

EASA MANAGEMENT BOARD

19-20 November 2003

**MINUTES OF THE SIXTEENTH MEETING OF THE
EASA MANAGEMENT BOARD**

0. LIST OF PARTICIPANTS

The attending members or substitutes with voting rights were the following:

19 November 2003

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| Austria: | Mr Karl PRACHNER |
| Belgium: | Mr Erik VAN NUFFEL |
| Denmark: | Mr Kurt LYKSTOFT LARSEN |
| Finland: | Mr Kim SALONEN |
| France: | Mr. Maxime COFFIN |
| Germany: | Mr. Thilo SCHMIDT |
| Greece | Mr Athanassios THEODOROPULOS |
| Ireland: | Mr. Robin MCKAY |
| Italy: | Mr. Salvatore SCIACCHITANO |
| Luxembourg: | Mr Henri KLEIN |
| Netherlands: | Mr. Jules KNEEPKENS |
| Portugal: | Mr. José E. DA COSTA QUEIROZ |
| Spain | Mr Luis RODRÍGUEZ GIL |
| Sweden: | Mr Arne AXELSSON |
| United Kingdom: | Mr Michael SMETHERS |

20 November 2003

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| Austria: | Mr Karl PRACHNER |
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| Ireland: | Mr. Robin MCKAY |
| Italy: | Mr. Salvatore SCIACCHITANO |
| Luxembourg: | Mr Henri KLEIN |
| Netherlands: | Mr. Sijbrand VEENSTRA |
| Portugal: | Mr. José E. DA COSTA QUEIROZ |
| Spain | Mr Luis RODRÍGUEZ GIL |
| Sweden: | Mr Arne AXELSSON |
| United Kingdom: | Mr Michael SMETHERS |
| European Commission: | Mr Michel AYRAL |

1. AGENDA

The Management Board unanimously adopted the following agenda:

For decision

- (1) Adoption of the agenda
- (2) Adoption of the minutes
- (3) Finance and budget transfer
- (4) Decision on the guidelines for the outsourcing policy
- (5) Appointment of the Certification Director
- (6) Appointment of the Regulation Director
- (7) Appointment of the Quality and Standardisation Director
- (8) Appointment of the Administrative Director
- (9) Decision on access to documents
- (10) Decision on the Guidelines for Certification procedures

For discussion

- (11) Information about the Members of the Board travel expenses

2. ADOPTION OF THE MINUTES

The minutes of the fifteenth meeting of the EASA Management Board were adopted with the following modifications:

- under item 3: first paragraph, the word “*some*” is deleted
- under item 4, first paragraph, last sentence : the word “*define*” is replaced by the word “*examine*”
- under item 9, first paragraph : the word “*indemnity*” is replaced by the word “*allowance*”, and a rewording including the amount of the remuneration of the members of the Board of appeal was included.

The minutes will be published.

3. FINANCE AND BUDGET TRANSFER

A working paper presented by the Agency presented the state of play of Agency's budgetary consumption. In order to allow for the signature of the service contract with the JAA in 2003, and in order to financially provision this contract the Board accepted to transfer unused 2003 staff credits and unused 2003 administrative credits from Title 1 and Title 2 of the Agency's Budget, to Title 3.

4. DECISION ON THE GUIDELINES FOR THE OUTSOURCING POLICY

The Commission informed the Management Board of the desired modification to be introduced in the Guidelines for the outsourcing policy. As these modifications mainly refer to the necessity of publishing the Guidelines, the Management Board accepted these modifications, and expressed its strong will to have the text rapidly formally approved by the Commission, in order to allow for the rapid signature of outsourcing contracts between the Agency and National Authorities.

5. 6. 7. & 8 APPOINTMENT OF THE DIRECTORS

The Management Board interviewed three candidates for each post, on the basis of a proposition from the Executive Director. The Board decided, on the grounds of professional competence, to appoint the following candidates :

- Mr David WHITTLE, as Certification Director of the Agency
- Mr Claude PROBST, as Rulemaking Director of the Agency
- Mr Norbert LOHL, as Quality and Standardisation Director of the Agency
- Mr Markku JUNKKARI, as Administrative Director of the Agency

9. DECISION ON ACCESS TO DOCUMENTS

The Management Board agreed to seek the opinion of the ABIP before adopting this text during its February 2004 meeting.

10. DECISION ON THE GUIDELINES FOR CERTIFICATION PROCEDURES

Due to the lack of time, the Management Board decided to examine this text during its next meeting.

11. INFORMATION ABOUT THE MEMBERS OF THE BOARD TRAVEL EXPENSES

The Management Board examined a proposition for a travel costs reimbursement policy for the members of the Board. It was agreed to seek a solution suitable both for the financial interest of the Agency, which implies compliance with the Agency's staff travelling policy principles; and also suitable to accommodate the various administrative cultures within the members of the Board.

For the Management Board

Thilo SCHMIDT
Chairman