

**CONCLUSIONS OF THE EXECUTIVE BOARD MEETING
OF 1 DECEMBER 2020****VIRTUAL ZOOM MEETING**

(1) WELCOME AND ADOPTION OF THE AGENDA

The Chairperson concluded that the agenda was adopted with the requested amendments.

- 1 **Welcome and adoption of the agenda** (*decision*)
- 2 **Minutes of the Executive Board meeting of 7 October 2020** (*to be adopted by email*)
- 3 **Implementation of the Work Programme and budget 2020** (*information*)
- 4 **Final draft Programming Document 2021-23, including the post-2020 strategy** (*discussion*)
- 5 **First draft Programming Document 2022-24** (*discussion*)
- 6 **Format of the Executive Director's future reporting on following up on Appeals Committee decisions to the EB** (*discussion*)
- 7 **Administrative reporting**
 - (a) Conferences, publications and web services (*information*)
 - (b) Audits and evaluations (*information*)
 - (c) Transfers of commitment and payment appropriations in 2020 (*information*)
 - (d) Update on recruitments (*information*)
- 8 **Any other business**
 - (a) Dates of the Executive Board meetings in 2021 (*decision*)
 - (b) Rules and procedures for post-service occupational activities by Agency Executive Directors (*information*)
 - (c) Cooperation with EU agencies (*discussion*)
 - (d) Draft decision of the MB on deputising for Cedefop's Accounting Officer

(2) ADOPTION OF THE MINUTES OF THE EXECUTIVE BOARD MEETING OF 7 OCTOBER 2020 – SENT BY EMAIL FOR COMMENTS ON 10.11.2020 (DECISION)

The Chairperson concluded that the draft minutes, including all comments were sent to the members by email during the meeting and adopted at the end of it. In line with Cedefop's rules on public access to documents approved by the Management Board on 2 September 2019, the conclusions would be published on Cedefop's website.

(3) IMPLEMENTATION OF THE WORK PROGRAMME AND BUDGET 2020 (INFORMATION) /ADOPTION OF THE MINUTES OF THE EXECUTIVE BOARD MEETING OF 7 OCTOBER 2020 – SENT BY EMAIL FOR COMMENTS ON 10.11.2020 (DECISION)

The Chairperson concluded that members took note of the information and congratulated Cedefop's management and staff on the progress in the implementation of the work programme and on the budget execution of 2020. In the next meeting, members would be informed of the outcomes of the wellbeing survey and the implications of the current situation for staff workload.

(4) FINAL DRAFT PROGRAMMING DOCUMENT 2021-23, INCLUDING THE POST-2020 STRATEGY (DISCUSSION)

The Chairperson concluded that the final draft PD 2021-23 would be adapted according to the comments received by Executive Board members. It would then be submitted to the Management Board for adoption by written procedure by 11 December. This would be a fast-track procedure with a deadline of 21 December. In compliance with Article 33(4) of Cedefop's Financial Regulation, the PD 2021-23 shall become definitive after final adoption of the Union budget setting the amount of the contribution and the establishment plan.

(5) FIRST DRAFT PROGRAMMING DOCUMENT 2022-24 (DISCUSSION)

The Chairperson concluded that the overview with the main changes would be introduced in the foreword and the executive summary of the PD 2022-24. The document would be sent to the EB for prior consultation on 8 or 9 January with a deadline for comments within two to three working days. The first draft PD 2022-24 would be adapted according to the comments received and would be completed with information and data once the EU policy and financial parameters were agreed, or in case of new developments, in early January. It would then be sent to the Management Board Members by mid-January for endorsement by fast-track written procedure with a deadline of 25 January 2021 at the latest. After endorsement by the Management Board, in accordance with Article 6.2 of Regulation (EU) 2019/128 establishing a European Centre for the Development of Vocational Training and Article 32.1 of Cedefop's Financial Regulation the first

draft PD 2022-24 would be submitted to the European Commission, European Parliament and Council by 29 January 2021 at the latest.

(6) FORMAT OF THE EXECUTIVE DIRECTOR'S FUTURE REPORTING ON FOLLOWING UP ON APPEALS COMMITTEE DECISIONS TO THE EB (DISCUSSION)

The Chairperson concluded that the Executive Director would report, in the format proposed, on the follow-up given to Appeals Committee decisions in a given year, in the first meeting of the Executive Board of the next year. The reporting would only focus on Art. 90(2) complaints which were upheld – fully or partially – by the Appeals Committee.

(7) ADMINISTRATIVE REPORTING

(a) Conferences, publications and web services (information)

The Chairperson concluded that members took note of the information.

(b) Audits and evaluations (information)

The Chairperson thanked the Deputy Director for the detailed presentation and concluded that members took note of the information.

(c) Transfers of commitment and payment appropriations in 2020 (information)

Members took note of the information.

(d) Update on recruitments (information)

Members took note of the information.

(8) ANY OTHER BUSINESS

(a) Dates of the EB meetings in 2021 (decision)

The Chairperson concluded that the dates of the next EB meetings would be the following:

- *virtual EB meeting on Wednesday 3 March 2021*
- *(virtual) EB meeting on Thursday 24 June 2021 – date to be confirmed in the March meeting*
- *(virtual) EB meeting on Wednesday 6 October 2021 – preceding the (virtual) MB meeting on 7 and 8 October 2021*
- *(virtual) EB meeting on Wednesday 1 December 2021*

(b) Rules and procedures for post-service occupational activities by Agency Executive Directors (information)

The Chairperson concluded that members were made aware of the Rules and procedures governing post-service occupational activities, paid or unpaid, of senior managers (i.e. the Executive Director). Should this case arise the former senior manager should inform the AIPN (i.e. MB) prior to the start of the activity. The AIPN

would then assess whether the notified activity could lead to a conflict with the legitimate interests of the institution and notify its decision to the former senior manager within 30 days.

(c) Cooperation with EU Agencies (*discussion*)

The Chairperson concluded that Cedefop would develop this proposal taking into consideration the comments received. The issue would be discussed further in the next EB meeting.

(d) Draft decision of the MB on deputising for Cedefop's Accounting Officer (*information*)

Members took note of the information.