the draft ECHA Programming Document 2020-2022 and instructed the Executive Director to submit it to the Commission by 31 January 2019 as a basis of the 2020 budget request, subject to necessary technical adaptations (related to the 2020 Biocidal Products Regulation (BPR) work programme).

⁸ Directive (EU) 2018/851 of the European Parliament and of the Council of 30 May 2018 amending Directive 2008/98/EC on waste.

⁹ MB/51/2018.

¹⁰ MB/52/2018.

In connection the programming documents, the Management Board took note of the ECHA Human Resources Strategy 2019-2023 and ECHA's IT Masterplan for 2019.

Several Board members welcomed the approach taken by the Secretariat on the programming documents, which brings together two sequential planning cycles with two separate programming documents covering three years of planning into one document for four years. This allows for overseeing the activities planned for the Agency on a longer-term time frame and avoids having parallel documents that are largely similar due to the continuous nature of the activities of the Agency. Reflecting on the process of gathering input from the Management Board to the planning documents, members asked the Secretariat to consider the scope and objectives of the orientation debate and Management Board consultation foreseen during the preparation of future programming documents.

B.3 Revision of the ECHA Policy for managing potential conflicts of interest

The Management Board took note of the Secretariat's proposal for the revision of the ECHA Procedure for Prevention and Management of potential conflicts of interest¹¹. The proposal was provided on the basis of the Management Board discussion in June and September 2018¹².

The Management Board then held an exchange of views on the proposal. Board members asked the Secretariat for a number of clarifications, in particular on the threshold for financial investments and how and to whom it applies as an eligibility and exclusion criterion. It was proposed to review the composition of the Conflicts of Interest Advisory Committee (CoIAC) and the definition of family members in the policy, in order to bring it in line with the definition used in other EU institutions and bodies. Board members also sought clarification on how the checks on potential conflicts of interest are conducted by the Secretariat and whether ECHA staff receive regular training on the prevention of conflicts of interest. The Management Board encouraged the Secretariat to benchmark with sister EU agencies in the policy area of prevention of conflicts of interest.

Board members welcomed the guidance for ensuring the independence of Member State services. At the same time, they questioned whether a Memorandum of Understanding, annexed to the Framework Contracts with Member States for the purpose of fee transfers, is the best tool to achieve the desired objective.

The Management Board did not adopt the revision as proposed. It was agreed that the Secretariat will revise and clarify the proposal based on the comments received from Board members and circulate it for written comments and adoption. The time for providing written comments should be set in a way that allows Board members to consult their Member State competent authorities.

B.4 Appointment of Committee members

The Management Board appointed¹³ one new member, Mr Ivan DOBREV (DE), for the Committee of Risk Assessment (RAC) and one new member, Mr Mats FORKMAN (SE), for the Committee for Socio-economic Analysis (SEAC).

In addition, the Management Board renewed the membership of one RAC member, (Mr Michal MARTINEK (SK)), as well as the membership of one SEAC member (Mr Benjamin DELCOURT (BE)).

Following these appointments and renewals, RAC will have 57 members (including five co-opted members) and SEAC will have 38 members (including four co-opted members). The names of the committee members will be published on ECHA's website together with their annual declarations of interest.

¹¹ MB/53/2018.

¹² See MB/M/02-03/2018.

¹³ MB/54/2018.

Further to questions from Board members, the Secretariat confirmed that co-opted members in RAC bring the additional expertise in occupational exposure limits, which is necessary for the Committee's work.

B.5 ECHA's communication strategy 2019-2023

The Management Board took note of ECHA's draft communication strategy 2019-2023¹⁴ and held an exchange of views to provide steer for its priorities and further development.

The Management Board welcomed the draft strategy and provided input and steer in a number of areas. These included:

- Priorities and scope of the strategy: Board members asked ECHA to explicitly refer to transparency in the strategy and to put more focus on its impact within communications with authorities and policy makers. Board members also discussed to what extent ECHA can and should play a role in fighting 'fake news' and in counteracting distrust in science and authorities in general. Crisis communication was pointed out as an important area to develop, including collaborating with Member States on communicating in times of crisis.
- ECHA's main audience: Some Board members proposed that ECHA pay attention to a wider range of general audiences, e.g. younger age groups and educational bodies. Others pointed out that ECHA's target audience should be mostly duty holders and policy makers, as opposed to the general public.
- ECHA's vehicles for communication: Some Board members pointed out that the core of ECHA's communications should be regulatory output, i.e. the opinions and decisions of the Agency, and therefore clarity and a fit-for-purpose nature is essential for these documents as well.
- ECHA's partners in communication: Board members highlighted that ECHA needs to closely and in a structured manner collaborate with its sister EU agencies, its stakeholders, as well as with Member States. It is not possible for an EU agency such as ECHA to directly reach out to audiences all over the EU, but its outreach can be enhanced via collaboration.

The Secretariat will take this input on board during the further development of the strategy. The Chair further invited Board members to send concrete proposals to the Secretariat early in 2019, should they wish these to be included.

B.6 Report from Working Groups

B.6.a Board of Appeal

This agenda point was discussed in camera.

The Management Board took note of an oral report from its Working Group on the Board of Appeal (BoA), which met on 13 December. The report included the follow-up of the conclusion of a recent audit report on conflict of interest measures, the implications of the UK's withdrawal from the EU on the BoA's operation, and an update on pending and future selections of new BoA members. The Working Group also recommended to consider inviting the Chairman of the BoA, who will finish her second and last term of office in April 2019, to give a final report to the Management Board in March 2019.

The Working Group confirmed that Hans MEIJER (NL), Oscar GONZALEZ SANCHEZ (ES) and Kestutis SADAUSKAS (COM) will form the selection panel for the appointment of the future Chairman of the BoA, in line with the updated Commission guidelines for the process. The Commission list of suitable candidates for the position is expected to be finalised in February 2019.

¹⁴ MB/55/2018.

As regards future selections, the Working Group reminded of the urgency to launch a selection process at Commission level for alternate and additional technical qualified members.

B.6.b Audit

The Management Board took note of a report from its Working Group on Audit. The Working Group met on 13 December and reviewed the Internal Audit Capability's (IAC) audit report on External communication and media management, the outcome of the ex-post evaluation of ECHA Cloud Services, the ex-post evaluations rolling plan, and the follow-up of the evaluations undertaken since 2016. The Working Group also took note of the 2019 audit plan of the Commission's Internal Audit Service, as well as that of ECHA's Integrated Management System.

The Working Group also recommended that the Management Board approve the 2019 audit plan of the IAC¹⁵. On this basis, the Management Board approved the plan, which includes audits on Union authorisations (BPR), Forum activities and quality audits with ECHA's Quality Manager.

The Chair underlined the importance of audits and risk management as key functions of the Management Board. She referred to the complex nature of these processes and invited Board members to continue to provide appropriate steer to the Secretariat in identifying risks and making sure the appropriate mitigating measures are in place.

B.7 Quarterly report on ECHA's activities

The Management Board took note of the report¹⁶ on ECHA's progress in implementing the 2018 Work Programme. Board members asked for further information and clarification on a number of items, which was provided by the Secretariat. The topics included:

- the continued high volume of registrations and future predictions for the continuation of this trend;
- the go-live of the BPR dissemination activity, including its practical launch and confidentiality aspects;
- the concerning lack of sufficient funding for PIC activities and IT tools;
- the preparations for ECHA's new tasks under the Recast POPs Regulation;
- the delay in the restriction dossier on oxo-degradative plastics;
- the importance and feasibility of conducting compliance checks and substance evaluation in parallel;
- the low number of substance evaluations conducted and the appropriate ambition level for this process;
- the change of policy for the addressees of compliance check decisions;
- the increased public interest in the lack of compliance of REACH registration dossiers and the Secretariat's plans to do more to address these concerns;
- the 5 % target of compliance checks and what the resource implications of going beyond this target would be; and
- the Secretariat's efforts to improve fee income forecasting.

The Management Board then held an exchange of views on the recent European Parliament resolution on the draft Commission implementing decision granting an authorisation for certain uses of sodium dichromate¹⁷. Board members pointed out the importance of this resolution and highlighted that it may impact the credibility of the Agency and REACH

¹⁵ MB/56/2018.

¹⁶ MB/57/2018.

¹⁷ European Parliament resolution of 29 November 2018 on the draft Commission implementing decision granting an authorisation for certain uses of sodium dichromate under Regulation (EC) No 1907/2006 of the European Parliament and of the Council (Ilario Ormezzano Sai S.R.L.) (D058762/01 – 2018/2929(RSP)).

overall. They acknowledged that this is the second time that the European Parliament passes a resolution opposing a draft Commission implementing decision, thus implicitly calling into question the opinion of an ECHA Committee. Board members emphasised that while they do not aim to look into the operational matters of the Committee's decision making, nor into the particularities of the application in question, a general reflection on the quality, and in particular the clarity, of opinions on applications for authorisation (AfAs) is necessary.

Board members then recalled the work that was launched following the previous European Parliament resolution¹⁸, which included a number of elements to improve the quality of opinions as well as of the AfA process. It was agreed that an ad hoc Management Board Working Group of volunteering Board members would be set up to review the work done and evaluate whether sufficient progress has been made. This group will report to the Management Board meeting in March 2019. It was also agreed that the Chair would send a letter to the European Parliament in which she acknowledges the resolution and outlines the Management Board's reflections and follow-up actions.

B.8 Review of the Management Board working methods

The Management Board discussed four groups of implementation actions¹⁹ arising from the outcome of the Board's self-evaluation, performed in summer 2018. During its September 2018 meeting, the Management Board identified four key areas which first improvement actions would focus on, and the Chair, together with the Secretariat, introduced concrete actions in these four areas:

1. Reviewing the Rules of Procedure and, by including also the elements under conflict of interest and transparency, adopting a 'Code of Governance'.
2. Reviewing the number, format and mandate of all Management Board subgroups.
3. Determining criteria for Management Board membership, to ensure a balance between technical, managerial, legal, financial, HR and other skills within the framework of Member States ultimately responsible for choosing Board members.
4. Implementing a training programme to support Board members, to increase their knowledge on their role and expectations and to increase competency and confidence in certain areas.

The Management Board supported these measures and provided some suggestions with regards to competence development, and it was agreed to report back on the implementation of the measures regularly at every Board meeting. The Chair further invited interested Board members to express their willingness to contribute to all actions, in particular the review of the Management Board subgroups.

C. Points for information

C.1 Revision of ECHA's organisational structure

The Management Board took note of the new organisational structure of the Secretariat²⁰, which will be applicable from 1 January 2019 and published on ECHA's website at that time. The new structure will support a more efficient and flexible way of working, facilitate staff development, and also increase the Agency's readiness to take on new tasks.

The Management Board also noted that one Director position is vacant and the recruitment process is ongoing. The Executive Director will take on the responsibilities in the area of risk management until the post is filled to ensure business continuity.

¹⁸ See MB/M/01/2016, MB/05/2016 and MB/52/2016.

¹⁹ MB/58/2018.

²⁰ MB/59/2018.

C.2 Improved functionalities of the Portal Dashboard – National Enforcement Authorities (PD-NEA) tool

The Management Board took note of the improved functionalities of the Portal Dashboard – National Enforcement Authorities (PD-NEA) tool²¹, which provides national authorities with information needed for enforcement.

C.3 Outcome of the Written Procedure on the 3rd update of the Procurement Plan 2018

The Management Board took note of the positive outcome²² of the Written Procedure MB/WP/05/2018 on the third update of the Procurement Plan 2018.

4. Any other business

Update on the ECHA building project

The Management Board took note of an oral presentation on the progress of ECHA's new building project. The Management Board Advisory Group participated in a site visit on 13 December and reported to the Management Board that the works are progressing according to the pre-defined schedule.

Update on ECHA's preparedness for the UK withdrawal from the EU

The Management Board took note of an oral presentation from the Secretariat on ECHA's preparedness for the UK's withdrawal from the EU. This included information on ECHA's communications activities, the necessary adjustments to ECHA's IT tools, institutional preparations, the necessary adjustments to regulatory processes, and impact on ECHA's staff. The Management Board noted that, depending on a possible withdrawal agreement with a transition arrangement being concluded and ratified, some topics may require Board decision or endorsement in due course.

Management Board meeting dates 2019-2020

The Management Board took note of its meeting dates for 2019, as well as its planned meeting dates for 2020.

Meeting dates 2019	Planned meeting dates 2020
28-29 March	26-27 March
19-20 June	17-18 June
26-27 September	24-25 September
12-13 December	16-17 December

Future priorities for REACH and the Greening of the EU's Chemicals Policy

The Management Board took note of information from its Austrian member that the Austrian Presidency of the Council of the European Union would be organising a ministerial lunch meeting on the future priorities for REACH and the greening of the EU's chemicals policy on 20 December. The background document of this meeting was shared with Board members as a room document.

²¹ MB/60/2018.

²² MB/WP/05/2018.

Next meeting and closure

The Management Board thanked two of its members and bid farewell to Mr Peter SMITH (Cefic) and Ms Esther LYNCH (ETUC). The mandates of these members appointed by the Commission to represent interested parties run until the end of 2019. They will be substituted by persons of trust from their representative organisations until their mandates end. The Commission will launch the formal process to nominate new representatives of interested parties in due course.

The Chair noted that the next meeting of the Board is scheduled to take place from 28 to 29 March 2019 in Helsinki, and thanked the current and former Board members from Austria, the Austrian Presidency of the Council of the European Union and the Austrian Ambassador to Finland for the social event organised on 13 December.

II. Documents submitted to the Management Board

Draft Agenda	MB/A/04/2018
Draft Minutes of the 51 st Meeting	MB/M/03/2018
Implementing Rules to the Staff Regulations	MB/48/2018
Security Model for the access to ECHA's Interact Portal	MB/49/2018
Second Amending Budget 2018 and transfers within the budget	MB/50/2018
Final Budget and Establishment Plan 2019	MB/51/2018
Final Programming Document 2019-2021 and Draft Programming Document 2020-2022 (incl. HR Strategy and IT Masterplan)	MB/52/2018
Revision of the ECHA Policy for managing potential conflicts of interest	MB/53/2018
Appointment of Committee members	MB/54/2018
ECHA's communication strategy 2019-2023	MB/55/2018
Annual work plan 2019 of the Internal Audit Capability (IAC)	MB/56/2018
Quarterly report on ECHA's activities	MB/57/2018
Review of the Management Board working methods	MB/58/2018
Revision of ECHA's organisational structure	MB/59/2018
Improved functionalities of the Portal Dashboard – National Enforcement Authorities (PD-NEA) tool	MB/60/2018
Outcome of the Written Procedure on the 3 rd update of the Procurement Plan 2018	MB/WP/05/2018

III. Decisions taken/Conclusions reached by the Management Board

The Management Board:

- Adopted the agenda for its 52nd meeting (Decision 32/2018).
- Approved the minutes of its 51st meeting (Decision 33/2018).
- Adopted three Implementing Rules to the Staff Regulations:
 - o Commission Decision C(2018)2209 final model decision concerning the function of adviser (Decision 34/2018).
 - o Commission Decision C(2018)2542 final model decision on middle management staff (Decision 35/2018).
 - o ECHA implementing rules 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 (Decision 36/2018).
- Approved the security arrangements for the remote access to ECHA's Interact Portal:
 - o Amended its decision No 21/2017 on the scope of application of the ECHA Unified Security Declaration, in order to include ECHA's Interact Portal in the list of tools covered by that decision (Decision 37/2018).
 - o Endorsed a security model for individual experts' access to ECHA Interact (Decision 38/2018).
- Adopted a second amending budget for 2018 (Decision 39/2018) and took note of the transfers carried out under the responsibility of the Executive Director since the last notification in September 2018.
- Adopted ECHA's budget for 2019, the staff Establishment Plan and the procurement plan, and instructed the Executive Director to submit the document to the institutions (Decision 40/2018).
- Took note of an update from the Secretariat regarding new tasks, i.e. Occupational Exposure Limits, the Waste Framework Directive, Poison Centres, the EU Chemicals Legislation Finder and the POPs Regulation. Adopted the updated version of the ECHA Programming Document 2019-2021 including the Strategic Plan 2019-2023 and the Annexes I-III and IX to the document (Resources per Activity, Budget, Establishment Plan and Procurement Plan), and instructed the Executive Director to submit it to the institutions and Member States and have it published, subject to necessary technical adaptations; approved the response to the Commission services on the draft Programming Document 2019-2021 (Decision 41/2018).
- Adopted the draft ECHA Programming Document 2020-2022 and instructed the Executive Director to submit it to the Commission by 31 January 2019, subject to necessary technical adaptations (Decision 42/2018); took note of the ECHA Human Resources Strategy 2019-2023 and IT Masterplan for 2019.
- Held an exchange of views on the proposal for the revision of the ECHA Procedure for Prevention and Management of potential conflicts of interest and provided steer for its further development.
- Appointed new members and renewed mandates for members of the Committee of Risk Assessment (RAC) and the Committee for Socio-economic Analysis (SEAC) (Decision 43/2018).

RAC

<i>New appointment</i>	<i>Renewal</i>
Ivan DOBREV (DE)	Michal MARTINEK (CZ)

SEAC

<i>New appointment</i>	<i>Renewal</i>
Mats FORKMAN (SE)	Benjamin DELCOURT (BE)

- Held an exchange of views on ECHA’s draft communication strategy 2019-2023 and provided steer for its further development. Took note of a report from its Working Group on the Board of Appeal.
- Took note of a report from its Working Group on Audit. Approved the annual audit plan of the Internal Audit Capability (IAC) for 2019 (Decision 44/2018).
- Took note of the quarterly report on ECHA’s activities in Q2/2018.
- Held an exchange of views on implementation actions arising from the outcome of the Board’s self-evaluation.
- Took note of the Secretariat’s new organisational structure, applicable from 1 January 2019.
- Took note of the improved functionalities of the Portal Dashboard – National Enforcement Authorities (PD-NEA) tool.
- Took note of the positive outcome of the Written Procedure on the third update of the Procurement Plan 2018 (MB/WP/05/2018).
- Took note of an update on the ECHA building project from its Advisory Group.
- Took note of an update from the Secretariat on ECHA’s preparedness for the UK withdrawal from the EU.
- Took note of its meeting dates for 2019 and its planned meeting dates for 2020.

Meeting dates 2019	Planned meeting dates 2020
28-29 March	26-27 March
19-20 June	17-18 June
26-27 September	24-25 September
12-13 December	16-17 December

Agreed follow-up actions:

- The Secretariat will submit the amended budget 2018 and the final budget 2019 to the institutions and Member States and have them published.
- The Secretariat will publish and submit the Programming Document(s) 2019-2022 to the Member States and institutions, in particular the Commission, by 31 January 2019, as a basis for the 2020 budget request.
- The Secretariat will circulate an amended proposal for the revision of the ECHA Policy for managing potential conflicts of interest, in view of a written adoption procedure.
- The Secretariat will take the Management Board’s input on board during the further development of the communication strategy 2019-2023.
- The Chair will write to the European Parliament to acknowledge the resolution on sodium dichromate AfAs and outline the actions the Management Board intends to take.

- The Secretariat will support volunteering Board members to establish an ad hoc Management Board Working Group which will review the status of the AfA improvement actions agreed in 2016²³ and evaluate whether sufficient progress is being made.
- The Secretariat will support the Chair, Deputy Chair and interested Board members in implementing the four groups of actions arising from the Management Board's self-evaluation and, together with the Chair, report back regularly to Board meetings.

²³ See MB/M/01/2016, MB/05/2016 and MB/52/2016.

IV. List of attendees

Representatives of the Member States

Paul KRAJNIK	(AT)	
Anne-France RIHOUX	(BE)	
Anastassios YIANNAKI	(CY)	
Tatjana KOLESNIKOVA	(CZ)	
Henrik Søren LARSEN	(DK)	
Enda VESKIMÄE	(EE)	
Hanna KORHONEN	(FI)	
Marie-Laure METAYER	(FR)	
Jörg LEBSANFT	(DE)	
Kassandra DIMITRIOU	(EL)	
Krisztina BIRO	(HU)	
Sharon McGUINNESS	(IE)	(also acting as proxy of Keith BAILEY on 13 December)
Francesca GIANNOTTI	(IT)	
Judīte DIPĀNE	(LV)	
Marija TERIOSINA	(LT)	
Paul RASQUE	(LU)	
Ingrid BORG	(MT)	
Hans MEIJER	(NL)	
Lidia WAŚOWICZ	(PL)	(also acting as proxy of Ana Lilia MARTINS and of Luminita TIRCHILA)
Alojz GRABNER	(SI)	(also acting as proxy of Miroslava BAJANIKOVA)
Oscar GONZALEZ SANCHEZ	(ES)	
Lisa ANFÄLT	(SE)	
Keith BAILEY	(UK)	

Representatives of the European Commission

Kestutis SADAUSKAS
Antti PELTOMÄKI
Sabine JÜLICHER

Independent persons appointed by the European Parliament

Olwenn MARTIN
Kristel BERNAERTS

Representatives from interested parties appointed by the European Commission

Stefan SCHEUER	EEB-BEUC – European Environmental Bureau/European Consumer Organisation
Peter SMITH	Cefic – European Chemical Industry Council

Observers from EEA/EFTA countries

Sverre-Thomas JAHRE	(NO)
Sigurbjörg SAEMUNSDOTTIR	(IS)

Other observers

Abdel EL-AMELI	European Commission
Cristina DE AVILA	European Commission
Thomas JAKL	accompanying Paul KRAJNIK

ECHA staff

Bjorn HANSEN	(Executive Director)
Jukka MALM	(Deputy Executive Director)
Jack DE BRUIJN	(Director of Risk Management)
Christel MUSSET	(Director of Registration)
Leena YLÄ-MONONEN	(Director of Evaluation)
Luisa CONSOLINI	(Director of Information Systems)
Shay O'MALLEY	(Director of Resources)
Minna HEIKKILÄ	(Head of Unit, Legal)
Johanna SALOMAA-VALKAMO	(Head of Unit, Communications)
Wim DE COEN	(Head of Unit, Executive Office)
Frank BÜCHLER	(Executive Office)
Gabriella CSEH	(Executive Office)
Timo RÖCKE	(Strategic Planning Officer, Executive Office)
Andreas HERDINA	(Active senior)

(Staff attending specific agenda items)

Minna STRÖMBERG	(Internal Audit Capability)
Tuula HAKALA	(Head of Unit, Finance)
Bo BALDUYCK	(Data Protection Officer, Executive Office)
Tomas ÖBERG	(Chair, Committee for Socio-Economic Analysis)