

**CONCLUSIONS OF THE VIRTUAL EXECUTIVE BOARD MEETING
1 DECEMBER 2022****TEAMS MEETING 10.00 TO 16.00 CET****(1) WELCOME AND ADOPTION OF THE AGENDA**

The Chairperson concluded that the agenda was adopted with the proposed amendment.

- 1 **Welcome and adoption of the agenda** (*decision*)
- 2 **Minutes of the Executive Board meeting of 5 October 2022** (*to be adopted at the meeting or by email*)
- 3 **Implementation of the Work Programme and budget 2022** (*information*)
- 4 **Final Draft Single Programming Document 2023-25** (*discussion*)
- 5 **First Draft Single Programming Document 2024-26** (*discussion*)
- 6 **Administrative reporting**
 - (a) Conferences, publications and web services (*information*)
 - (b) ICC activities (*information*)
 - (c) Transfers of commitment and payment appropriations in 2022 (*information*)
 - (d) Update on recruitments (*information*)
- 7 **Any other business**
 - (a) Extension of the Executive Board meeting of 3 and 4 July 2022 in Thessaloniki (*discussion*)
 - (b) Information on the staff engagement survey (*information*)
 - (c) Update on declarations of interests and nomination process of MB members (*information*)
 - (d) Possible solutions for fraudulent emails (*discussion*)

(2) ADOPTION OF THE MINUTES OF THE EXECUTIVE BOARD MEETING OF 5 OCTOBER 2022 (DECISION)

The Chairperson concluded that the draft minutes of the EB meeting of 5 October 2022 were adopted. After editing, the conclusions only would be published on Cedefop's website.

(3) IMPLEMENTATION OF THE WORK PROGRAMME AND BUDGET 2022 (INFORMATION)

The Chairperson congratulated Cedefop's Management and staff on the progress in the implementation of the Work Programme and on the budget 2022 execution and concluded that members took note of the information.

(4) FINAL DRAFT SINGLE PROGRAMMING DOCUMENT 2023-25 (DISCUSSION)

The Chairperson concluded that the SPD 2023-25 would be amended taking into account the comments received. It would also be adapted according to the budgetary adjustments related to the 2022 salary indexation factor and the correction coefficient for Greece. It would then be submitted to the Management Board for adoption by fast-track written procedure to be concluded before the Christmas break. In compliance with Article 33(4) of Cedefop's Financial Regulation, the SPD 2023-25 would become definitive after the final adoption of the Union budget setting the amount of the contribution and the establishment plan.

(5) FIRST DRAFT SINGLE PROGRAMMING DOCUMENT 2024-26 (DISCUSSION)

The Chairperson concluded that members could provide further written comments by 7 December 2022 closure of business. The first draft SPD 2024-26 would be adapted according to the comments received by then, and would be completed with information and data once the financial parameters had been agreed. It would then be sent to the Management Board Members in early January 2023 for endorsement by written procedure by 26 January 2023 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 SPD 2024-26 should be submitted to the European Commission, the European Parliament and the Council by 31 January 2023 at the latest.

(6) ADMINISTRATIVE REPORTING

(a) Conferences, publications and webservices (information)

The Chairperson concluded that members took note of the information.

(b) ICC Activities (information)

The Chairperson concluded that members took note of the information.

**(c) Transfers of commitment and payment appropriations in 2022
(information)**

Members took note of the information.

(d) Update on recruitments (information)

The Chairperson concluded that members took note of the information.

(7) ANY OTHER BUSINESS

**(a) Extension of the Executive Board meeting on 3 and 4 July in
Thessaloniki (discussion)**

The Chairperson concluded that members unanimously agreed to the extension of the EB for its meeting on 3 and 4 July 2023 in Thessaloniki. Cedefop should launch the written procedure for the MB to adopt the respective decision.

(b) Information on the staff engagement survey (information)

The Chairperson concluded that members took note of the information.

(c) Update on declarations of interests (information)

The Chairperson concluded that members took note of the information.

(d) Fraudulent emails sent to the MB members (information)

Members took note of the information. Cybersecurity would be an integral part of the induction to be organised for the MB members and their alternates.

The Chairperson thanked members and closed the meeting at 15.30 CET.