



**LIST OF DECISIONS AND GUIDANCE
100TH BUREAU MEETING, 5 OCTOBER 2023**

Agenda item	Outcome	Comments
Opening of the meeting	<p>The Chair welcomed participants.</p> <p>The Chair welcomed two new Bureau members/Vice-Chairs to their first meeting: Stefano Laporta (MB member from Italy) and Magda Gosk (MB member from Poland). The Bureau also took note of the departure of two Bureau members: Margit Martinson (MB member from Estonia) and Diane Simiu (MB member from France).</p>	<p>Alexandra Vakrou (DG ENV) joined the meeting as observer.</p> <p>Julia Werner, MB member from Germany and Chair of the Management Board Advisory Committee on the EEA evaluation 2017-2021 was invited to the meeting as a guest for agenda item 8.</p>
FOR ADOPTION		
1	Agenda of the 100 th Bureau meeting	The meeting agenda was adopted.
FOR DISCUSSION		
2	Follow-up from the previous Bureau and MB meeting	<p>The Bureau agreed for the EEA/MB Secretariat to submit a proposal for a decision for the December MB meeting to request the European Commission (DG ENV) to explore possible ways forward on solving the issue of voting rights of the five MB members from non-EU Member States. The Bureau highlighted the need to look into the situation of other EU Agencies in relation to their non-EU members and to proceed with caution.</p> <p>Following the departure of two Bureau members/Vice-Chairs, the Bureau agreed:</p> <ul style="list-style-type: none"> • To organise an election for two Bureau member/Vice-Chair posts at the December MB meeting • To put forward volunteer Bureau members/Vice-Chairs as reporting officers for the EEA's Executive Director's appraisal for the reporting year 2023, for approval by the MB at their December meeting <p>The Bureau tentatively agreed to hold the 25 January 2024 Bureau meeting in person in Copenhagen for teambuilding purposes, as the Bureau will welcome two new members after the election at the December MB meeting.</p> <p>The Bureau agreed to come back in December or January to the invitation from the Scientific Committee Chair for the MB to request opinions or briefings on topics of scientific relevance, and to the request from the EEA's Executive Director for the MB to provide feedback on how they would like to receive information and outlooks from the Agency in the future.</p>



Agenda item	Outcome	Comments
3 Reflections from the Executive Director after the first months at the European Environment Agency	The Bureau welcomed the reflections from the EEA's Executive Director after her first months leading the EEA, on how to future-proof the Agency, on how to follow-up to the staff engagement survey, on challenges in embracing digital solutions, on opportunities in the cooperation with Eionet countries and engagement with civil society organisations.	<p>Two participants underlined the opportunity to reach out to a wider range of stakeholders. A member highlighted the importance of communication and use of social media in engaging with youth. The MB meeting hosted by the JRC in Ispra in March 2024 will be an opportunity to discuss ways to strengthen the collaboration with the JRC. An observer suggested that the European Environment State and Outlook (SOER) 2025 would be the occasion to agree on strategic ways forward to reach out to new stakeholders, and the Eionet modernisation would be a means to reach out to different organisations.</p> <p>A standing point on Bureau agendas will be how to deal with the next European Commission. The MB will discuss the agenda of the March 2024 MB meeting in Ispra.</p> <p>The EEA will provide an update to the MB in December on the outcome of the recruitment of the Head of Programme digitalisation for sustainability.</p>
FOR GUIDANCE		
4 Initial plans for 2024 networking and corporate initiatives: engagement with new European Commission and Parliament, marking EEA's 30 th anniversary	The Bureau suggested the Management Board to agree to hold the June 2024 MB meeting in person instead of online, which would allow the EEA to organise a joint meeting between the MB, Eionet National Focal Points and the Scientific Committee back-to-back with the MB meeting. The Bureau suggested to hold the November 2024 MB meeting online instead.	<p>One of the outcomes of the recent review of MB and Bureau operations was that the MB agreed to hold one of the three MB meetings a year online. The MB had agreed to hold the June 2024 MB meeting online.</p> <p>The joint MB/NFP/SC meeting would be a way to celebrate the 30th anniversary of the EEA, and to cover issues of common interest such as the EEA/Eionet evaluation and the implementation of the EEA-Eionet Strategy 2021-2030.</p> <p>The proposed update of the calendar of meetings 2024 is available in annex 3.</p>
5 Discussion on the role of Vice-Chairs	The Bureau expressed its support to the suggestion from the Chair to explore ways to distribute roles between Vice-Chairs, where each of them could have a more distinct role to coordinate work on specific topics.	The Bureau will continue the discussion on how to adapt their ways of working in their next meetings.



Agenda item	Outcome	Comments
6 Draft Single Programming Document 2024-2026 stakeholder consultation and SPD 2025-2027 prospects	The Bureau took note of the outcomes of the stakeholder consultations on the Single Programming Document (SPD) 2024-2026 and of the upcoming changes for the SPD 2025-2027. The Bureau thanked the EEA for their work.	The Single Programming Document (SPD) 2024-2026 will be submitted to the MB for adoption ahead of the December meeting.
FOR INFORMATION		
7 EEA identification of risks 2023-2024	The Bureau took note of the EEA's identification of risks 2023-2024 and of the follow-up to the risks for the previous period. Based on a suggestion from the Executive Director, the Bureau identified risk assessment and management methodology as one of the possible topics for one of the Vice-Chairs to focus on in the future (see agenda item 5).	The EEA identification of risks will remain a standing item on the agenda of the Bureau in October. In case new risks arise during the rest of the year, these may be brought up at any meeting.
8 Standing item: EEA evaluation 2017-2021, including update from Management Board Advisory Committee	<p>The Bureau took note of the update on the state-of-play of the EEA evaluation and of the preliminary findings by the European Commission (DG ENV), namely that the Agency is performing well.</p> <p>The Bureau thanked the Chair of the MB Advisory Committee (MBAC) on the evaluation for leading the activities of the MBAC.</p> <p>Following the departure of two MBAC members, the Bureau agreed for the MB Secretariat to launch a call for volunteers for an additional NFP member.</p>	<p>The European Commission (DG ENV) will share their draft Staff Working Document for comments with the MBAC and the EEA, before submitting it to the Regulatory Scrutiny Board mid-November.</p> <p>The EEA evaluation remains a standing item on Bureau and MB agendas, and the MB will receive an update on developments in December.</p>
9 Feedback from Bureau members	The Bureau welcomed the suggestion from a member to have the MB involved in shaping the agenda of the March 2024 MB meeting in Ispra.	A draft agenda for the March 2024 MB meeting will be submitted to the MB ahead of the December meeting.

The meeting closed at 16:30

Approved by the EEA Bureau at its 100th meeting
5 October 2023

Signed

André Weidenhaupt
Chair, EEA Management Board

Annexes

- Annex 1: Final agenda of 100th Bureau meeting, 5 October 2023
- Annex 2: Participants list, 100th Bureau meeting, 5 October 2023
- Annex 3: Meeting dates 2024



Annex 1:

Draft agenda of the 100th Bureau meeting
Thursday, 5 October 2023, 13:30-16:30 CEST, online Teams meeting

AGENDA ITEM	DOCUMENTS
FOR ADOPTION	
1. Agenda of the 100 th Bureau meeting	EEA/BU/100/01

FOR DISCUSSION	
2. Follow-up from the previous Bureau and MB meeting	Verbal update
3. Reflections from the Executive Director after the first months at the European Environment Agency	Verbal update

FOR GUIDANCE	
4. Initial plans for 2024 networking and corporate initiatives: engagement with new European Commission and Parliament, marking EEA's 30 th anniversary	Verbal update
5. Discussion on the role of Vice-Chairs	Verbal update
6. Draft Single Programming Document 2024-2026 stakeholder consultation and SPD 2025-2027 prospects	EEA/BU/100/06

FOR INFORMATION	
7. EEA identification of risks 2023-2024	EEA/BU/100/07
8. Standing item: EEA evaluation 2017-2021, including update from Management Board Advisory Committee	Verbal update
9. Feedback from Bureau members	Verbal update


Annex 2: Participants list, 100th Bureau meeting, 5 October 2023 13:30-16:30 CEST, online

Name	Represented country/ organisation	Role	Presence
André Weidenhaupt	Luxembourg	Chair	<i>Present</i>
Michal Pastvinsky	Czech Republic	Vice-Chair	<i>Present</i>
Stefano Laporta	Italy	Vice-Chair	<i>Present</i>
Magda Gosk	Poland	Vice-Chair	<i>Present</i>
Patrick Child	European Commission (DG ENV)		<i>Excused</i>
Yvon Slingenberg	European Commission (DG CLIMA)		<i>Present</i>
Alexandra Vakrou	European Commission (DG ENV)		<i>Present</i>
Josiane Masson	European Commission (DG ENV)		<i>Present</i>
Jürgen Salay	European Commission (DG CLIMA)		<i>Present</i>
Lena Neij	Member designated by the European Parliament		<i>Present</i>
Claire Dupont	Chair of the Scientific Committee		<i>Present</i>
Ingunn Limstrand	Observer from non-EU member state (Norway)		<i>Present</i>
Julia Werner	Germany	Chair of the Management Board Advisory Committee on EEA evaluation 2017-2021	<i>Present</i>
Leena Ylä-Mononen	EEA		<i>Present</i>
Martin Adams	EEA		<i>Present</i>
Riyong Kim	EEA		<i>Present</i>
Eva Jensen	EEA		<i>Present</i>
Stefan Jensen	EEA		<i>Present</i>
Jock Martin	EEA		<i>Present</i>
Søren Nielsen	EEA		<i>Present</i>
Jasmiina Laurmaa	EEA/ MB Secretariat		<i>Present</i>



Annex 3: meeting dates 2024

MEETING DATES IN 2024
MANAGEMENT BOARD, BUREAU, SCIENTIFIC COMMITTEE AND NFP/EIONET

VERSION 5 OCTOBER 2023

Meeting	Date
Bureau (Copenhagen)	Thursday 25 January 2024
NFP/Eionet meeting (virtual)	Tuesday 20 to Thursday 22 February 2024
SC meeting and seminar (virtual)	Tuesday 27 and Wednesday 28 February 2024
Bureau (hosted by JRC in Ispra, Italy)	Wednesday, 20 March 2024
Management Board visit to JRC Ispra	Wednesday 20 March 2024
Management Board (hosted by JRC in Ispra, Italy)	Thursday 21 March 2024
Bureau (virtual)	Tuesday 7 May 2024
SC meeting and seminar	Tuesday 28 and Wednesday 29 May 2024 (date to be possibly adapted to the June joint meeting date)
NFP/Eionet meeting	Monday 27 and Tuesday 28 May 2024 (date to be possibly adapted to the June joint meeting date)
Bureau (Copenhagen)	Wednesday 12 June 2024
Management Board (Copenhagen)	Thursday 13 June 2024
Joint MB/NFP/SC meeting (Copenhagen)	June 2024 (back-to-back with MB date, exact date TBC)
NFP/Eionet meeting	Tuesday 8 and Wednesday 9 October 2024
Bureau (virtual)	Thursday 10 October 2024
SC meeting and seminar	Tuesday 22 to Thursday 24 October 2024
Bureau (online)	Wednesday 27 November 2024
Management Board (online)	Thursday 28 November 2024

Changes compared to the June 2023 version are highlighted in blue.