

Minutes of the 56th meeting of the Management Board Held in Helsinki from 12 to 13 December 2019

I. Summary record of the proceedings

The Chair opened the meeting by welcoming members and, in particular, Marco MENSINK, Gertraud LAUBER (not present) and Stefan SCHEUER, recently appointed by the European Commission to represent interested parties without voting rights.

1. Agenda

The Chair introduced the draft agenda¹ and the following room documents:

- The European Green Deal – Communication from the Commission to the European Parliament, the European Council, the Council, the European Economic and Social Committee and the Committee of the Regions²
- AP B.1 IAC Annual audit plan for 2020 – corrigendum

The Chair further noted the updates to documents/new documents distributed before the meeting in S-CIRCABC:

- AP B.2.A Programming document – revised version of Annex 2
- AP B.2.A Programming document – draft foreword
- AP B.4.A Committee appointments – REV1 version
- AP B.6 Security provisions for granting access to the Poison Centre Notification Portal
- AP B.8.A – Annex 5

The agenda of the meeting was then adopted on this basis.

2. Declaration of specific interests

The Chair informed Management Board members that she has reviewed, together with the Secretariat, the members', observers', persons of trusts' and the Executive Director's declarations of interest in accordance with the ECHA procedure for the Prevention and Management of potential Conflicts of Interest (CoI)³.

She concluded, based on the declarations, that there is no need for specific restrictions with respect to the agenda of this 56th Management Board meeting.

The Chair then invited members to further declare any specific interests that could not be drawn from their declarations of interest and which could be considered to be prejudicial to their independence with respect to any items on the agenda. No further specific interests were declared in response to this.

¹ MB/A/05/2019.

² COM(2019) 640 final.

³ ECHA Policy on the Prevention and Management of potential Conflicts of Interest PRO-0067.04.

The Chair reminded members of the importance of keeping their declarations up to date and invited them to regularly check their declarations for completeness.

3. Minutes of the 55th Management Board meeting

The draft minutes of the 55th Management Board meeting⁴, held from 26 to 27 September 2019 in Helsinki, were adopted, with one editorial change proposed by the Secretariat, to correct a clerical error in two footnotes regarding the numbering of documents in the highly restricted part of the draft minutes.

The Chair also explained the status of agreed follow-up actions as follows:

The Secretariat will circulate the final report of the Court of Auditors on the annual accounts of ECHA for 2018 when it becomes available.	DONE
The Secretariat will inform the Working Group on Audit about the outcome of the on-going pilot project on outsourcing the SME verification activity, of the on-going analysis of the use of interims and of the benchmarking currently being performed with other agencies.	DONE
The Secretariat will circulate the draft Programming Document(s) 2020-2023 for the Management Board's written consultation by 8 October 2019, for a period of three weeks	DONE
The Secretariat will circulate an informal background document regarding ECHA's contribution to the EU priorities under the next Multiannual Financial Framework (MFF 2021-2027) and ECHA's resource requirements for the same period	DONE
The Secretariat will circulate the Commission's opinion on the draft Programming Document 2020-2022 when it becomes available.	DONE
The Secretariat will continue to regularly report to the Management Board on the status of implementation of the REACH Review actions and will provide an overview on the status of all actions where ECHA is in the lead.	DONE
The Secretariat will transmit the second budget amendment 2019, including the establishment plan, for information to the European Parliament and the Council, the Court of Auditors and the Commission, and will have them published on the website of the Agency.	DONE
The Secretariat will provide scenarios for different levels of fee income for 2020-2023 for the next Planning and Reporting Working Group meeting (November 2019).	DONE
The Secretariat will invite the Management Board to adopt the security aspects of granting access to Appointed Bodies and Poison Centres to the Poison Centre searchable database in a written procedure in Q4 2019 or in the 56th Management Board meeting.	DONE
The Secretariat will inform the alternate / additional Legally Qualified Members of the Board of Appeal of the decision on the prolongation of their mandates and will seek their acceptance thereof.	DONE
The Secretariat will schedule the discussion on and possible adoption of Terms of Reference for the Management Board subgroups for the 56th Management Board meeting.	DONE
The Secretariat will inform the Management Board about the progress of preparation for the entry in force of the requirements for the registration of nanomaterials as part of the quarterly report.	DONE

⁴ MB/M/04/2019.

A. Points for automatic adoption

No points were submitted for automatic adoption for this meeting.

The priorities of the new Commission

The Management Board heard a presentation on the new Commission priorities, provided by the Board members representing the European Commission. The presentation included an overview of the structure of the von der Leyen Commission and an outline of its six political priorities. Board members took note, in particular, of the European Green Deal⁵ and the role chemicals will play in this roadmap, as well as of the Farm to Fork Strategy for Sustainable Food.

Board members welcomed the presentation and held an exchange of views on the ambition of the Green Deal and the role ECHA can play to support its achievement. The Executive Director pointed out that the Secretariat is ready and willing to put its competences to use and contribute to these goals and to provide ongoing advice and input to the policy makers.

The Chair concluded by thanking the Commission representatives for the presentation and pointing out that ECHA's long-term strategy will merit a review in due course to make sure that the Agency is fully prepared to support the Green Deal.

B. Points for discussion/decision

B.1 Report from the Working Group Audit

The Management Board took note of an oral report from its Working Group Audit, which met on 11 December 2019. The Working Group received information on the evaluations and audits undertaken in 2019 and those planned for 2020, as well as a report about the outcome of the pilot project on outsourcing the SME verification activity, of the use of interims and of a benchmarking exercise performed with other agencies. It was noted that the Secretariat will distribute the Commission's Internal Audit Service's final report on Performance Management in ECHA to Board members (the final report was received prior to the Management Board meeting).

B.1.A Annual audit plan of the Internal Audit Capability

The Management Board approved the annual work plan of the Internal Audit Capability (IAC) for 2020⁶, based on the recommendation of its Working Group Audit. The audit topics for 2020 will be a consultative audit on harmonised classification and labelling and applications for authorisation.

⁵ COM(2019) 640 final.

⁶ MB/54/2019. A room document was distributed to correct a clerical error on page 14 (deletion of reference to consultative audit of the handling of new tasks).

B.2 Programming

B.2.A Programming Document 2020-2023

The Management Board adopted ECHA's Programming Document 2020-2023, as well as its reply to the Commission's opinion on the draft Programming Document 2020-2022⁷. The adopted Programming Document includes the final Programming Document 2020-2022 and the draft Programming Document 2021-2023, including the draft Work Programme for 2021, which is adopted according to Article 78(b) of REACH.

To provide a better overview on continuous tasks and simplify the drafting process, the Secretariat continued its practice of merging the programming documents of two parallel planning cycles into a single document. The Management Board instructed the Secretariat to provide the relevant extract of the draft Programming Document 2021-2023 to the Commission for its opinion under Article 32(7) of the Financial Regulation.

The Management Board Working Group on Planning and Reporting met on 19 November 2019, discussed the Programming Document and further to the implementation of the changes agreed in that meeting, recommended its adoption to the Management Board.

In connection to this Programming Document, the Management Board also took note of the 2020 IT Masterplan and, as part of the Programming Document, adopted a new Integrated Management System Strategy and Framework, replacing the current Integrated Management Standards adopted in 2013⁸.

The Management Board asked the Secretariat to submit the final Programming Document to the Institutions and Member States and publish it on ECHA's website. The draft Programming Document 2021-2023 will be submitted to the Commission, as the basis of ECHA's 2021 budget request.

The Management Board furthermore took note of an oral update on the development of ECHA's new tasks concerning the Drinking Water Directive⁹.

B.2.B Implementation of REACH Review actions

The Management Board took note of an overview¹⁰ distributed by the Secretariat on the status of the implementation of the REACH Review actions. It was noted that the Secretariat is available to respond to questions on any of the items in writing, or as part of the Quarterly Report (B.7).

Address by the Commission DG EMPL Director General, in connection to a briefing session on ECHA's work on providing scientific opinions on OELs

The Management Board took note of a presentation from the Secretariat on the work carried out at the request of the Commission's Directorate-General for Employment, Social Affairs and Inclusion (DG EMPL) in providing scientific opinions on priority occupational exposure limits (OELs) under occupational safety and health (OSH) legislation¹¹. In this context, the Management Board heard an address by Joost KORTE, the Director General of DG EMPL.

⁷ MB/55/2019.

⁸ Management Board Decision 36/2013.

⁹ Proposal for a Directive of the European Parliament and of the Council on the quality of water intended for human consumption (recast) COM(2017) 753 final.

¹⁰ MB/56/2019.

¹¹ <https://echa.europa.eu/oel>

B.3 Finance

B.3.A Third amending budget 2019 and transfers within the budget

The Management Board adopted ECHA's third amending budget for 2019¹² and took note of the transfers carried out under the responsibility of the Executive Director since the last notification. The Management Board Working Group Planning and Reporting had received information on the third amending budget in its meeting of 19 November 2019.

The Secretariat provided, by way of background that, since September 2019, ECHA witnessed a significant reduction in its REACH/CLP fee income compared to the second amending budget. As the Commission was unable to assist ECHA in addressing this adverse market development, ECHA reduced its 2019 REACH/CLP expenditure budget. Similarly, the fee income development for BPR was below the budgeted amount and a reduction in BPR expenditure was required.

A representative of the Commission acknowledged that ECHA's fee income is volatile and market-driven, which makes it challenging to predict. At the same time, he pointed out that, in the Commission's opinion, ECHA's decision to return subsidy to the Commission in September 2019¹³ was premature. The Secretariat clarified that ECHA's decision (in the context of the Commission's global transfer exercise) had to be taken at the end of August 2019, taking into account the fee income projections, which are subject to significant variation, and the trend of the actual income until that time.

As ECHA's fee income followed its estimates very closely until the end of August 2019, it was reasonable to anticipate that this trend would continue until the end of the year. To respect the principle of annuality of the budget and plan a transparent and realistic budget in light of ECHA's stable expenditure, the decision to return the subsidy which, at that point in time, seemed not to be required was a measured, reasoned decision.

The Secretariat also noted that ECHA's Management Board endorsed this approach at its September 2019 meeting (in adopting the second budget amendment 2019). The Secretariat also pointed out that this difficulty is likely to present itself in a recurring manner, as it is fundamentally due to ECHA's financing structure, where the income is composed of uncertain fee income, with a consequent effect on the EU balancing subsidy.

B.3.B Final budget, establishment and procurement plan 2020

The Management Board adopted ECHA's final budget for 2020, the establishment plan and the procurement plan¹⁴. The Management Board Working Group Planning and Reporting had discussed the final budget 2020 in its meeting of 19 November 2019 and recommended its adoption to the Management Board.

ECHA's total expenditure budget for 2020 amounts to EUR 116.4 million. The subsidy requests and appropriations for REACH/CLP, Biocides, PIC/POPs and the Waste Framework Directive are aligned with the EU Budget 2020 ceilings and so are the foreseen staffing levels. The final budget 2020 was presented to the Management Board further to the adoption of the EU budget for 2020 by the budgetary authority on 27 November 2019.

The Secretariat pointed out that the budget 2020 is the result of the combination of income estimates and detailed, justified expenditure requirements. ECHA's REACH/CLP registration fee income has and is expected to continue to decline. In the event that the budgeted fee income levels do not materialise in 2020, ECHA will need to examine discretionary expenditure items (such as IT tools development, building-related expenditure and interim assignments) for potential reduction. The Secretariat furthermore pointed out that the continued financing of staff costs related to the poison centre notification portal and waste database (SCIP) activities from the REACH/CLP budget is at risk, unless the Commission provides additional funding or alternative savings are identified in 2020.

¹² MB/57/2019.

¹³ Second amending budget, see MB/44/2019 and Management Board decision 38/2019.

¹⁴ MB/58/2019.

B.3.C ECHA's long-term resource outlook

The Management Board took note of information¹⁵ provided by the Secretariat concerning ECHA's long-term resource outlook and, in particular, the expected evolution of the fee income, as evidenced by two recently concluded independent studies. The Secretariat explained that, following the third registration deadline in 2018, ECHA's REACH/CLP fee income has reduced significantly and, consequently, it will be increasingly reliant on the EU balancing contribution in the future and, in particular, under the next Multiannual Financial Framework (MFF). In addition, the two studies have confirmed that it is only possible to forecast ECHA's fee income within a wide margin.

A representative of the Commission acknowledged that forecasting fees represents a substantial burden for the agency and invited the Secretariat to inform the Management Board of the conclusions drawn from the PWC study¹⁶ on how to improve forecasting. He pointed out that the subsidy levels under the MFF 2021-2027 are not yet known and asked the Secretariat to provide detailed expenditure projections. He also underlined that the study commissioned by the German Environment Agency¹⁷ proposed new options for income streams, which may be considered by the Commission. All of this information will be assessed in due time by the Commission, in collaboration with ECHA and other stakeholders. In the Commission's view, ECHA has the necessary resources to fulfil its mandate under its current legal framework. The Commission is committed to keeping ECHA's financial resources at a sufficient level in order to have sustainable operations over the coming years.

The Chair invited Board members to make contact at national level with the departments represented in the Council Budget Committee or the Permanent Representation to the EU (foremost the national ministries responsible for finances and EU affairs), to raise awareness of ECHA's financing challenges, and call for a stable subsidy level for ECHA under the new MFF, at the level currently foreseen, but with inflation adjustment, to take into account real costs and allow the Agency to maintain its current staffing levels.

B.4 ECHA Committees

B.4.A Appointment of Committee Members

The Management Board appointed¹⁸ Gerlienke SCHUUR (NL) and Ian DOYLE (UK) to the Committee for Risk Assessment (RAC) and John JOYCE (SE) to the Committee for Socio-Economic Analysis (SEAC).

The Management Board also renewed the appointment of the following RAC members: Nikolaos SPETSERIS (GR), Christina TSITSIMPIKOU (GR), Tiina SANTONEN (FI), Brendan MURRAY (IE), Michael NEUMANN (LU), Boguslaw BARANSKI (PL), Betty HAKKERT (NL), Urs SCHLÜTER (EE), Andrew SMITH (UK) and the following SEAC members: Christos ANASTASIOU (CY), Karen THIELE (DE), Silva KAJIC (HR), Ivars BERGS (LV), Janis LOCS (LV) and Stavros GEORGIOU (UK).

The renewal of the membership and the appointment of UK member(s) is without prejudice to the UK withdrawal from the EU and the length of the mandate will be determined by the date on which the withdrawal takes effect.

The Management Board noted that there is an urgent need for additional nominations for SEAC, as there is a lack of qualified members that can act as rapporteurs for the high

¹⁵ MB/59/2019.

¹⁶ European Chemicals Agency (ECHA), Provision of consultancy services for ECHA for estimating fee income – Final Report, PricewaterhouseCoopers, 26 July 2019.

¹⁷ Advancing REACH Financing options for ECHA – Final Report, German Environment Agency, October 2019.

¹⁸ MB/60/2019REV1 and room document "Agenda point B.4.A Appointment of Committee members Additional new candidate for RAC membership (Ian DOYLE)".

number of opinions to be processed. The Secretariat will liaise with the Member States as appropriate and Board members were invited to provide support.

B.4.B Committees' Rules of Procedure

The Management Board adopted amendments¹⁹ to the Rules of Procedure of RAC and SEAC. The amendments concern changes in the way committee meetings' minutes are agreed and were approved by RAC and SEAC²⁰ prior to the Management Board meeting. Board members asked the Committee Chairs to monitor the implementation of this change and report any issues arising to the Management Board.

B.5 Updated consultation procedure for guidance

The Management Board endorsed ECHA's revised approach²¹ for the development of guidance documents. The revised approach will replace the Guidance Consultation Procedure endorsed by the Management Board in 2013²².

The Secretariat presented the revised approach, which includes a more tailored and flexible way for the Agency to develop new guidance documents and guidance updates, both in terms of procedural steps and the scope of formal guidance versus other forms of advisory documents.

Board members in general welcomed the proposal to streamline and simplify the process. At the same time, they requested more information on the steps of the revised consultation procedure, including the criteria to select the steps, and asked the Secretariat to make sure that the transparency and inclusiveness of the process, including towards the Commission, is maintained and that the high quality of the guidance documentation is kept. The Secretariat explained that these considerations will be respected and committed to sharing the quality documentation with the Management Board, which will include the detailed description of the revised procedure, as well as the criteria to select the steps. This quality documentation will also be made public.

B.6 Security provisions for granting access to the Poison Centre Notification portal

The Management Board adopted a revised decision on the adoption and scope of application of Unified Declarations of Commitment by a Competent Authority/Mandated National Institution/Designated National Authority of a Member State and the European Commission with respect to security aspects for ECHA's Information Systems²³. The second version of the Poison Centre Notification Portal was released in November 2019.

It was furthermore agreed that the deployment of the optional eDelivery service is subject to agreement of the Terms and Conditions applicable to this service. The Terms and Conditions will apply to all authorities who wish to make use of this optional service and will be jointly agreed between the ECHA Secretariat and this group of Member States.

The adopted decision sets out the security provisions for granting access to Appointed Bodies and Poison Centres to notifications received by ECHA from industry in the Poison Centre Notification Portal (PCNP). The Management Board had received information on the status of preparing the security provisions in its 55th meeting²⁴ and was afterwards invited in the written procedure MB/WP/03/2019 to adopt the security provisions.

Following the written objection of a Board member to the written procedure on 27 November 2019, the Chair had suspended the procedure and included the item on the Management Board's agenda. The objection and one vote against concerned one provision of the Terms of Reference of the optional eDelivery service. The Secretariat will continue

¹⁹ MB/61/2019.

²⁰ RAC-51 and SEAC-45.

²¹ MB/62/2019.

²² Management Board document [MB/63/2013](#).

²³ MB/63/2019.

²⁴ MB/M/04/2019.

the dialogue with the Member States who wish to make use of the eDelivery service, with a view to agreeing on the Terms and Conditions and the Management Board will be informed of the outcome.

B.7 Quarterly report on ECHA's activities

The Management Board took note of the quarterly report on ECHA's activities²⁵. Board members welcomed the progress made and thanked the Secretariat for the outstanding achievements in 2019 and in particular for reaching the ambitious targets for compliance checks.

Board members asked a number of questions and the Secretariat provided clarifications regarding:

- the publication of two guidance updates related to nanomaterials;
- ECHA's work in grouping and prioritisation;
- ECHA's work in implementing REACH Review action no. 3 on improving the workability and quality of extended safety data sheets; and
- the outsourcing of ECHA's Infodesk.

B.8 Board of Appeal

The Management Board discussed these items *in camera*.

B.8.A Appointment of Technically Qualified Alternate/Additional Members of the Board of Appeal

The Management Board appointed three candidates as technically qualified alternate/additional members (ATQMs) of the Board of Appeal²⁶, subject to their acceptance of the appointment. The appointment is for a first term of office of five years, which may be prolonged once.

The appointment decision follows the proposal of the Management Board's selection group and the Working Group Board of Appeal, and takes into account the advice of the Conflict of Interest Advisory Committee.

B.8.B Restricted

Separate, highly restricted draft minutes have been prepared for this agenda point.

B.9 Management Board subgroups' Terms of Reference

The Management Board adopted the Terms of Reference²⁷ for its new standing subgroups, including their roles and responsibilities:

- Strategy Planning and Implementation;
- Finance, Audit and Risk;
- Board of Appeal;
- Reporting Officers Executive Director; and
- Reporting Officers BoA members.

In this context, the Management Board appointed the members of two of its subgroups: The Reporting Officers for the Executive Director subgroup will be composed of Paul KRAJNIK, Sabine JÜLICHER and Alojz GRABNER. The Reporting Officers for the Board of Appeal members subgroup will be composed of Kestutis SADAUSKAS, Hans MEIJER and Oscar GONZALEZ SANCHEZ. The composition of the remaining subgroups will be confirmed in the next Management Board meeting, further to Board members' expressions of interest.

²⁵ MB/64/2019.

²⁶ MB/65/2019.

²⁷ MB/67/2019.

The Management Board authorised the Secretariat to reflect the necessary technical changes in the Management Board Code of Governance, Rules of Procedure and Operating Framework²⁸.

The Terms of Reference will be reviewed every two years, the subgroups will report to the Management Board and their agendas will be circulated to all Board members. Ad hoc topics will be included in a permanent subgroup and, if it is not possible, ad hoc subgroups would be established following the same principle (i.e. with Terms of Reference adopted by the Management Board). Subgroups remain free to set their own working methods.

The adoption of these Terms of Reference concludes the implementation of the actions agreed by the Management Board further to its self-evaluation exercise commenced in 2018²⁹.

C. Points for information

C.1 Progress of building project and removal

The Management Board took note of an oral update from the Secretariat on the progress of ECHA's future building and the upcoming removal. In this context, the Management Board heard a report from its Advisory Group on ECHA's future building, further to the groups site visit on 12 December 2019.

It was noted that the construction is progressing according to schedule and the removal will take place between 21 December 2019 and 6 January 2020. The Secretariat is scheduled to take up work in the new premises (Telakkakatu 6, Helsinki) on 7 January 2020.

4. Any other business

a. Report on written information circulated to the Management Board on contribution agreements

Under Article 7 of the Financial Regulation³⁰, the Management Board took note of written information circulated by the Secretariat on 18 November 2019 concerning the upcoming signature of three contribution agreements between the European Commission and ECHA, on the EU Chemicals Legislation Finder (EUCLEF), the EU Observatory on Nanomaterials (EUON) and the Instrument for Pre-accession Assistance (IPA).

The items are included for information in the Programming Document (Section 4 Other tasks and Annex XI Strategy for cooperation with third countries and/or international organisations) and the relevant reports under the contribution agreements have been made available to the Management Board Working Group Planning and Reporting during its meeting on 19 November 2019.

Next meeting and closure

The Management Board bid farewell to Keith BAILEY, its member from the United Kingdom.

The Chair thanked participants and noted that the next meeting of the Board is scheduled to take place in Helsinki. It had been planned to take place from 26 to 27 March 2020 but it may be rescheduled for 19 to 20 March 2020, upon the request of a number of Board members. The Secretariat will circulate the necessary information in due course.

²⁸ As adopted in September 2019, contained in Management Board decisions 43-45/2019.

²⁹ MB/58/2018.

³⁰ Management Board Decision 30/2019.

II. Documents submitted to the Management Board

Draft Agenda	MB/A/05/2019
Draft Minutes of the 55 th Meeting	MB/M/04/2019
Annual audit plan of the Internal Audit Capability 2020	MB/54/2019
Programming Document 2020-2023	MB/55/2019
Implementation of REACH Reviews actions	MB/56/2019
Third amending budget 2019 and transfers within the budget	MB/57/2019
Final budget, establishment and procurement plan 2020	MB/58/2019
ECHA's long-term resource outlook	MB/59/2019
Appointment of Committee members REV1	MB/60/2019
Committee's Rules of Procedure	MB/61/2019
Updated consultation procedure for guidance	MB/62/2019
Security provisions for granting access to Poison Centre Notification Portal	MB/63/2019
Quarterly report on ECHA's activities	MB/64/2019
Appointment of Technically Qualified Alternate/Additional Members of the Board of Appeal	MB/65/2019
Highly restricted	MB/66/2019
Management Board subgroups' Terms of Reference	MB/67/2019

III. Decisions taken / Conclusions reached by the Management Board

The Management Board:

- Adopted the agenda for its 56th meeting (Decision 48/2019).
- Approved the minutes of its 55th meeting (Decision 49/2019), with one amendment in the highly restricted part.
- Took note of a report from its Working Group on Audit.
- Approved the annual audit plan of the Internal Audit Capability for 2020 (Decision 50/2019).
- Adopted ECHA's Programming Document 2020-2023, comprising the final Programming Document 2020-2022 (Decision 51/2019) and the draft Programming Document 2021-2023 (Decision 52/2019), including the draft Work Programme for 2021.
- Adopted its response to the Commission's opinion on the draft Programming Document 2020-2022 (Decision 51/2019).
- Instructed the Secretariat to provide the extract of the Programming Document 2021-2023 to the Commission for its opinion by 31 January 2020 and to send the Programming Document to the Commission, the European Parliament and the Council and publish it.
- Took note of the 2020 IT Masterplan.
- Adopted a new Integrated Management System Strategy and Framework, as part of the Programming Document 2020-2023 (Decision 51/2019).
- Took note of an oral update on the development of ECHA's new tasks concerning the Drinking Water Directive.
- Took note of the status of implementation of the REACH Review actions.
- Adopted the third amending budget for 2019 and took note of the budget transfers carried out under the responsibility of the Executive Director since the last notification (Decision 53/2019).
- Instructed the Executive Director to transmit the third amending budget 2019, for information, to the European Parliament and the Council, the Court of Auditors and the Commission, and publish them on the website of the Agency within four weeks.
- Adopted the final budget 2020, including the establishment plan and the procurement plan (Decision 54/2019).
- Instructed the Executive Director to transmit the final budget 2020, including the establishment plan, for information, to the European Parliament and the Council, the Court of Auditors and the Commission, and publish them on the website of the Agency within four weeks.
- Took note of information provided by the Secretariat concerning ECHA's long-term resource outlook.
- Appointed two new members to the Committee for Risk Assessment (RAC): Gerlienke SCHUUR (NL) and Ian DOYLE (UK) (Decision 55/2019).
- Appointed one new member to the Committee for Socio-Economic Analysis (SEAC): John JOYCE (SE) (Decision 55/2019).
- Renewed the appointment of the following RAC members: Nikolaos SPETSERIS (GR), Christina TSITSIMPIKOU (GR), Tiina SANTONEN (FI), Brendan MURRAY (IE), Michael NEUMANN (LU), Boguslaw BARANSKI (PL), Betty HAKKERT (NL), Urs SCHLÜTER (EE), Andrew SMITH (UK) (Decision 55/2019).

- Renewed the appointment of the following SEAC members: Christos ANASTASIOU (CY), Karen THIELE (DE), Silva KAJIC (HR), Ivars BERGS (HR), Janis LOCS (LV), Stavros GEORGIOU (UK) (Decision 55/2019).
- Adopted amendments to the Rules of Procedure of RAC (Decision 56/2019) and SEAC (Decision 57/2019).
- Endorsed ECHA's revised approach for the development of guidance document (Decision 58/2019).
- Adopted the revised Management Board decision on the adoption and scope of application of Unified Declarations of Commitment by a Competent Authority/Mandated National Institution/Designated National Authority of a Member State and the European Commission with respect to security aspects for ECHA's Information Systems (Decision 59/2019).
- Appointed three technically qualified alternate/additional members of the Board of Appeal (Decision 60/2019).
- Took note of the quarterly report on ECHA's activities.
- Adopted the Terms of Reference for its standing subgroups:
 - o Finance, Audit, Risk (Decision 62/2019).
 - o Strategy Planning and Implementation (Decision 63/2019).
 - o Board of Appeal (Decision 64/2019).
 - o Reporting Officers Executive Director (Decision 65/2019).
 - o Reporting Officers Board of Appeal (Decision 66/2019).
- Authorised the Secretariat to implement the technical changes resulting from the new subgroups in the Management Board's Rules of Procedure, Code of Governance and Operating Framework (Decision 67/2019).
- Adopted the composition of two standing subgroups (Decision 68/2019):
 - o Reporting Officers ED: Paul KRAJNIK, Alojz GRABNER, Sabine JÜLICHER (Chair).
 - o Reporting Officers BoA: Kestutis SADAUSKAS (Chair), Hans MEIJER, Oscar GONZALEZ SANCHEZ.
- Took note of an oral update from the Secretariat on the progress of ECHA's future building and the upcoming removal.
- Took note of written information circulated by the Secretariat on 18 November 2019 concerning the upcoming signature of three contribution agreements between the European Commission and ECHA, on the EU Chemicals Legislation Finder (EUCLEF), the EU Observatory on Nanomaterials (EUON) and the Instrument for Pre-accession Assistance (IPA).

Agreed follow-up actions:

- The Secretariat will distribute the IAS final report on Performance Management in ECHA to Board members.
- The Secretariat will send the Programming Document 2020-2023 to the Commission, the European Parliament and the Council and have it published.
- The Secretariat will provide the extract of the Programming Document 2021-2023 to the Commission for its opinion by 31 January 2020.
- The Secretariat will transmit the third amending budget 2019, for information, to the European Parliament and the Council, the Court of Auditors and the Commission, and publish them on the website of the Agency within four weeks.
- The Secretariat will transmit the final budget 2020, including the establishment plan, for information, to the European Parliament and the Council, the Court of Auditors and the Commission, and publish them on the website of the Agency within four weeks.
- The Secretariat will, when available, share the quality documentation with the Management Board, which will include the detailed description of the revised procedure for guidance development, as well as the criteria to select the steps.
- The Secretariat will inform the Management Board about the agreement reached on the Terms and Conditions of the optional eDelivery service.
- The Chair will inform the appointed candidates for the position of technically qualified alternate/additional members of the Board of Appeal and seek their acceptance of the appointment.
- The Secretariat will implement the technical changes resulting from the new subgroups in the Management Board's Rules of Procedure, Code of Governance and Operating Framework.

IV. List of attendees

Representatives of the Member States

Paul KRAJNIK	(AT)	
Anne-France RIHOUX	(BE)	
Teodora VALKOVA	(BG)	
Bojan VIDOVIC	(HR)	
Tasoula KYPRIANIDOU- LEONTIDOU	(CY)	
Tatjana KOLESNIKOVA	(CZ)	
Magnus LØFSTEDT	(DK)	
Enda VESKIMÄE	(EE)	
Hanna KORHONEN	(FI)	
Marie-Laure METAYER	(FR)	
Axel VORWERK	(DE)	(Also acting as proxy to Paul KRAJNIK (AT) on 2 nd meeting day)
Sofia ZISI	(EL)	
Krisztina BIRO	(HU)	
Sharon McGUINNESS	(IE)	
Francesca GIANNOTTI	(IT)	
Judīte DIPĀNE	(LV)	
Donata PIPIRAITE- VALISKIENE	(LT)	
Ingrid BORG	(MT)	
Hans MEIJER	(NL)	(Also acting as proxy to Paul RASQUE (LU))
Anna LEWANDOWSKA	(PL)	
Lilia MARTINS	(PT)	
Claudia DUMITRU	(RO)	
Helena POLAKOVICOVA	(SK)	
Alojz GRABNER	(SI)	
Oscar GONZALEZ SANCHEZ	(ES)	
Lisa ANFÄLT	(SE)	
Keith BAILEY	(UK)	

Representatives of the European Commission

Kestutis SADAUSKAS	(Also acting as proxy to Sabine JÜLICHER (DG SANTE))
Timo PESONEN	

Independent persons appointed by the European Parliament

Kristel BERNAERTS
Olwenn MARTIN

Representatives from interested parties appointed by the European Commission

Stefan SCHEUER	EEB-BEUC – European Environmental Bureau/European Consumer Organisation
Marco MENSINK	Cefic

Not participating, no substitutes

Paul RASQUE	Luxembourg
Gertraud LAUBER	IGBCE

Observers from EEA/EFTA countries

Sverre Thomas JAHRE
Sigurbjörg SAEMUNSDOTTIR

Persons participating on behalf of Board members / observers:

Klaus BEREND on behalf of Sabine JÜLICHER (DG SANTE)

Other participants

Joost KORTE European Commission
Charlotte GREVFORS-ERNOULT European Commission

Other observers

Abdel EL-AMELI European Commission
Cristina DE AVILA European Commission
Michael FLÜH European Commission
Irena NOVAKOVA European Commission, accompanying Timo PESONEN

ECHA staff

Bjorn HANSEN (Executive Director)
Jukka MALM (Deputy Executive Director)
Jack DE BRUIJN (Director of Prioritisation and Integration)
Christel MUSSET (Director of Hazard Assessment)
Luisa CONSOLINI (Director of Information Systems)
Shay O'MALLEY (Director of Resources)
Peter VAN DER ZANDT (Director of Risk Management)
Minna HEIKKILÄ (Head of Unit, Legal)
Frank BÜCHLER (Head of Unit, Governance, Strategy and Relations)
Gabiella CSEH (Management Board Secretary, Governance, Strategy and Relations Unit)
Timo RÖCKE (Strategic Planning Officer, Governance, Strategy and Relations Unit)

(Staff attending specific agenda items)

Tomas ÖBERG (Chair, Committee for Socio-Economic Analysis)
Tim BOWMER (Chair, Committee for Risk Assessment)
Tuula HAKALA (Head of Finance Unit)
Jaime MARTIN-GRANIZO (Team leader procurement, Finance Unit)
Henri ALATALO (Budget Officer, Finance Unit)
Eric RIEGER (Team leader, Human Resources Unit)
Stella JONES (Head of Hazard I Unit)