

Internal

73rd Management Board meeting, 21 March 2024

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Overview of recurring Management Board (MB) 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 (Board of Appeal members, Executive Director)
Q2 (MB meeting in June)	
	Adopt opinion on the final accounts n-1
	Note annual report from and exchange views with the Board of Appeal 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
	View secretariat report on discharge n-2 follow-up
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 Internal Audit Capability (IAC) audit plan for year n+1
	View Management Board meeting dates for year n+2-n+3

In every Management Board meeting:

- Approval of previous meetings' minutes
- Report from the Executive Director
- Update from the European Commission
- Report from previous subgroup meetings

Regular items, as needed:

- 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 (Executive Director, Board of Appeal members and alternates)

Information regularly submitted to the Management Board (outside of meetings):

- April/ July/ October/ January: Quarterly Report on the work programme implementation
- October: Written consultation on the Programming Document
- ECHA Press releases and job openings (when applicable)

For questions: mb-secretariat@echa.europa.eu