



EXECUTIVE DIRECTOR

CONCLUSIONS OF THE EXTENDED EXECUTIVE BOARD (EEB) VIRTUAL MEETING 1 DECEMBER 2025

TEAMS MEETING

(1) WELCOME AND ADOPTION OF THE AGENDA

The Chairperson concluded that the draft agenda was adopted with the amendments proposed.

- 1 **Welcome and adoption of the agenda** (*decision*)
- 2 **Minutes of the Executive Board meeting of 1 October 2025** (*to be adopted at the meeting or by email*)
- 3 **Implementation of the 2025 Work Programme and budget** (*information*)
- 4 **Cedefop's role in the Union of Skills, including the Skills Intelligence Observatory, and its impact on the 2026 Work Programme** (*discussion*)
- 5 **Strategic initiative 'Cedefop@50' – update** (*discussion*)
- 6 **Final 2026-2028 draft Single Programming Document** (*discussion*)
- 7 **First 2027-2029 draft Single Programming Document** (*discussion*)
- 8 **Administrative reporting**
 - (a) ICC activities (*information*)
 - (b) Transfers of commitment and payment appropriations in 2025 (*information*)
 - (c) Update on HR issues (*information*)
- 9 **Any other business**
 - (a) 2026 PLF on apprenticeship, back-to-back with the 2026 MB in Thessaloniki (*information*)
 - (b) 2026 Tripartite Exchange Seminar (TES) and Board Member survey on AI and automation and social dialogue (*information*)
 - (c) Reporting panel for the Executive Director – Replacement of the representative from the Governments' group (*information*)
 - (d) 2025 user satisfaction survey (*discussion*)
 - (e) Proposal to extend the Executive Board for its meeting on 23 and 24 April 2026 (*discussion*)

(2) ADOPTION OF THE MINUTES OF THE EXECUTIVE BOARD MEETING OF 1 OCTOBER 2025 (DECISION)

The Chairperson concluded that the minutes of the Executive Board meeting of 1 October 2025 were adopted. After editing, the conclusions only would be published on Cedefop's website.

(3) IMPLEMENTATION OF THE 2025 WORK PROGRAMME AND BUDGET (INFORMATION)

The Chairperson congratulated Cedefop's Management and staff on the progress of the implementation of the work programme and on the 2025 budget execution so far and concluded that members took note of the information.

(4) CEDEFOP'S ROLE IN THE UNION OF SKILLS, INCLUDING THE SKILLS INTELLIGENCE OBSERVATORY, AND ITS IMPACT ON THE 2026 WORK PROGRAMME (DISCUSSION)

The Chairperson concluded that members took note of the information. A broader discussion would take place at the Management Board meeting in October 2026.

(5) STRATEGIC INITIATIVE 'CEDEFOP@50' – UPDATE (DISCUSSION)

The Chairperson concluded that there was consensus among the members for Cedefop to proceed with the contribution agreement with DG REFORM on 'Skills intelligence Italy and Czechia'.

(6) FINAL 2026-28 DRAFT SINGLE PROGRAMMING DOCUMENT (DISCUSSION)

The Chairperson concluded that the final 2026-2028 draft Single Programming Document would be revised based on the comments received and the budgetary adjustments related to the 2025 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 2026-2028 Single Programming Document shall become definitive after final adoption of the Union budget setting the amount of the contribution and the establishment plan for Cedefop.

(7) FIRST 2027-29 DRAFT SINGLE PROGRAMMING DOCUMENT (DISCUSSION)

The Chairperson concluded that the first 2027-2029 draft SPD would be revised according to the comments received by members at this meeting 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 2026 for endorsement by written procedure by 27 January 2026 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 2027-2029 draft SPD had to be submitted to the European Commission, European Parliament and Council by 31 January 2026 at the latest.

(8) ADMINISTRATIVE REPORTING

(a) ICC activities (information)

The Chairperson concluded that members took note of the information.

**(b) Transfers of commitment and payment appropriations in 2025
(information)**

The Chairperson concluded that members took note of the information.

(c) Update on HR issues (information)

The Chairperson concluded that members took note of the information.

(9) ANY OTHER BUSINESS

**(a) 2026 peer learning forum (PLF) on apprenticeships back-to-back with
the Management Board meeting (information)**

The Chairperson concluded that members took note of the information.

**(b) 2026 Tripartite Exchange Seminar (TES) and Board Member survey on
AI and automation and social dialogue (information)**

The Chairperson concluded that members took note of the information.

**(c) Reporting panel for the Executive Director – Replacement of the
representative from the Governments' group (information)**

The Chairperson concluded that a written procedure would be launched for the replacement of the Governments' group representative in the reporting panel for the annual appraisal of Cedefop's Executive Director.

(d) 2025 user satisfaction survey (discussion)

The Chairperson concluded that members took note of the information.

**(e) Proposal to extend the Executive Board for its meeting on 23 and 24
April 2026 (discussion)**

The Chairperson concluded that the decision for a possible extension of the Executive Board meeting in April 2026 would be taken by written procedure, once the draft agenda for the meeting was ready.