

**LIST OF DECISIONS AND GUIDANCE
81ST BUREAU MEETING, 3 DECEMBER 2019**

Agenda item	Outcome	Comments
FOR ADOPTION		
1. Draft agenda of the 81st Bureau meeting	The Bureau adopted the agenda as drafted.	The final meeting agenda is included in Annex 1 .
FOR BUREAU GUIDANCE		
2. CAAR 2019: Process and timelines	The Bureau reviewed the proposed process and timetable for the development and adoption of the Consolidated Annual Activity Report (CAAR) 2019.	The Bureau approved the process and timetable for CAAR 2019.
ITEMS FOR BUREAU ORIENTATION IN PREPARATION OF THE 86TH MANAGEMENT BOARD		
3A. Overview of audits	The Bureau took note of the EEA audits and auditors' visits to the Agency since the 85th MB of June 2019.	The Bureau did not identify any issues of concern to be brought to the attention of the Board.
3B. Eurostat Work Programme for 2020	The Bureau took note of the Eurostat Work Programme 2020 in the field of environment in view of positive developments since its conditional approval at the 85th meeting of the Management Board in June.	The Bureau recommends MB final adoption of the Eurostat Work Programme 2020.
3C. EEA Annual budget 2020	<p>The Bureau took note of the EEA annual budget 2020 including:</p> <ul style="list-style-type: none"> - EEA core funds consisting of the European Union subvention and contributions from the European EFTA and new member countries; and - EEA non-core revenue under the Delegation Agreement with the European Commission (DG GROW) on Copernicus. <p>The Bureau also took note of the amendment of the EEA annual budget 2020 resulting from two amendments of the EEA's budget by the European Parliament to increase the EEA's core EU subvention and staff numbers in its establishment table.</p>	The Bureau recommends MB adoption of the EEA annual budget as well as the tabled amendment of the budget. Corresponding financial tables in the SPD 2020-2022 will be updated as appropriate.
3D. Draft EEA budget 2021	The Bureau took note of the EEA's intended budget request for 2021 and the implications for the subsequent financial profile under the Multiannual Financial Framework 2021-2027.	The Bureau supported the EEA proposal to request appropriate additional resourcing in line with new tasks for the Agency which may be foreseen under the European Green Deal.



3E. Initial draft Single Programming Document (SPD) 2021-2023: Management Board review and delegation of adoption to the Bureau	The Bureau took note of the EEA's request for guidance for the drafting of the EEA Single Programming Document 2021-2023.	The Bureau recommends that the MB delegate the adoption of the first draft EEA Single Programming Document 2021-2023 to the Bureau; supports the proposal that the first draft in January 2020 should be a slimmed-down document compared to previous years; and recommends that the MB endorses the proposal to delay substantive consultation (including with Eionet and the Scientific Committee) on the draft EEA Single Programming Document 2021-2023 to late May 2020.
3F. EEA Single Programming Document (SPD) 2020-2022, including the Annual Work Programme 2020 and Procurement Plan for 2020: Adoption of SPD 2020-2022 and ETC financing decision for 2020	The Bureau took note of the final draft of the EEA SPD 2020-2022, as well as of the opinion and comments on the SPD from the European Commission, EP ENVI committee and EEA Scientific Committee.	The Bureau recommends MB adoption of the EEA Single Programming Document 2020-2022, including the Annual Work Programme for 2020 and the Procurement Plan 2020; as well as the financing decision concerning the European Topic Centres in 2020. In line with the budget amendment for 2020, financial tables in the SPD 2020-2022 will be updated as appropriate.
3G. ETC Review process	<p>The Bureau took note of the EEA's request for Management Board endorsement enabling the EEA to initiate the process leading to the designation by the Management Board of new European Topic Centres before end 2021.</p> <p>The Bureau welcomed the proposed ETC review and requested that the EEA:</p> <ul style="list-style-type: none"> - Adjusts the timetable to permit sufficient time for the work of the Review Committee; - Considers appropriate conflict of interest criteria; - Considers the membership of scientific committee representatives on the Review committee as several will complete their terms during the review process. 	<p>The Bureau recommends MB approval of the overall review process and approach for the designation of new European Topic Centres, including:</p> <ul style="list-style-type: none"> - The establishment of a Review Committee to investigate and bring forward proposals concerning the topic areas to be covered; - The approval of the composition and outline mandate of the Review Committee; and - The delegation of the power to appoint the members of the Review Committee to the Chair of the EEA Management Board.
3H. Annual audit plan 2020 of the Internal Audit Capability (IAC)	The Bureau reviewed the 2020 annual internal audit plan proposed by the Agency's Internal Audit Capability.	The Bureau approved the audit plan as drafted.
FOR INFORMATION		
4. Outcome EEA discharge process 2017 and follow up of discharge 2018	The Bureau took note of the EEA discharge for the year 2017, granted by the European Parliament and the follow up actions of discharge 2018.	The Bureau did not identify any issues of concern to be brought to the attention of the Board.
5. Feedback from Bureau members	No feedback received.	

The meeting closed at 12.00.

Approved by the EEA Bureau at its 81st meeting
in Brussels, 3 December 2019

[Signed]

Laura Burke
Chair, EEA Management Board

Annexes

- Annex 1: Final agenda of 81st Bureau meeting, 3 December 2019
- Annex 2: Participants list, 81st Bureau meeting, 3 December 2019



Annex 1: Agenda of the 81st Bureau meeting, Tuesday, 3 December 2019, 10.30–13.00, at Albert Borschette Congress Center, Brussels

AGENDA ITEM	DOCUMENTS
FOR ADOPTION	
1. Agenda of the 81st Bureau meeting	EEA/BU/81/01

FOR BUREAU GUIDANCE	
2. CAAR 2019: Process and timelines	EEA/BU/81/02

ITEMS FOR BUREAU ORIENTATION IN PREPARATION OF THE 86TH MANAGEMENT BOARD	
3A Overview of audits	EEA/BU/81/03A
3B Eurostat Work Programme for 2020	EEA/MB/86/11A
3C EEA Annual budget 2020	EEA/MB/86/11D
3D Draft EEA budget 2021	EEA/BU/81/03D
3E Initial draft Single Programming Document (SPD) 2021-2023: Management Board review and delegation of adoption to the Bureau	EEA/MB/86/11B
3F EEA Single Programming Document (SPD) 2020-2022, including the Annual Work Programme 2020 and Procurement Plan for 2020: Adoption of SPD 2020-2022 and ETC financing decision for 2020	EEA/MB/86/11C
3G ETC Review process	EEA/MB/86/11E
3H Annual audit plan 2020 of the Internal Audit Capability (IAC)	EEA/MB/86/11F

FOR INFORMATION	
4. Outcome EEA discharge process 2017 and follow-up of discharge 2018	EEA/BU/81/04
5. Feedback from Bureau members	[Verbal update]

Annex 2: Participants list, 81st Bureau meeting, Tuesday, 3 December 2019, 10.30–13.00, Brussels

PARTICIPANTS	COUNTRY/AFFILIATION	ORGANISATION	ATTENDANCE
Laura BURKE	Ireland	Environmental Protection Agency (EPA)	<i>Signed</i>
Michal PASTVINSKY	Czech Republic	Ministry of Environment	<i>Signed</i>
André WEIDENHAUPT	Luxembourg	Ministère du Développement durable et des Infrastructures	<i>Apologies</i>
Julia WERNER	Germany	Federal Ministry for the Environment, Nature Conservation and Nuclear Safety	<i>Signed</i>
Alda OZOLA	Latvia	Ministry of Environment Protection and Regional Development	<i>Signed</i>
Alessandro BRATTI	Italy	ISPRA	<i>Signed</i>
Lena NEIJ	European Parliament	Professor, International Institute for Industrial Environmental Economics (IIIEE), Sweden	<i>Signed</i>
Gilles GANTELET	European Commission	DG ENV, Director A – Policy, Coordination and Resources	<i>Signed</i>
GUESTS/OBSERVERS	COUNTRY/AFFILIATION	ORGANISATION	ATTENDANCE
Per MICKWITZ	Sweden	EEA Scientific Committee	<i>Signed</i>
Artur RUNGE-METZGER	European Commission	DG CLIMA	<i>Signed</i>
Josiane MASSON	European Commission	DG ENV	<i>Signed</i>
Marc CHARDONNENS	Switzerland	FOEN	<i>Signed</i>