



**LIST OF DECISIONS AND GUIDANCE**  
**102<sup>ND</sup> BUREAU MEETING, 25 JANUARY 2024**

Agenda item	Outcome	Comments
Opening of the meeting	<p>The Chair welcomed participants including the newly elected MB Vice-Chairs.</p> <p>The Bureau took note of the changes in representatives in the Bureau.</p>	<p>Patrick Child will hand over his role of MB and Bureau member to Claudia Fusco from 1 February, following her appointment as Director for DG ENV Directorate A.</p> <p>Following a change in Norwegian MB members, Torfinn Sørensen will take over the role of non-EU observer in the Bureau until 31 December 2024. The 5 non-EU MB members will propose a new Bureau observer for the next two-year mandate starting on 1 January 2025.</p> <p>Due to changes related to her role, Magda Gosk has stepped down from the MB and Bureau.</p>
<b>FOR ADOPTION</b>		
1 Agenda of the 102 <sup>nd</sup> Bureau meeting	The meeting agenda was adopted with the addition of two items.	AOB items: timing of the election of a new Management Board Vice-Chair, closed session item on the reporting officers for the appraisal of the EEA's Executive Director for reporting year 2023.
<b>FOR DISCUSSION</b>		
2 Mandate and ways of working for the Bureau: possible distribution of work between Vice-Chairs	The Bureau discussed a possible distribution of work between Vice-Chairs, where one or two Vice-Chairs would have an enhanced role to prepare discussions on specific topics. The Bureau agreed to reflect further on the topic later in the year once the Bureau has worked more together in its current composition.	The Executive Director suggested audits, along with the budget and the Single Programming Document (SPD), as possible topics for one or two Vice-Chairs to focus on.
3 Follow-up to the previous Bureau and MB meeting	<p>The Bureau took note of follow-up elements related to the December MB and Bureau meetings.</p> <p>The Chair expressed the wish for the final version of the Single Programming Document to be adopted at the last meeting of the year.</p>	<p>The MB adopted the revised Single Programming Document (SPD) 2024-2026 via written procedure following late comments made at the December MB meeting.</p> <p>Following the request from the Chair for MB members to engage more during MB meetings, the EEA started putting questions in discussion documents to help members prepare discussions, and strategic discussion items will be put first in MB agendas whilst regular updates will be taken towards the end of meetings.</p> <p>Milan Chrenko will step in to cover the MB Secretariat function during Jasmiina Laurmaa's upcoming maternity leave. The support functions in the MB Secretariat will continue to be covered by Dana Bjurner and Pia Schmidt, with the added support from Henriette Nilsson.</p>

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4 Follow-up to the MB discussion on engagement with EU institutional partners	<p>The Bureau discussed the EEA’s engagement with EU institutional partners, following the discussion on the topic in the December 2023 MB meeting.</p> <p>The Bureau welcomed the mapping of institutional stakeholders in the background document and provided guidance on elements to be considered for the next discussion in the MB.</p>	<p>Members suggested the EEA to include the following elements in the background document for the March MB discussion:</p> <ul style="list-style-type: none"> <li>• How the EEA aims to prioritise engagements with institutional stakeholders in the future to ensure the best impact within the available resources</li> <li>• State of play on how interactions are organised within the Agency</li> <li>• How to best communicate knowledge to institutional stakeholders</li> <li>• Brief link to country elements: mention main country networks e.g. Eionet and EPA network</li> </ul> <p>A member also suggested that the Single Programming Document (SPD) could link the EEA’s activities with their main institutional beneficiary.</p> <p>Several members highlighted the importance of anticipating changes in the policy context and reacting to them.</p> <p>Bureau members are invited to provide further input in writing ahead of the next discussion in the March MB meeting.</p>
5 EEA/Eionet Evaluation 2017-2021, including the strategic orientation of the MB	<p>The Bureau took note of the update by the European Commission (DG ENV) on the state of play of the EEA/Eionet Evaluation for the period 2017-2021.</p>	<p>The European Commission (DG ENV) is redrafting the Staff Working Document (SWD) on the EEA/Eionet evaluation following the negative opinion from the Regulatory Scrutiny Board (RSB), which pointed at a need for a better analytical evidence and clearer recommendations. DG ENV will shortly request further background information and data from the MBAC and the EEA to support the rewriting exercise. The revised SWD will be resubmitted to the RSB by mid-March, at which point the MB and the EEA will also receive a copy. The SWD is expected to be published in June, following which the MBAC will coordinate the MB opinion on the evaluation.</p>
<b>FOR SUBMISSION</b>		
6 Initial Single Programming Document 2025-2027 for the EU institutions and EEA stakeholder consultation	<p>The Bureau adopted the consultation draft Single Programming Document (SPD) 2025-2027 to be sent to the European Institutions by 31 January and for consultation to the EEA’s stakeholders.</p> <p>The Bureau welcomed the improved structure and readability of the document compared to previous years.</p>	<p>The EEA will look at the request of the DG ENV representative to include the full list of EEA publications in the SPD.</p> <p>A member suggested reflecting on the terminology used in the SPD around knowledge.</p> <p>A participant suggested to give attention to areas where there is a risk for delays in the adoption of legislation. The Bureau will focus on risks at their October meeting.</p>
7 Draft budget submission 2025	<p>The Bureau took note of the EEA’s draft budget for 2025 and approved the annexes on budget and staffing to</p>	<p>A member suggested the EEA to provide an overview of the Agency’s sources of funding to better visualise the shares of each component and where the issues are.</p>



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	<p>be included in the consultation draft SPD 2025-2027.</p> <p>The Bureau also discussed the issue of limited ratio of support functions in the new posts foreseen for the EEA.</p>	<p>A participant enquired about the EEA's considerations on the different contract types in relation to staff wellbeing.</p>
<b>FOR GUIDANCE</b>		
8	<p>Overview of topics for 2024 meetings and latest developments on the plans for MB/Bureau in 2024</p> <p>The Bureau took note of the tentative overview of Management Board and Bureau activities in 2024 and provided guidance on further needs for topics to be covered in the MB and Bureau during the year.</p>	<p>A revised overview of topics for 2024 based on the Bureau's suggestions will be shared with the MB along with the Bureau decision list.</p> <p>The Chair encouraged members to take part in the JRC visit foreseen on 20 March back-to-back with the MB meeting of 21 March. The MB Secretariat will send early information related to travel arrangements so members can initiate their travels.</p> <p>The Chair invited members to reflect on future MB seminars, which could take place every other year.</p> <p>A member suggested to limit the time used for oral updates in the MB to leave more time for discussion, with the principle that written updates are taken as read.</p>
9	<p>Invitation from the Scientific Committee Chair for the MB to request opinions or briefings on topics of scientific relevance</p> <p>The Bureau welcomed the proposals from the Scientific Committee (SC) Chair on possible topics for opinions that the MB could request from the Scientific Committee and provided guidance on further topics of interest.</p>	<p>A member suggested the SC to work on the combination of multiple crises, just transition and social unrest.</p> <p>The ED welcomed the idea that the SC would work on horizon scanning in connection to the review of the EEA-Eionet Strategy for its remaining half.</p> <p>The SC Chair will bring back the suggested topics to the SC, which could be combined in a future opinion. These reflections will also help prepare the ground for the next SC.</p>
10	<p>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> <p>The Bureau provided guidance to the Executive Director (ED) on how they would like to receive updates from the EEA in the future. The Bureau confirmed the value of the written updates to the MB.</p>	<p>Several members highlighted that the written updates to the MB should be as short and comprehensive as possible. A member suggested to focus on new elements and areas for the MB to pay attention to, and for the ED to flag issues early on.</p>
<b>FOR FEEDBACK</b>		
11	<p>Feedback from Bureau members</p> <p>Bureau members did not raise any further topics.</p>	
AOB	<p>Timing of the election of a new Management Board Vice-Chair</p> <p>Following Magda Gosk's departure from the Management Board and Bureau, the Bureau agreed to hold an election to fill the vacant Vice-Chair seat at the June MB meeting.</p>	<p>The Bureau will continue to function with 4 Vice-Chairs until June. The election at the June MB meeting will aim to fill two vacant Vice-Chair seats, as Michal Pastvinsky's second mandate as Vice-Chair is coming to an end on 23 June.</p>



Agenda item	Outcome	Comments
<b>CLOSED SESSION</b>		
AOB Reporting officers for the appraisal of the EEA's Executive Director	The Bureau agreed on a change of reporting officers for the appraisal of the EEA's Executive Director for reporting year 2023, following the change in DG ENV representation in the MB and Bureau and Magda Gosk's departure. The reporting officers for reporting year 2023 will be: Claudia Fusco (European Commission, DG ENV), Michal Pastvinský (MB member from Czech Republic), and Aljoša Duplić (MB member from Croatia).	<p>Claudia Fusco and Michal Pastvinský will have a more active role in the Executive Director's appraisal.</p> <p>The MB Secretariat will send the required documents to the reporting officers.</p>

*The meeting closed at 16:10*

Approved by the EEA Bureau at its 102<sup>nd</sup> meeting  
Copenhagen, 25 January 2024

*Signed*

André Weidenhaupt  
Chair, EEA Management Board

#### **Annexes**

Annex 1: Final agenda of 102<sup>nd</sup> Bureau meeting, 25 January 2025

Annex 2: Participants list, 102<sup>nd</sup> Bureau meeting, 25 January 2025



## Annex 1:

**Draft agenda of the 102<sup>nd</sup> Bureau meeting**  
**Thursday, 25 January 2024, 10:00-16:00, Copenhagen**

AGENDA ITEM	DOCUMENTS
<b>FOR ADOPTION</b>	
1. Agenda of the 102 <sup>nd</sup> Bureau meeting	EEA/BU/102/01

<b>FOR DISCUSSION</b>	
2. Mandate and ways of working for the Bureau: possible distribution of work between Vice-Chairs	EEA/BU/102/02
3. Follow-up to the previous Bureau and MB meeting	Verbal update
4. Follow-up to the MB discussion on engagement with EU institutional partners	EEA/BU/102/04
5. EEA/Eionet Evaluation 2017-2021, including the strategic orientation of the MB	Verbal update

<b>FOR SUBMISSION</b>	
6. Initial Single Programming Document 2025-2027 for the EU institutions and EEA stakeholder consultation	EEA/BU/102/06
7. Draft budget submission 2025	EEA/BU/102/07

<b>FOR GUIDANCE</b>	
8. Overview of topics for 2024 meetings and latest developments on the plans for MB/Bureau in 2024	EEA/BU/102/08
9. Invitation from the Scientific Committee Chair for the MB to request opinions or briefings on topics of scientific relevance	EEA/BU/102/09
10. 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	EEA/BU/102/10

<b>FOR FEEDBACK</b>	
11. Feedback from Bureau members	Verbal update
AOB. Timing of the election of a new Management Board Vice-Chair	Verbal update
Closed session AOB. Reporting officers for the appraisal of the EEA's Executive Director	Verbal update


**Annex 2: Participants list, 102<sup>nd</sup> Bureau meeting, Thursday, 25 January 2025, 10:00 – 16:00 CET, Copenhagen**

Name	Represented country/ organisation	Role	Comments
André Weidenhaupt	Luxembourg	Chair	Present
Aljoša Duplić	Croatia	Vice-Chair	Present
Michal Pastvinský	Czech Republic	Vice-Chair	Present
Julia Werner	Germany	Vice-Chair	Present
Stefano Laporta	Italy	Vice-Chair	Present
Patrick Child	European Commission (DG ENV)		Present
Yvon Slingenberg	European Commission (DG CLIMA)		Present
Claudia Fusco	European Commission (DG ENV)		Present
Josiane Masson	European Commission (DG ENV)		Present
Jürgen Salay	European Commission (DG CLIMA)		Present
Lena Neij	Member designated by the European Parliament		Present
Claire Dupont	Chair of the Scientific Committee		Present
Torfinn Sørensen	Observer from non-EU member state (Norway)		Present
Leena Ylä-Mononen	EEA		Present
Martin Adams	EEA		Present
Riyong Kim	EEA		Present
Eva Jensen	EEA		Present
Jock Martin	EEA		Present
Søren Nielsen	EEA		Present
Stefan Jensen	EEA		Present
Katja Rosenbohm	EEA		Present
Anne-Marie Buttolo	EEA		Present
Milan Chrenko	EEA		Present
Jasmiina Laurmaa	EEA/ MB Secretariat		Present