

12 October 2011
EMA/MB/826035/2011 Version 3.0 Adopted

Agenda for the 74th meeting of the Management Board

Held on 15 December 2011, Room 4A (09:00 – 16:00)

Chair: Kent Woods

Item	Preliminary draft agenda	Reference/Action
Organisational topics		
1.	Draft agenda	For adoption, EMA/MB/826035/2011*
2.	Declaration of conflicts of interest related to current agenda	Oral report
3.	Minutes from the 73 rd meeting, held on 6 October 2011, adopted via written procedure on 23 November 2011	For information, EMA/MB/828587/2011*
Planning and reporting topics		
4.	Highlights from the Executive Director	Oral report
5.	Planning 2012: a. Work programme 2012 b. Implementation of Pharmacovigilance legislation c. Draft budget and establishment plan 2012 d. ICT budgets and projects for 2012 e. Staff policy plan 2012	For adoption, EMA/MB/554514/2011* For endorsement, EMA/MB/901680/2011 EMA/901869/2011 For adoption, EMA/MB/143451/2011* For information, EMA/MB/856505/2011* EMA/MB/643417/2011*
Governance topics		
6.	Amendments to Management Board implementing rules on the Agency's fees	For adoption, EMA/MB/239263/2011*
7.	EMA Conflict of interests: a. 2 nd Update on the implementation of conflicts of interest policy for experts b. 2 nd Update on the implementation of conflicts of interest policy for staff c. Revised Management Board conflicts of interest policy	For discussion, EMA/MB/924270/2011 EMA/914836/2011 Oral report For adoption, EMA/MB/834867/2011
7bis	Personnel matter	For adoption, EMA/MB/911958/2011Rev.1

Item	Preliminary draft agenda	Reference/Action
8.	Report on Agency's procurement procedure and proposed improvement action plan	For endorsement, EMA/MB/811207/2011*
9.	IAS Strategic Audit Plan for 2012-2014	For endorsement, EMA/MB/915206/2011 Ref. Ares(2011)992230 - 20/09/2011
10.	Revised Management Board Rules of procedure	For adoption, EMA/MB/115339/2011/en/Rev.3*
11.	Management Board Telematics Committee (MBTC) a. Revised Terms of reference b. MBTC Chairmanship arrangements	For adoption, EMA/907384/2011* Oral report
11bis	Preparation for written procedures: a. Non-automatic carry-over 2011-12	For information, EMA/MB/882002/2011
Cooperation with partners and stakeholders		
12.	Draft Reflection Paper on ethical and GCP aspects of clinical trials	For endorsement, EMA/MB/886045/2011* EMA/121340/2011*
13.	Interaction between EMA and Healthcare Professionals: • Framework for Interaction between EMA and Healthcare Professionals • Criteria to be Fulfilled by Healthcare Professionals' Organisations Involved in EMA Activities	For endorsement, EMA/MB/903626/2011* EMA/688885/2010* EMA/161137/2011*
14.	Financial compensation for Member States' participation in the linguistic checking of product related information: Fixed flat hourly cost for 2012	For endorsement, EMA/MB/880875/2011*
15.	2011 EudraVigilance-Human Mid-Year Report	For discussion, EMA/MB/902165/2011
16.	Reflection paper on medicinal product supply shortages caused by manufacturing/ GMP compliance problems	For discussion, EMA/MB/899250/2011 EMA/INS/GMP/774201/2011
17.	Report from the European Commission	Oral report
18.	Report from the Heads of Medicines Agencies	Oral report
Additional documents for information**		
19.	Minutes from the 1 st meeting of the working group on Substances of Human Origin	For information
20.	EU Telematics update reports: a. Projects report b. Operations report c. Minutes from Management Board Telematics Committee (MBTC) meeting on 22 September 2011	For information, EMA/907269/2011 EMA/907270/2011* EMA/907383/2011
21.	EMA preparation for the impact of the Olympic Games 2012	For information, EMA/876327/2011*
22.	Outcome of written procedures during the period 15 September 2011 to 30 November 2011	For information, EMA/MB/868582/2011*
23.	Summary of transfers of appropriations in the budget 2011	For information, EMA/MB/902317/2011*

* Documents marked with a star * are intended for publication on the external website.

** Documents in *Additional documents for information* section are not intended for discussion unless specifically requested.