

TERMS OF REFERENCE AND WORKING METHODS OF THE MANAGEMENT BOARD SUBGROUP ON STRATEGY, PLANNING AND IMPLEMENTATION

These Terms of Reference describe the European Chemicals Agency (ECHA) Management Board Subgroup on Strategy, Planning and Implementation's role, composition and organisation, tasks and reporting arrangements.

1. ROLE

The Subgroup on Strategy, Planning and Implementation assists the Management Board by continuously monitoring the implementation of the agency's Strategic Plan/Multi-annual Work Programme as part of the Programming Document of the Agency, the achievement of respective objectives and flagging adaptation needs.

2. COMPOSITION

- The Management Board Subgroup on Strategy, Planning and Implementation comprises at least four members of the Management Board, including all members representing the Commission.
- The Subgroup Members' mandate will have a term of two years. Membership may be renewed.
- The Subgroup shall have a balanced composition and include members with professional experience covering a variety of appropriate backgrounds (such as in strategy development and implementation, budget or performance management).
- The Management Board designates its members participating in the Subgroup.
- The Deputy Chair of the Management Board chairs the Subgroup on Strategy, Planning and Implementation ex officio.

3. ORGANISATION AND MEETING ATTENDANCE

- Meetings shall be held at least two times per year, taking into account the schedule of Management Board meetings, or more frequently as circumstances require.
- Meetings may be held in person (in principle in the seat of ECHA), by remote connection or by a combination of these.
- The quorum to hold a meeting shall be three members of the Subgroup, including at least one member from the Commission and two from Member States, including the Chair.
- The Subgroup shall adopt the agenda at the beginning of each meeting. Items on the agenda may be deleted or carried forward to the next meeting.
- The Subgroup works on the basis of consensus. However, if so requested, a member/person of trust may have his/her dissenting opinion reflected in the conclusions. The dissenting opinion shall be conveyed to the Management Board by the chairperson of the subgroup.
- Draft conclusions of the Subgroup's meetings shall be circulated to the Subgroup members within a reasonable time-frame, and prior to the subsequent Management Board plenary meeting. The Secretariat to the Subgroup shall be provided by the Secretariat of the Agency.
- The Subgroup may invite external experts to attend meetings where considered necessary.
- Staff members of ECHA other than the Executive Director shall take part in the Subgroup meetings at the discretion of the Executive Director.

4. TASKS OF THE SUBGROUP

The tasks of the Subgroup shall be to:

- Monitor the implementation of the Strategic Plan/Multi-annual Work Programme and the achievement of objectives;
- Monitor the development, establishment and implementation of the Programming Document and Work Programme of the Agency and the achievement of objectives;
- Facilitate the involvement of the Management Board in the preparation of strategic planning and reporting documents, including
 - The adoption of annual budget and estimates of revenue and expenditure;
 - The adoption of annual Work Programmes and multiannual programming;
 - Review of the Commission's opinion and the Secretariat's responses thereto regarding ECHA's Programming Documents;
 - Adoption of the General Report;
 - Adoption of the assessment of the Consolidated Annual Activity Report;
- Provide steer on the performance management at the Agency;
- Monitor and keep the Management Board informed on new tasks and their embedding to the operational work of the Agency including their financing;
- Monitor the implementation of actions stemming from the legislation reviews by the Commission;
- And other related tasks as and if requested by the Management Board.

5. REPORTING

The Subgroup shall bring to the Management Board's attention any issue arising from its work and will report to the Management Board after its meetings.

Done at Helsinki on 23 September 2021

signed

Paul KRAJNIK
Chair of the Management Board