

Helsinki, 04 December
Doc: **MB/69/2008**

10TH MEETING OF THE MANAGEMENT BOARD

17-18 DECEMBER 2008

Helsinki

Concerns: **Work Programme 2009 – Update of Annexes**

Agenda Point: **5**

Action requested: **For adoption**

Summary

Following the adoption of ECHAs Work Programme 2009, which took place during the Management Board of September 2008 (MB/59/2008), two Annexes to this document are submitted to the Board for adoption :

a) Annex 1 updates the resources for 2009 in the Work Programme and aligns it to the budget as it is submitted to the Board under agenda item 4

b) Annex 2 completes the Work Programme 2009 with a worked out procurement plan.

1) Annex 1: Resources for operations

The annual Work Programme 2009, as it was adopted by the Management Board in September (MB/59/2008), included an overview of the resources for next year.

Given that the budget 2009 has to be updated, and which is presented to the Management Board under item 4, also the annex to the workplan is to be revised and aligned to the new budget 2009.

Annex 1 is therefore submitted to the Board for adoption, and to replace the initial resource table in the approved Work Programme 2009.

2) Annex 2: Procurement Plan

Following an audit performed by the Internal Auditor the Agency (Commission Internal Audit Service - IAS) a recommendation was issued on the need for transparency in the procurement planning and the relevance for the annual Work Programme to include also a procurement plan.

The Agency has accepted the recommendation and has therefore prepared an overview of the contracting envisaged for 2009. Annex 2 provides the indicative number and type of contracts, the procurement time frame, the estimated amount as well as a brief description of the subject.

It is proposed that Management Board adopts the Procurement plan as an annex to the Work Programme 2009.

3) Editorial correction to chapter 4.1

ECHA identified the need for an editorial clarification to the heading of chapter 4.1 of the work programme. The prefix of the first word of the title of chapter 4.1 should be put in brackets (i.e. "(Pre-)registration" instead of "Pre-registration").

4) Action requested

The Management Board is invited

- to adopt Annex 1 and 2 to the Work Programme 2009 (MB/59/2008) as annexed to this note, and
- to instruct the Executive Director to forward the Work Programme as amended to the Member States, the European Parliament, the Council and the Commission and to have it published.

Attachment(s):

- Resources for operations 2009 (Annex 1)
- Procurement Plan 2009 (Annex 2)

ANNEX 1

ANNEX 1: Resources for operations 2009

Note: These figures are approximate and subject to fluctuation

Activities (Title III of the Budget)	Human resources		Preliminary Draft Budget	Budget
	Temporary staff ; Establishment Table	Contract staff and National Experts		
The numbering below refers to the WP 2009, not to the numbering in the budget				
3. Management , incl. Management Board and Legal Advice	22	1	1.864.000	1.340.000
4. Operations	26	3		
General coordination, management and support				
4.1 (Pre-)registration and inquiries	22	2	1.019.500	300.000
4.2 Evaluation	45	2	620.000	600.000
4.3 Classification and labelling, SVHC	18	1	642.000	550.000
4.4 Restrictions and Authorisation	8	1	661.000	775.000
4.5 Communication, including translations	13	4	4.300.000	6.500.000
4.6 Advice and Assistance	34	6	1.172.000	1.290.000
4.7 Preparing Agency opinions and decisions - Committees and Forum	18	2	3.800.000	2.700.000
4.8 IT tools supporting the operations	21	1	6.850.000	7.453.000
5. Activities with other Institutions and MS	7		90.000	60.000
6. International activities	6		500.000	729.700
7. Board of Appeal	16		220.000	400.000
Total	256	23	21.738.500	22.697.700

Admin staff (for Info only)

68 11

Total

324 34

In Establishment plan:

ANNEX 2

ANNEX 2: Procurement Plan 2009

Chapter in Annual Work Program of ECHA	Description of Action	Type of Contract(s) required	Start of Procurement	Target Date of Contract Signature	Estimated amount in EUR
3. 1 ECHA Management Board	Miscellaneous	Services	Q1-Q3	Q1-Q4	14 000 €
4. Operations	Miscellaneous	Services	Q1-Q3	Q1-Q4	855 000 €
4.1 (Pre-)registration and inquiries	QSAR and Substance ID software	Supplies	Q1	Q3	100 000 €
4.1 (Pre-)registration and inquiries	Substance ID & Registration workshops (2)	Services	Q1/Q4	Q1/Q4	200 000 €
4.2 Evaluation	In-house Seminars for ENV and HH	Services	Q1-Q4	Q1-Q4	100 000 €
4.2 Evaluation	Programmer for Navigator tool development ("Odyssey" programmer)	Services	Q1	Q1	200 000 €
4.2 Evaluation	External Training for junior scientific officers.	Services	Q1-Q4	Q1-Q4	100 000 €
4.2 Evaluation	Dossier evaluation - external scientific expertise	Services	Q1-Q4	Q1-Q4	100 000 €

4.3 Classification and Labelling, Substances of very high concern (SVHC)	Data collection for Annex XV SVHC dossiers	Services	Q1-Q4	Q1-Q4	200 000 € (depending on incoming dossiers)
4.3 Classification and Labelling, Substances of very high concern (SVHC)	Development of draft Annex XV SVHC dossier	Services	Q2-Q4	Q2-Q4	200 000 € (depending on requests from COM)
4.4 Restrictions and Authorisation	Services to ensure that ECHA has best possible data and information to evaluate restriction proposals.	Services	Q3	Q4	200 000 €
4.4 Restrictions and Authorisation	Services related to preparatory work for Commission in relation to restrictions	Services	Q1-Q4	Q1-Q4	300 000 €
4.4 Restrictions and Authorisation	Services on definition of production cycle	Services	Q1	Q2	75 000 €
4.5 Communication	Eurobarometer – survey	Services	Q1	Q2/Q3	550 000 €
4.5 Communication	2 nd ECHA's Stakeholders' Day – 27.05.09	Services	Q1	Q1	60 000 €

4.5 Communication	Content Management System. System & Hosting services for ECHA websites; migration of the content and relevant implementation of the dynamic modules/templates	Services	Q1	Q3	300 000 €
4.5 Communication	Externalised organisation of ECHA's Stakeholders' Days - Fall '08 – 2010/2011	Services	Q1	Q2	500 000€
4.6 Advice and Assistance	Specific Guidance development for nanoparticles	Services	Q2-Q3	Q2-Q3	150 000 €
4.6 Advice and Assistance	Guidance on Risk communication	Services	Q1	Q2	146 000 €
4.6 Advice and Assistance	Safety data sheet	Services	Q2	Q3	147 100 €
4.6 Advice and Assistance	Analysis of optimal design of reproductive studies	Services	Q1	Q2	150 000 €
4.6 Advice and Assistance	Registration/CSA guidance - Waste	Services	Q1	Q2	150 000
4.6 Advice and Assistance	Guidance on information requirements and CSA	Services	Q1	Q2	140 500

4.7 Preparing Agency opinions and decisions – Committees and Forum	Development of electronic exchange system for enforcement	Services	Q2	Q3	150 000 €
4.7 Preparing Agency opinions and decisions – Committees and Forum	Committee dinners	Services	Q1-Q4	Q1-Q4	60 000 €
4.8 IT tools supporting the operations	Further development of IUCLID5	Services	Q1	Q3	2 Million €
4.8 IT tools supporting the operations	Service release of IUCLID 5	Services	Q1	Q2	700 000 €
4.8 IT tools supporting the operations	Further development of REACH-IT, e.g. Workflows, Dissemination, Enforcement access	Services	Q1	Q3	6 Million €
4.8 IT tools supporting the operations	REACH-IT / IUCLID 5 workshops (80 persons each): 2 location ECHA	Services	Q2/Q4	Q2/Q4	200 000 €
4.8 IT tools supporting the operation	Workshop or study on dissemination needs for public	Services	Q3	Q4	200 000 €
4.8 IT tools supporting the operations	CSA/CSR Workshop: 1	Services	Q3	Q4	100 000 €
4.8 IT tools supporting the operations	Consulting services related to the administration of the CSA/CSR project	Services	Q1	Q1	150 000 €

4.8 IT tools supporting the operations	Development of ART tool (external tool for exposure estimation)	Services	Q1	Q2	350 000 €
4.8 IT tools supporting the operations	Other software in support of operations, e.g. migration of websites and databases	Services	Q1	Q2	400 000 €
4.8 IT tools supporting the operations	Automated Test Environment for Operational systems	Supplies & Services	Q1	Q3	500 000 €
4.8 IT tools supporting the operations	ICT consulting services (different Lots)	Services	Q1	Q3	5 Million €
4.8 IT tools supporting the operations	Analysis study related to dossier characterisation tool and reporting tools	Services	Q2	Q3	200 000 €
6. International Activities	Miscellaneous	Services	Q1-Q3	Q1-Q3	200 000 €
7. Board of Appeal	Miscellaneous	Services	Q2	Q3	15 000 €
8.4 Human Resources and Training	Miscellaneous	Services	Q1-Q3	Q1-Q4	160 000 €
Estimated budgetary envelope reserved for operational procurements during year 2009					21 322 600 €