

18 May 2012
EMA/MB/251300/2012 Adopted

Organisation of Management Board meetings

Management Board meeting 7 June 2012

Background note

The Board discussed whether the current practice to hold one-day meetings is the most efficient arrangement. The Management Board encounters two main issues in this respect:

- Due to travel arrangements some members are obliged to leave before the meeting finishes. This may pose difficulties with quorum since situations may occur when the Board may not be in a position to take decisions at the end of the meeting.
- The Board's decision making efficiency could be increased if arrangements are made to amend the documents during the day of the meeting to enable the completion of the discussion and adoption of documents at the scheduled meetings without the need to postpone to future meetings or written procedures. For example, minor changes introduced soon after the discussion on the Management Board conflicts of interest policy could have led to the adoption of the new policy in December.

In order to identify different arrangements to increase the effectiveness of meetings a group of topic coordinators was set up to with the following membership: Marcus Müllner, Luca Pani, Kristin Raudsepp, Andrzej Rys, Gro Wesenberg and Kent Woods.

Matters for consideration

The following proposals are made and submitted for the Management Board agreement:

- Changing the start time of meetings from 9.00 to 8.00 and finishing at 15.00 hrs. This will leave the option to extend the meeting till 16.00 hrs while recognising that some members will have to leave before that time. The change would come into effect starting from the October meeting.
This means that members travelling on the day of the meeting will need to change their travel arrangements.
- Introducing the following changes to agendas (note: the agenda for the June meeting includes the below changes for testing):

- Introducing a new document category: adoption of documents without presentation. *Such documents could include a number of administrative documents (taking March 2012 meeting documents as an example, the following documents could have been included under this category: the decision on changing grading of a post, the adoption of the fee implementing rules to adjust to inflation).*
- Addressing items requiring a decision of the Board earlier in the day. *The current grouping of items by subject such as planning/reporting topics, governance topics, cooperation with partners and stakeholders, organisational topics, etc. will be discontinued.*
- Shortening the lunch period to 45 minutes.
- Widening the use of written procedures, particularly in situations where documents have been presented and discussed and only final changes are needed to reflect comments of the Board. Such documents could be submitted for written procedure immediately after the meeting.

As a general practice, it is stressed that the system of topic coordinators and associated discussion by teleconference should continue in order to prepare topics for the Management Board's decisions.

In addition, the following proposals were discussed and may be incorporated in the Board's business on as needed basis:

- Further shortening lunch periods to 30 minutes and/or providing a buffet lunch for those meetings where additional time to cover agenda items are anticipated.
- March meeting is a one and a half day meeting. The first day is dedicated to strategic discussions and reflection on more general and broader issues. In years, where there is exceptionally high demand on Board's agendas, the first day can be used to discuss on-going business. The Board could also consider whether to hold the 1.5 day meeting in March or December, which are usually the meetings where a number of decisions with legal deadlines have to be taken, particularly in areas of budgeting, planning and reporting.