

European Aviation Safety Agency

DECISION OF THE MANAGEMENT BOARD¹ ADOPTING THE TERMS OF REFERENCE OF THE FINANCE AND BUSINESS SERVICES ADVISORY GROUP (FABS)

Objective

1. The overall objective of the FABS is to advise the Management Board on all issues related to the budgeting, financing, planning and reporting of activities and resources of EASA with the aim to align the objectives, tasks, staffing and budget of the Agency.
2. To that end the FABS delivers an opinion on:
 - a. the Draft Budget and Budget of the Agency as well as the budget amendments;
 - b. the Annual Accounts and other questions relating to the execution and compliance of the budget;
 - c. the Work Programme (WP), preceded by the Draft Work Programme (DWP);
 - d. the Business Plan (BP);
 - e. the Multi-Annual Staff Policy Plan (MSPP);
 - f. amendments to the Financial Regulations relating to the revenues and expenditures of the Agency.
3. The FABS may also prepare and present documents on any matter within the scope of its function to inform or initiate debate in the Management Board.

Composition

4. The FABS shall be chaired by a full member of the Management Board, appointed by the Board. The Agency's Executive Director shall be appointed Deputy Chair.
5. Each member of the Management Board including the representative of the Commission is entitled to nominate one expert and an alternate with experience in finance and/or business planning as member of the FABS.
6. The Advisory body of interested parties as mentioned in Article 33 (4) of EASA Basic Regulation (Regulation (EC) No 216/2008) is entitled to nominate two representatives who can participate to the meetings of the FABS, unless the chairpersons decide to meet wholly or partly in closed sessions.
7. The Agency's and Commission's staff can take part in meetings of the FABS as experts. Alternates can also take part in the meetings.
8. The secretariat of the FABS shall be provided by the Agency.
9. The FABS can be dissolved by the Management Board.

¹ Adopted at MB 04/2013 of 10 December 2013.

Tasks, functions and working methods

10. The FABS has a consultative function. It issues its opinion to the Management Board on the proposals mentioned under point 2 and can prepare and present documents as mentioned under point 3.
11. The opinions of the FABS are not binding to the Board, or to the Agency.
12. The opinions of the FABS shall address: (a) respect of the calendar set down by the Basic Regulation, the Financial Regulation etcetera, (b) respect of budgetary principles, and, (c) adequacy of the budget proposal to the Agency's missions, objectives and work programme.
13. The FABS does not intervene in the general management of the Agency.
14. The FABS shall adopt its working methods by simple majority vote.
15. The FABS shall adopt an opinion by consensus. If no consensus is possible, the chairperson can call for a vote. If so requested, a member may have his/her dissenting opinion reflected.
16. The Members of the FABS are not entitled to any reimbursement of costs.

Meetings

17. The Committee shall meet at least three times a year, prior to the Management Board meetings at which the items mentioned in point 2 above will be discussed. The chairpersons can convene the FABS for additional meetings.

Done at Cologne,

[Signed]

Michael Smethers
Chair of the Management Board