



**Draft minutes of the meeting of the EASA Management Board
held on
14 December 2004
MB meeting no. 5-2004**

0. LIST OF ATTENDEES

The Members, or alternate members present on that day with voting rights were the following:

AUSTRIA	Mr	Karl	PRACHNER
BELGIUM	Mr	Benoît	VAN NOTEN
CZECH REPUBLIC	Mr	Jindrich	PLOCH
DENMARK	Mr	Kurt	LYKSTOFT LARSEN
ESTONIA	Mr	Koit	KASKEL
FINLAND	Mr	Kim	SALONEN
FRANCE (morning)	Mr	Michel	WACHENHEIM
FRANCE (afternoon)	Mr	Maxime	COFFIN
GERMANY	Mr	Thilo	SCHMIDT
GREECE	Mr	Nicholas	KAVADAS
HUNGARY	Mr	Zoltán	SZEKELY
IRELAND	Mr	Robin	MAC KAY
ITALY	Mr	Alessandro	CARDI
LITHUANIA	Mr	Alvydas	SUMSKAS
LUXEMBURG	Mr	Henri	KLEIN
NETHERLANDS	Mr	Jules	KNEEPKENS
POLAND	Mr	Kryztof	KAPIS
PORTUGAL	Mr	Luis	COIMBRA
SLOVAK REPUBLIC	Mr	Maros	JANCULA
SPAIN	Mr	Luís	RODRIGUEZ GIL
SWEDEN	Mr	Arne	AXELSSON
UNITED KINGDOM	Mr	Michael	SMETHERS
EUROPEAN COMMISSION	Mr	Daniel	CALLEJA

*The Board thanked the Agency for the organisation of the Agency's
opening ceremony on 13 December*



1. ADOPTION OF AGENDA

The following agenda was unanimously adopted:

1. Adoption of the agenda
2. Adoption of the minutes and information on adoption of the work programme and appointment of the Board of Appeal
3. Report by the Executive Director on the establishment of the Agency
4. Manpower planning (document presented by the UK delegation)
5. MB Decision on amending 2005 budget
6. MB Decision on amending 2004 budget
7. MB Decision on 2003 budget carry-overs
8. Cost recovery of experts involved in Agency rulemaking activities (document presented by the Austrian delegation)
9. Revision of MB Decision 01-2004 on access to documents
10. Outsourcing of certification tasks to foreign authorities
11. Any other business
 - a) Correspondence with ABIP
 - Joint working group
 - Minutes of their meeting with the MB
 - Change of denomination
 - New ABIP membership request
 - b) Date of next meeting



2. ADOPTION OF MINUTES OF PREVIOUS MEETING

The minutes of the last meeting were adopted without comment (subject to a reserve of the Commission due to a problem with the distribution of documents).

The representative of the Commission informed the Board that the Opinion of the Commission on the Agency's 2005 work programme should be issued before the end of 2004. This opinion should be annexed to the work programme.

The appointment of the members of the Board of Appeal should be completed before the end of January as the Commission has set up a jury and initiated all necessary appointment procedures.

3. REPORT BY THE EXECUTIVE DIRECTOR ON THE ESTABLISHMENT OF THE AGENCY

The Executive Director of the Agency presented a report on the activities of the Agency during the last months, the most striking events being the move to Cologne of the entire Agency, the meeting with the European Parliament Committee on Transport and Tourism and the third industry meeting held in Cologne.

After reviewing progress made against the work programme, a particular emphasis was put on the situation relating to the conclusion of outsourcing contracts with NAAs. The Chairman stressed the importance that all national administrations should conclude rapidly service contracts with the Agency.

Another concern expressed by the Board relates to the delays in the adoption of the fees and charges regulation, and in the subsequent delay in setting up the system. The adoption of this Regulation is extremely important as fees shall account for some 60% of the Agency's revenue.

The issues of the outsourcing contracts and adoption of the fees and charges Regulation are linked as the fees and charges collected by the Agency will allow for the payment to NAAs in respect of the work carried out by them for the Agency.

4. MANPOWER PLANNING (DOCUMENT PRESENTED BY THE UK DELEGATION)

The delegation of the United Kingdom prepared a document for initiating reflections on the issue of manpower planning from the NAAs and from the Agency's point of view.

The subject appears to be extremely complicated as it relates to the use of DOA privileges by companies based in the Member States, the need for



the Agency to nurture close relationship with their customers, the internal training policies of each authority, a road map for human resources development for each national authority and the Agency.

Given the complexity of the subject it was agreed that the document could be studied deeper during the informal meeting of the Management Board dedicated to strategy development. The Agency will draft a reflection paper on the subject and this will be discussed early in 2005. It was emphasised that the reflection undertaken should not be limited to the short term but should instead aim to encompass all likely issues and challenges in the medium to long term.

5. DECISION AMENDING THE REVISION OF THE 2005 BUDGET

A revised budget for 2005 was presented to the Management Board. It takes into account the new version of the establishment plan as adopted by the Council and the European Parliament and an assessment of the Cologne office running costs.

The total Agency budget for 2005 is €57 million.

A feature of the establishment plan is the downgrading of staff grades by the Parliament. The Management Board notes that this downgrading will not affect the posts currently published, and expressed concern on the signal given by the Parliament on this crucial subject. It was reiterated that aeronautics is a field where relevant expertise can be scarce, and that it is important to recruit at the appropriate level all the Agency's staff. The Agency reassured the Board by indicating that the proposed establishment plan will allow also the Agency to recruit younger experts, and then foster the development of its own in-house expertise for the longer term.

The revised budget was adopted unanimously, with the inclusion of the revised establishment plan.

6. 2004 AMENDING BUDGET + MB DECISION + BUDGET TRANSFER

The 2004 budget was amended notably to include the contribution of the German authorities to the rental of the Agency's offices.

A budget transfer to allow the purchase of certain IT material in 2004 was also unanimously adopted.

7. DECISION ON 2003 BUDGET CARRY OVER

The Board unanimously agreed to modify Decision 5/2004 on 2003 budget carry over.



8. COST RECOVERY OF EXPERTS INVOLVED IN AGENCY RULEMAKING ACTIVITIES (DOCUMENT PRESENTED BY THE AUSTRIAN DELEGATION)

The document discussed the issue of compensation for experts from NAAs taking part in the Agency's rulemaking groups as set out in the rulemaking procedure. It was stressed that this decision relates to the internal financial management of the Agency, and is not an issue for Decision by the Management Board. Nevertheless, the subject is of importance due to the financial constraints faced by NAAs and it was agreed by the Agency that for the time being a procedure for reimbursing travel and subsistence costs incurred by experts be set up. This would be reviewed after one year.

9. MB DECISION 01-2004 ON ACCESS TO DOCUMENTS

The Board noted an editorial change to this Decision to indicate the new address of the Agency.

10. OUTSOURCING OF CERTIFICATION TASKS TO FOREIGN AUTHORITIES

The Agency proposed to revise the Management Board Decision on guidelines on the outsourcing of certification tasks in order to allow for the outsourcing of tasks:

- related to the certification of foreign organisations;
- to foreign authorities that had no arrangements with the JAA or NAAs.

Articles 1.2 and 4.3 of the Decision would need to be amended. The Management Board had a positive opinion on the proposal but the Commission had not finalised its examination. The amendments are therefore adopted, subject to the agreement of the Commission.

11. ANY OTHER BUSINESS

- The Advisory Body of Interested Parties requested a change of its name to EASA Advisory Board. This was accepted by the Management Board.
- Minutes of the 7 September meeting with ABIP were examined and accepted by the Management Board.
- Representatives of the Management Board on the joint ABIP/Management Board/Agency working groups on budget and work programme were designated : Peter Mulder from the Netherlands; Josef Schiller from Germany; and Maxime Coffin from France. This group shall meet in January and the Agency will propose a suitable date.



The company Altheon sent a request to become a member of the Advisory Board. The Management Board considers that even if the membership of the Advisory Board is not unchangeable, and should at some stage be reviewed globally, the current composition of the Advisory Board is balanced and that agreeing to this request would not be appropriate at the present time.

- The Board agreed that it will next meet on 10 February 2005 from 09.30, for one hour, which will be dedicated to the discussion and approval of the 2006 advanced draft budget (based upon the output of the working groups). The remainder of the day will be spent in an informal focussed solely on an in-depth discussion of the Agency's future strategy.
- The following Management Board meeting will be held on 10 March from 10.00.

The Chairman thanked Mr Axelsson for all his work and involvement in the activities of the Management Board since the very start of the Agency's activities