

MB info sessions and competence development

Time	Item
2021	
04-Mar-21	IAC info session
18-Mar-21	IRS
24-Mar-21	Opportunity to participate in a public Board of Appeal hearing
22-Apr-21	Corporate risks management
17-May-21	Board of Appeal
17-Jun-21	AfA
18-Nov-21	IT at ECHA
MB-64	Annual recap of corporate ethical duties (online/video training material)
2022	
MB-EO in Jan 2022	Workshop on the role of Executive Director
MB-65	Open session with interested parties' representatives and with a member of the Court of Auditors on the role of Agencies and their Management Board in policy implementation and development
Q2 2022	Topics are welcome! Proposal: Governance model of ECHA (for newcomers)
Q3 2022	Topics are welcome!
Q4 2022	Annual recap of corporate ethical duties (online/video training material)
Regularly:	Board members are regularly invited to the public hearings of the ECHA Board of Appeal.

66th meeting of the Management Board

June 2022

Item	Title	Reference
A	Implementing rules on the conduct of administrative inquiries and disciplinary proceedings	ADOPT
A	Implementing Rules on hybrid working and working time	ADOPT
B	Appointment of Committee members	ADOPT
B	Appointment of a new MB member for the Conflict of interest advisory Committee (CoiAC) and appointment of an outside expert [mandates end on 31 July for MB member and 23 August for external member]	ADOPT
B	Opinion on the final accounts 2021	ADOPT
B	Annual reports from the Chairman of the Board of Appeal and the SG BoA	INFORM
B	Report from the SG FAR (includes IAC and IAS annual reports)	INFORM
B	LQM confirmation in functions (possible to be conducted in a WP over summer, probation ends in August)	DECIDE
B	Appointment of the future Executive Director (if not done in extraordinary meeting beforehand)	ADOPT
B	Remuneration of members of ECHA committees	ADOPT
C	Budget transfers	INFORM
C	Discharge 2020 recommendations	INFORM
W	Workshop - TBD if any	

Meeting of the SG FAR

Item	Title
	Annual audit reports (IAC and IAS)
	4 monthly fee income report
	Ongoing audits and evaluations
	Presentation of the annual accounts Observations of the Court of Auditors Management Board opinion on the accounts
	Remuneration of committee members
	Discharge 2020 recommendations

Meeting of ED preparatory group

If and as necessary.

67th meeting of the Management Board

September 2022

Item	Title	Reference
B	Selection of a Chair of the Management Board	ADOPT
B	Review of MB subgroups' Terms of Reference (prepare)	DISCUSS
B	Appointment of ED (if necessary)	ADOPT
C	Accounting officer first contract ends in 2023	INFORM
B	Annual exchange of views with Forum Chair	DISCUSS
B	Orientation debate on ECHA programming document 2023-2026	DISCUSS
C	Follow up of Discharge recommendations 2020	INFORM
C	Budget transfers	INFORM

Meeting of the SG SPI

Item	Title
	Preparation of the orientation debate

68th meeting of the Management Board

December 2022

Item	Title	Reference
A	Appointment of Committee members	ADOPT
B	Selection of a Deputy Chair of the Management Board	ADOPT
B	Budget y n+1	ADOPT
B	Budget request n+2	ADOPT
B	Programming document year n+1 - n+4	ADOPT
B	Review of MB subgroups' Terms of Reference (2-year review period)	ADOPT
B	CoI policy review	ADOPT
B	Transparency approach (report on 2021-2022 and actions for 2023-2024)	ENDORSE
B	Preparation of next strategy cycle	DISCUSS
C	Budget transfers	INFORM
C	Meeting dates n+1 and possibly n+2	INFORM

SG SPI

November

Item	Title
	Programming document year n+1 - n+4, incl IT masterplan for info
	Budget request n+2
	Final budget n+1 and establishment plan

SG FAR

December

Item	Title
	Audits and evaluations undertaken in year n
	Audits and evaluations planned for year n+1
	Risk register
	4-monthly fee income report
	Report on ToF MB decision application
	Feedback from the audit visit of the Court of Auditors
	Follow-up of the discharge recommendations 2020

69th meeting of the Management Board

March 2023

Item	Title	Reference
A	Composition of MB subgroups (to be reviewed every 2 years)	ADOPT
B	New ED end-probation approaching (depending on start time)	ADOPT
B	General Report year n-1	ADOPT
B	Analysis and Assessment of the Consolidated Annual activity Report year n-1	ADOPT
B	Annal report from the Committees	INFORM
C	Appraisals BoA	INFORM
C	Update of the MB Rolling Plan	INFORM
C	Transfers within the budget since last notification (tbc)	INFORM

SG SPI

February/March

Item	Title
	Draft General Report 2022
	Analysis and Assessment of the Consolidated Annual activity Report 20222
	4 monthly report on fee income

70th meeting of the Management Board

June 2023

Item	Title	Reference
B	Appointment of Committee members	ADOPT
B	New ED end-probation (depending on starting time)	ADOPT
B	Opinion of the final accounts 2022	ADOPT
B	Annual reports from the Chairman of the Board of Appeal and the SG BoA	INFORM
B	Report from the SG FAR (includes IAC and IAS annual reports)	INFORM
C	Budget transfers	INFORM
C	Discharge 2021 recommendations	INFORM
W	Workshop (TBC) - note many new members joining in May/June. Induction?	

Meeting of the SG FAR

Item	Title
	Annual audit reports (IAC and IAS)
	4-monthly fee income report
	Ongoing audits and evaluations
	Presentation of the annual accounts
	Observations of the Court of Auditors
	Management Board opinion on the accounts
	Discharge 2021 recommendations

71st meeting of the Management Board

September 2023

Item	Title	Reference
B	BoA Chair contract renewal intent (if applicable) before 15 Dec 2023	INFORM
B	Orientation debate on ECHA programming document	DISCUSS
B	MB Code of Governane 2-yearly review	DISCUSS
B	Annual exchange of views with Forum Chair	DISCUSS
C	Follow up of Discharge recommendations 2021	INFORM
C	Budget transfers	INFORM

Meeting of the SG SPI

Item	Title
	Preparation of the orientation debate

72nd meeting of the Management Board

December 2023

Item	Title	Reference
A	Appointment of Committee members	ADOPT
B	Next strategy cycle	ADOPT
B	MB Code of Governance review closed	ADOPT
B	Budget y n+1	ADOPT
B	Budget request n+2	ADOPT
B	Programming document year n+1 - n+4	ADOPT
C	Budget transfers	INFORM
C	Meeting dates n+1 and possibly n+2	INFORM

SG SPI

November

Item	Title
	Programming document year n+1 - n+4
	Budget request n+2
	Final budget n+1 and establishment plan

SG FAR

December

Item	Title
	Audits and evaluations undertaken in year n
	Audits and evaluations planned for year n+1
	Report on ToF MB decision application
	4-monthly fee income report
	Feedback from the audit visit of the Court of Auditors

73rd meeting of the Management Board

March 2024

Item	Title	Reference
A	Composition of MB subgroups (to be reviewed every 2 years)	ADOPT
B	General Report year n-1	ADOPT
B	Analysis and Assessment of the Consolidated Annual activity Report year n-1	ADOPT
B	Annal report from the Committees	INFORM
C	Appraisals BoA and ED	INFORM
C	Update of the MB Rolling Plan	INFORM
C	Transfers within the budget since last notification (tbc)	INFORM

SG SPI

February/March

Item	Title
	Draft General Report 2023
	Analysis and Assessment of the Consolidated Annual activity Report 2023
	4 monthly report on fee income

74th meeting of the Management Board

June 2024

Item	Title	Reference
B	Appointment of Committee members	ADOPT
B	Appointment of a new MB member for the Conflict of interest advisory Committee (CoiAC) and appointment of an outside expert	ADOPT
B	Opinion of the final accounts 2023	ADOPT
B	Annual reports from the Chairman of the Board of Appeal and the SG BoA	INFORM
B	Report from the SG FAR (includes IAC and IAS annual reports)	INFORM
C	Budget transfers	INFORM
C	Discharge 2022 recommendations	INFORM
W	Workshop (TBC)	

Meeting of the SG FAR

Item	Title
	Annual audit reports
	4-monthly fee income report
	Ongoing audits and evaluations
	Presentation of the annual accounts Observations of the Court of Auditors Management Board opinion on the accounts
	Discharge 2022 recommendations

75th meeting of the Management Board

September 2024

Item	Title	Reference
B	BoA Chair contract renewal intent (if applicable) before 15 Dec 2023	INFORM
B	Orientation debate on ECHA programming document	DISCUSS
B	Annual exchange of views with Forum Chair	DISCUSS
C	Follow up of Discharge recommendations 2022	INFORM
C	Budget transfers	INFORM

76th meeting of the Management Board

December 2024

Item	Title	Reference
A	Appointment of Committee members	ADOPT
B	Budget y n+1	ADOPT
B	Budget request n+2	ADOPT
B	BoA TQM renewal intent (if applicable)	ADOPT
B	Programming document year n+1 - n+4	ADOPT
C	Budget transfers	INFORM
C	Meeting dates n+1 and possibly n+2	INFORM

SG SPI

November

Item	Title
	Programming document year n+1 - n+4
	Budget request n+2
	Final budget n+1 and establishment plan

SG FAR

December

Item	Title
	Audits and evaluations undertaken in year n
	Audits and evaluations planned for year n+1
	Report on ToF MB decision application
	4-monthly fee income report
	Feedback from the audit visit of the Court of Auditors