30 March 2023

Overview of recurring Management Board topics

Q1 (MB meeting in March)	
	Adopt Annual Report year n-1
	Adopt MB Assessment of the Consolidated Annual Activity Report (CAAR) of the Authorising Officer for year n-1
	Note Rolling agenda (MB meeting agendas for years n-n+2)
	Note Annual reports from and exchange views with RAC, SEAC, MSC and BPC Chairs
	Note information on the conclusion of appraisals (BoA members, ED)
Q2 (MB meeting in June)	
	Adopt opinion on the final accounts n-1
	Note annual report from the subgroup on Board of Appeal (Boa)
	Note annual report from and exchange views with the BoA Chairman
	View Discharge recommendations n-2 from European Parliament
Q3 (MB meeting in Sept)	
	Hold orientation debate for Programming Document (PD) n+2-n+4
	Adopt amending budget for year n if required)
	Exchange views with the Forum Chair
	Note Commission opinion on draft Programming Document n+1
Q4 (MB meeting in Dec)	
	Adopt final budget and establishment plan for year n+1
	Adopt second amending budget for year n (if needed)
	Adopt draft PD n+2-n+4 and final PD n+1-n+3
	Adopt budget request for n+2 as part of PD
	Adopt IAC audit plan for year n+1
	View Management Board meeting dates for year n+2-n+3
	View secretariat report on discharge n-2 follow-up

In every Management Board meeting:
- Approval of previous meetings' minutes
- Report from the Executive Director
- Report from the European Commission (as required)
- Quarterly Report on ECHA's activities
- Report from previous subgroup meetings
- Appointment of Committee members (RAC and SEAC) (if any)
- Outcome of Written Procedures (if any)
- Notification of budget transfers (if any)
- Implementing rules for the Staff Regulations (if any)
- Appointment decisions as necessary (ED, BoA members and alternates)

Information regularly submitted to the Management Board
- October: Written consultation on draft Programming Document N+1-n+4
- Monthly dashboard on Work Programme implementation
- ECHA Press releases and job openings (when applicable)