



EXECUTIVE DIRECTOR

CONCLUSIONS OF THE VIRTUAL EXECUTIVE BOARD MEETING 4 MARCH 2024

TEAMS MEETING 10.00 TO 16.30 CET

(1) WELCOME AND ADOPTION OF THE AGENDA

The Chairperson concluded that the agenda was adopted with the proposed amendments in item 5c.

- 1 **Welcome and adoption of the agenda** (*decision*)
- 2 **Reporting 2023**
 - (a) Annual Report 2023 (*discussion*)
 - (b) Draft reporting from the Executive Board to the Management Board (*information*)
- 3 **Implementation of the 2024 Work Programme** (*discussion*)
- 4 **Budget reinforcement for the refurbishment of the building – detailed proposal for receiving the first instalment by the Commission in 2025** (*discussion*)
- 5 **Administrative issues**
 - (a) Conferences, publications and web services (*information*)
 - (b) ICC activities (*information*)
 - (c) HR issues (*information*)
 - (i) Update on recruitments
 - (ii) MB decision to opt out of Commission decision C(2023) 8630
 - (iii) Budget for staff training
- 6 **Any other business**
 - (a) Annual Management Plan 2024 (*information*)
 - (b) Briefing for (new) MB members in 2024 (*discussion*)
 - (c) 5th Policy learning forum on apprenticeships to be organised back-to-back with the MB meeting in October 2024 (*information*)

(2) REPORTING 2023

(a) Annual Report 2023 (discussion)

The Chairperson thanked Cedefop's management and staff for their excellent work. Members were very pleased with the new format and content of the brochure. He concluded that Cedefop's Annual Report 2023 brochure, including comments made by the members, would be published on Cedefop's website.

(b) Draft reporting from the Executive Board to the Management Board (information)

The Chairperson concluded that the Executive Board took note of the reporting, which would be sent to the Management Board members for information.

(3) IMPLEMENTATION OF THE 2024 WORK PROGRAMME (discussion)

The Chairperson congratulated Cedefop's management and staff on their progress in the implementation of the 2024 work programme so far, and concluded that members took note of the information. In the future, only substantial or strategic changes would be reported under this item.

(4) BUDGET REINFORCEMENT FOR THE REFURBISHMENT OF THE BUILDING – DETAILED PROPOSAL FOR RECEIVING THE FIRST INSTALMENT BY THE COMMISSION IN 2025 (discussion)

The Chairperson concluded that members took note of the information. As concluded at the Executive Board meeting of 1 December 2023, from now on, Cedefop would report on the progress of the climate neutrality strategy and action plan on a yearly basis.

(5) ADMINISTRATIVE ISSUES

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

The Chairperson concluded that members took note of the information. The list of conferences, publications and web tools would be maintained, but in future meetings the item would focus on highlights on communication. The outcomes of the stakeholder analysis would be presented at the Extended Executive Board meeting in June 2024 for discussion.

(b) ICC activities (information)

The Chairperson concluded that members took note of the information. He thanked Cedefop staff, particularly the Deputy Director, for the excellent audit results. Cedefop's Anti-fraud Strategy and revised action plan would be submitted to the Executive Board for prior consultation and would then be submitted to the Management Board for adoption by written procedure.

(c) HR issues (information)

The Chairperson concluded that members took note of the information and congratulated Cedefop on reinstating the budget for staff training. The Executive Board should always be informed in advance on written procedures related to the implementing provisions of the Staff Regulations.

(6) ANY OTHER BUSINESS

(a) 2024 Annual Management Plan (*information*)

The Chairperson concluded that members took note of the information.

(b) Briefing of (new) MB members in 2024 (*discussion*)

The Chairperson concluded that members would receive the revised agenda by Cedefop for information. The online briefing for (new) Management Board members would take place on 14 May 2024.

(c) 5th Policy learning forum on apprenticeships, to be organised back-to-back with the MB meeting in October 2024 (*information*)

The Chairperson concluded that the Executive Board endorsed the idea of organising the 5th Policy learning forum on apprenticeships back-to-back with the Management Board meeting, on 2 October 2024 in the morning. Cedefop should inform members the soonest possible.