

**CEDEFOP**European Centre for the Development  
of Vocational Training

EXECUTIVE DIRECTOR

## CONCLUSIONS OF THE VIRTUAL EXECUTIVE BOARD MEETING 1 DECEMBER 2023

### TEAMS MEETING 10.00 TO 16.30 CET

#### (1) WELCOME AND ADOPTION OF THE AGENDA

*The Chairperson concluded that the draft agenda was adopted.*

- 1 **Welcome and adoption of the agenda** (*decision*)
- 2 **Minutes of the Executive Board meeting of 4 October 2023** (*decision*)
- 3 **Implementation of the Work Programme and budget 2023** (*information*)
- 4 (a) **Final draft Single Programming Document 2024-26** (*discussion*)  
(b) **Climate neutrality study** (*information*)
- 5 **First draft Single Programming Document 2025-27** (*discussion*)
- 6 **Administrative reporting**
  - (a) Conferences, publications and web services (*information*)
  - (b) ICC activities (*information*)
  - (c) Transfers of commitment and payment appropriations in 2023 (*information*)
  - (d) Update on recruitments (*information*)
- 7 **Any other business**
  - (a) Update on sharing of accounting services with EIGE (*information*)
  - (b) Possible extension of the Executive Board for its meeting of 27 and 28 June 2024 (*discussion*)

#### (2) ADOPTION OF THE MINUTES OF THE EXECUTIVE BOARD MEETING OF 4 OCTOBER 2023 (*DECISION*)

*The Chairperson concluded that the minutes of the Executive Board meeting of 4 October 2023 were adopted. The conclusions only would be uploaded on Cedefop's website.*

**(3) IMPLEMENTATION OF THE WORK PROGRAMME AND BUDGET 2023 (INFORMATION)**

*The Chairperson congratulated Cedefop's Management and staff on their progress in the implementation of the work programme and on the budget 2023 execution, and concluded that estimated delivery quarters would be included in the table. Members took note of the information.*

**(4) (A) FINAL DRAFT SINGLE PROGRAMMING DOCUMENT 2024-26 (DISCUSSION)**

*The Chairperson concluded that the 2024-26 SPD, as adapted according to the budgetary adjustments related to the 2023 salary indexation factor and the correction coefficient for Greece, would 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 2024-26 SPD would become definitive after final adoption of the Union budget setting the amount of the contribution and the establishment plan.*

**(B) CLIMATE NEUTRALITY STUDY (INFORMATION)**

*The Chairperson concluded that a detailed analysis concerning the building investments would be presented at the next Executive Board meeting on 4 March 2024. Cedefop would report on the progress of the climate neutrality study on a yearly basis. The metrics indicators would be rediscussed in the future.*

**(5) FIRST DRAFT SINGLE PROGRAMMING DOCUMENT 2025-27 (DISCUSSION)**

*The Chairperson concluded that written comments should be submitted to Cedefop by 8 December 2023. The first draft SPD 2025-27 would be adapted according to the comments received and completed with information and data once the financial parameters had been agreed. It would then be sent to the Management Board Members in January 2024 for endorsement by written procedure by 26 January 2024 at the latest. After endorsement by the Management Board, in accordance with Article 6.2 of Regulation (EU) 2019/128 establishing Cedefop and Article 32.1 of Cedefop's Financial Regulation, the first draft SPD 2025-27 should be submitted to the European Commission, the European Parliament and the Council by 31 January 2024 at the latest.*

**(6) ADMINISTRATIVE REPORTING**

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

*The Chairperson concluded that members took note of the information.*

**(b) ICC Activities (information)**

*The Chairperson congratulated Cedefop on the excellent ECA report and concluded that members took note of the information.*

**(c) Transfers of commitment and payment appropriations in 2023 (information)**

*The Chairperson concluded that 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) Update on sharing of accounting services with EIGE (*information*)**

*The Chairperson concluded that members took note of the information.*

**(b) Possible extension of the Executive Board for its meeting of 27 and 28 June 2024 (*discussion*)**

*The Chairperson concluded that there was consensus among members to extend the Executive Board for its meeting of 27 and 28 June 2024 in Thessaloniki. Cedefop would launch the written procedure for the adoption of the respective decision by the Management Board. Members took note of the Commission's proposal to hold all Executive Board meetings virtually (with the exception of the one preceding the Management Board). The issue could be rediscussed in the future.*