



European Aviation Safety Agency

EASA

EXECUTIVE DIRECTORATE

Working Procedure

“Secretariat of the Management Board meetings”

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0.1 Glossary

0.2 Abbreviations / terminology

E	Executive Director
MB	Management Board
ED	Executive Director Decision

1 GENERAL

1.1 Purpose of the Procedure

This procedure implements ED Decision 2005/05/E to set forth the principles applicable to the preparation and follow-up of MB meetings. The main objective is to ensure timely availability of relevant documents to members.

Performance Indicators:

- actual/planned number of days ratio between the issuing of documents and MB meeting
- actual/planned number of days ratio of days between MB meeting and issuing of draft minutes
- actual/planned number of days ratio between MB meeting and publication of decisions.

1.2 Scope of Procedure

1.3 This procedure applies to EASA MB.

1.4 References

Rules of procedures of the MB – 14/11/2002. Decision MB/3/2002

1.5 Process owner

Executive Director

1.6 Process Users

Directors of the Agency, E Policy Officers, Representatives of the Directors, Web content manager

2 PROCESS

2.1 Responsibilities

The Agency directors are responsible for the preparation of documents and proposition of for reviewing the Agenda and the minutes of the management Board

One of the Policy Officers is designated and acts as secretary of the MB. During the meetings at least two Policy Officers should be present to take all the necessary notes.

For each Directorate, a person is the designated counterpart of the secretary of the MB for all the tasks related to the MB. Designation is notified through e-mail and remains valid until further notice.

The Web Content Manager is responsible for the publication of the minutes, the summary of decisions and the decisions.

2.2 Preparation

The following documents must be issued by the secretary of the MB to all the MB members by email at least two weeks before the MB (ten days for urgent convocation):

- a) Convocation
- b) Agenda
- c) Relevant material for decision making
- d) Working papers
- e) Draft minutes of the MB no. N-1

The Executive Director report presentation shall be issued by the secretary of the MB to all MB members by e-mail at least 3 working days before the MB. It comprises a written document and slides.

The secretary of the Management Board is responsible for seeking the approval of the Agenda by the Chairman before passing it to all MB members

Each directorate shall therefore in due time and under its responsibility:

- a) propose agenda items;
- b) prepare the relevant documents, in the right form, including the decision papers when appropriate;
- c) circulate the said documents to the secretary of the MB and the other directors;
- d) make the requested changes and provide the final version to the secretary of the MB and the other directors for approval;
- e) propose the part of the written documents and the slides to be integrated in the E-report and circulate them to the secretary of the MB and to the other directors;
- f) make the requested changes and provide a final version to the secretary of the MB.

The secretary of the MB is responsible for issuing:

- a) the convocation (venue, date, and time),
- b) the agenda,
- c) any other relevant documents.
- d) the E report presentation

The documents and slides (Agenda, minutes, working papers, decisions and report of the Executive Director) shall be made in accordance with the templates of the Agency. The decision papers shall be presented as "Working Papers". But a decision paper shall be provided to the Secretariat at the same time without the header "Working Paper", in order to be signed by the Chairman.

The timing should be as follows:

Process	Output	Time Scale	Description	Responsibilities
Preparation of the next MB date D		D -31 days	Meeting preparation Proposal for Agenda items	Executive Director Secretary of the MB
First Circulation of Documents	MB Documents Draft	D-28 days	Circulation of documents to be commented	Secretary of the MB
MB document draft + comments	Amended MB documents	D-24 days Directors' Meeting	First Comments on Documents	Directors, Secretary of the MB
Approval of Documents	Approved Documents	D-17 days Directors' Meeting	Approval during Directors' Meeting	Directors
Issuing of Documents Circulation of slides Convocation	Documents and Slides / Convocation	D-15 days	Issuing : Convocation, Agenda, Working Papers, other relevant documents	Secretary of the MB
Issuing of the ED Report	ED Report Slides	D-7 days	based on approved documents and slides	Secretary of the MB
ED Report Presentation		D-3 days Directors' Meeting		Executive Director
Target : Management Board		D = Date of the MB		Executive Director Management Board Members Secretary of the MB

2.3 Decisions

A summary of the decisions and the decisions to be signed by the Chairman shall be prepared in advance **as decisions** in order to be signed during the MB by the Chairman. If a decision is changed during the MB meeting, the new decision is printed and sent by the secretary of the MB to the Chairman for signature the day after the MB.

The summary of decisions and the decisions shall be published on the website within a week and forwarded to the MB members not later than two weeks after the end of the MB meeting.

The summary of decisions and the decisions are given to the Web Content Manager the day after the MB meeting. Regarding the decisions signed by the Chairman after the MB meeting, the delay starts on the reception by the secretary of the MB of the signed decision.

2.4 Minutes

The draft minutes of the MB n°N shall be circulated to the directors by the secretary of the MB within three working days after the end of the meeting. The directors' comments shall be given in writing to the MB secretary in two working days. The secretary of the MB shall then seek the acceptance of the E and send immediately the final draft minutes to the Chairman by email and to all MB members within two weeks, after the end of the MB meeting.

As soon as the comments from the Chairman and the MB members are known, and in any case not later than four weeks before the date of the next meeting, the secretary of the MB shall amend the minutes. The minutes will be then sent to all the members of the MB two weeks before the next MB meeting.

The minutes of the MB n°N-1 are approved at the MB n°N. The minutes are signed by the Chairman. If the minutes are changed during the MB meeting, the final version is printed and sent by the secretary of the MB to the Chairman for signature the day after the MB. The minutes are given by the MB secretary to the Web Content Manager the day after the MB meeting (or after the reception of the minutes signed by the Chairman). They are posted on the website within a week and sent by email to all MB members within two weeks.

2.5 Other request from the MB

The secretary of the MB takes care of the requests (provision of former papers, ...) of the MB members within a week after the MB meeting.

2.6 Records

- Minutes of the MB

- MB decisions

Support: file format + 1 paper copy

Duration: unlimited for paper copies and electronic copy(with archiving of reading meant for the electronic copies)

2.7 Written procedures

A director may request a written procedure in order to get a quick decision from the Management Board.

- The process starts with the first circulation of documents by the concerned director

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- After the approval of documents, the Secretary seeks the formal approval of the MB Chairman.
 - When this approval is given, the Secretary issues the proposal for decision to all members of the MB.
 - The Secretary is then responsible of the follow-up of the process as described in article 8 of the Rules of Procedures of the MB.
 - If the decision is approved, the Secretary sends it to the Chairman for signature
 - The decision shall be published on the Website within a week after the signature by the Chairman, and be sent by email to all the MB members within two weeks.