



EXECUTIVE DIRECTOR**CONCLUSIONS OF THE EXECUTIVE BOARD MEETING ON
4 OCTOBER 2023 – PRIOR TO THE MANAGEMENT BOARD MEETING****CEDEFOP – THESSALONIKI**

The Chairperson concluded that the agenda was adopted.

- 1 **Welcome and adoption of the agenda** (*decision*)
- 2 **Preparation of the Management Board meeting of 5 and 6 October 2023 with special attention to items submitted for decision** (*orientation*)
- 3 **Update on HR issues** (*information*)
- 4 **Any other business**

(1) PREPARATION OF THE MANAGEMENT BOARD MEETING OF 5 AND 6 OCTOBER 2023 WITH SPECIAL ATTENTION TO ITEMS SUBMITTED FOR DECISION (ORIENTATION)

(a) Item 4 – Extension of the term of office of the Executive Director

The Chairperson concluded that the Deputy Chairpersons and coordinators would prepare their groups for this item.

(b) Item 6a – Revised draft Single Programming Document 2024-26, including Opinion of the European Commission

The Chairperson concluded that the 2024-26 Single Programming Document would be submitted to the Management Board plenary meeting for adoption of the general orientations.

(c) Item 7 – Elections of the Chairperson and Deputy Chairpersons of the MB and composition of the Executive Board/Extended Executive Board (decision)

The Chairperson concluded that the groups would announce their nominations at the Management Board plenary meeting.

(d) **Item 8 – Annual Report – proposals for the way forward**

The Chairperson concluded that the Management Board would be invited to take a decision on the way forward.

(e) **Item 9 – Sharing of accounting services with EIGE**

The Chairperson concluded that Management Board members would be invited to approve the project of sharing accounting services with EIGE and enable Cedefop's accounting officer to be appointed as EIGE accounting officer as well. They would also be invited to appoint a deputy accounting officer for Cedefop and enable her to be appointed as EIGE's deputy accounting officer as well.

(f) **Item 11e – General implementing provisions (DGE)**

The Chairperson concluded that the Management Board would be invited to adopt the new DGE on working time and hybrid working of Cedefop staff.

(g) **Item 11f – Reporting officers for the annual appraisal of the Executive Director**

The Chairperson concluded that Management Board members should discuss in their groups the nomination of one of the two reporting officers. They would then be invited to mandate the Executive Director to request the formal approval of the Commission.

(h) **Item 12a – Dates of the Executive and Management Board meetings of 2024**

The Chairperson concluded that the dates would be submitted to the Management Board for decision.

(i) **Item 12d – Updated ReferNet Charter**

The Chairperson concluded that the Management Board would be invited to approve the updated ReferNet Charter.

(2) UPDATE ON HR ISSUES (INFORMATION)

The Chairperson concluded that members took note of the information.

(3) ANY OTHER BUSINESS

None.