



ECDC Management Board

Minutes of the Forty-fourth Meeting Stockholm, 13-14 November 2018

Adopted by the ECDC Management Board at its Forty-fifth meeting, 20-21 March 2019

Contents

Opening and welcome from the Chair (and noting the Representatives).....	5
Welcome from the Director, ECDC.....	5
Adoption of the draft programme (and noting the declarations of interest and proxy voting, if any) (<i>Document MB44/01 Rev.2</i>).....	5
Adoption of the draft minutes of the 43 rd meeting of the Management Board (Stockholm, 19-20 June 2018) (<i>Document MB44/02</i>).....	6
Election of the Chair and Deputy Chair of the ECDC Management Board (<i>Document MB44/03</i>).....	6
Update from ECDC on the main activities since the last meeting of the Management Board (19-20 June 2018) (<i>Document MB44/04</i>).....	6
Next Generation ECDC (<i>Document MB44/05</i>).....	7
Update on the Third External Evaluation (<i>Document MB44/06</i>).....	8
Implementation of the ECDC Independence Policy	9
Summary of discussions held at the 39 th Meeting of the ECDC Audit Committee (13 November 2018), including its recommendations.....	10
Update on the planning of the Third ECDC Joint Strategy Meeting (JSM)	14
Draft Code of Conduct of the Management Board (<i>Document MB44/14</i>).....	15
Attendance at Management Board meetings and admission of observers (<i>Document MB44/13</i>).....	15
How ECDC works with the prevention of harassment, including potential.....	16
Update from the Austrian Presidency of the Council of the EU	16
Update from the European Commission.....	16
Any other business.....	16
Annex: List of Participants	18

Summary of Proceedings – ECDC Management Board Meeting

The Forty-fourth meeting of the ECDC Management Board (MB) convened in Stockholm, Sweden, during 13-14 November 2018. During the meeting, the Management Board:

- ❖ adopted the programme;
- ❖ adopted the minutes of the Forty-third meeting of the Management Board;
- ❖ elected Dr Anni Virolainen-Julkunen as the new Chair, and Ms Zofija Mazej Kukovič as new Deputy Chair of the ECDC Management Board;
- ❖ took note of the update from ECDC on the main activities since the last meeting;
- ❖ took note of the update on Next Generation ECDC, and discussed the ECDC Vision and Elements for the ECDC Strategy 2021-2027. The Management Board members agreed that the Strategy will be circulated to the Board for written comments following the meeting, with a deadline of three weeks for submitting feedback; at the meeting in March 2019, a draft strategy will be presented and the further timing will be discussed in the light of results of the Third External Evaluation becoming available;
- ❖ took note of the update on the Third External Evaluation of ECDC, and agreed with the proposal to appoint two new members to replace the members who left the MB External Evaluation Steering Committee since its establishment, as well as two members to be placed on a reserve list in the event that that one or more members would leave the Management Board, and thereby the Steering Committee, before the end of its assignment. Ronan Glynn, MB Member, Ireland, and Francesco Maraglino, MB Alternate, Italy, volunteered to join the Steering Committee. Bolette Søborg, MB Member, Denmark, and Maria Araceli Arce Arnáez, MB Alternate, Spain, volunteered to join the reserve list;
- ❖ took note of the update on the implementation of the ECDC Independence Policy;
- ❖ took note of the update of audit activities and audit observations;
- ❖ approved the ECDC Internal Control Framework;
- ❖ took note of the Progress report – Overview of 2018 Budget Implementation up until 9 November 2018;
- ❖ approved the Report on Implementation of the Work Programme 2018 up until present, including the proposed change to the Financing Decision;
- ❖ took note of the Second Supplementary and Amending Budget 2018;
- ❖ approved the ECDC Single Programming Document 2019 with a few minor changes;
- ❖ approved the Budget and Establishment Table 2019;
- ❖ discussed the ECDC Single Programming Document 2020;
- ❖ took note of the update on the planning of the Third ECDC Joint Strategy Meeting;
- ❖ discussed the draft Code of Conduct of the Management Board;
- ❖ discussed the proposal regarding the attendance at Management Board meetings and admission of observers. The Management Board agreed to the attendance of ECDC staff necessary for the functioning of the MB; attendance of additional ECDC staff will be agreed with the Chair and the Deputy Chair for each meeting according to the agenda of the meeting. Concerning interaction of the ECDC Staff Committee with the Management Board, the Board agreed that the MB meeting agenda will be shared with the Staff Committee, who can send a request for attendance on certain items, with justification why their participation would be important, to the Chair, Deputy Chair and Director. If the request of the Staff Committee is not granted, a justification will be given. In addition, the Staff Committee will be invited to address the MB once a year. Ad-hoc invitation will also be possible;

- ❖ received an update on how ECDC works with the prevention of harassment, including potential harassment matters;
- ❖ took note of the update from the Austrian Presidency of the Council of the EU;
- ❖ took note of the update from the European Commission;
- ❖ discussed briefly the Management Board comments on the revised ECDC Preparedness and Response Support Strategy that resulted from the written procedure on the Strategy carried out in September 2018. The Management Board agreed with the proposal to postpone the work on the Strategy until the adoption of the ECDC long-term Strategy 2021-2027, and until the results of the Third External Evaluation are available.

Opening and welcome from the Chair (and noting the Representatives)

1. Anni Virolainen-Julkunen, Deputy Chair of the ECDC Management Board, welcomed all the participants to the Forty-fourth meeting of the Management Board. A special welcome was extended to Lieven De Raedt, newly appointed Member, Belgium; Ronan Glynn, newly appointed Member, Ireland; Anita Janelm, newly appointed Alternate, Sweden; Morwenna Carrington, newly appointed Alternate, United Kingdom; Cornelius Schmaltz, newly appointed Member, European Commission (DG RTD), and to Marlene Øhrberg Krag, Denmark, who was participating as an observer.
2. Apologies had been received from Hungary, Poland, Portugal (proxy to the Netherlands), Romania (proxy to Bulgaria), and Slovenia, as well as from Maria Eleni Koppa, European Parliament (proxy to Zofija Mazej Kukovič, European Parliament).
3. The Deputy Chair informed the Board that, since she was a candidate for the position of Chair, she had asked her Alternate Taneli Puumalainen to vote instead of her in all the proceedings during the first meeting day.

Welcome from the Director, ECDC

4. Andrea Ammon, Director, ECDC, warmly welcomed the Management Board members and noted that she was looking forward to having fruitful and inspiring discussions during the meeting.

Adoption of the draft programme (and noting the declarations of interest and proxy voting, if any) (*Document MB44/01 Rev.2*)

5. The Deputy Chair asked the Board members whether anyone wished to amend or add anything to the Draft Programme.
6. One MB member noted that recently she and colleagues in her country had received emails which appeared to be sent from ECDC but turned out to contain viruses, and asked if any other Board member had experienced the same. The Management Board agreed that this was an important topic to address in plenary, and it was suggested to have a discussion on the matter after lunch, with the presence of the ECDC ICT Security Officer.
7. Another MB member noted that the recent written procedure on the ECDC Preparedness and Response Support Strategy had generated a number of comments from the Commission as well as from some Member States. She suggested that a discussion on this topic would be useful in order to better understand the rationale behind these comments, in particular in view of the Third External Evaluation and the fact that the evaluation will contain questions related to the area of preparedness. The Board members agreed to discuss this matter under Any Other Business the following day.
8. The Deputy Chair then suggested a change in the order of the agenda items of the second meeting day, i.e. to place the item on the Draft Code of Conduct of the Management Board before the discussion on the attendance of ECDC staff at Management Board meetings and the update on the prevention of harassment. She further suggested to deal with the latter two items in a closed session. The Management Board agreed with this proposal.
9. Following the adoption of the programme, the Chair asked each member whether s/he wished to add any oral declaration(s) of interest to her/his Annual Declaration of Interest (ADoI) submitted previously. None were declared.

The Management Board adopted the draft programme with the above mentioned changes.

Adoption of the draft minutes of the 43rd meeting of the Management Board (Stockholm, 19-20 June 2018) (Document MB44/02)

10. The Deputy Chair noted that France, Germany and Portugal had requested amendments in point 65 of the draft minutes and Germany has requested minor amendments in points 21, 51 and 69; these changes had been addressed in the minutes circulated to the Board ahead of the meeting. There were no further comments on the draft minutes.

The Management Board adopted the minutes of the Forty-third meeting of the Management Board with the above mentioned changes.

Election of the Chair and Deputy Chair of the ECDC Management Board (Document MB44/03)

11. The Deputy Chair asked the Board members whether they preferred that she chaired the session on the election of Chair and Deputy Chair or that she handed over to the longest serving member of the Management Board (in analogy with article Article 2 (9) of the MB Rules of Procedure).

12. Several Board members thanked the Deputy Chair for the transparency, and for providing this option to the Board. One of the representatives of the European Commission mentioned that both options were fine, and it depended on the preference of the Deputy Chair herself. He expressed regret on behalf of the Commission that there were gaps in the numbers for such an important meeting, and that there had been low willingness among the members to stand for Chair and Deputy Chair.

13. The Deputy Chair thanked for the feedback and noted that she would then invite Audrius Ščeponavičius, Member, Lithuania, as the longest serving member of the Board to chair the session.

14. Audrius Ščeponavičius recalled the procedure for the elections and noted that the following nominations had been received: Anni-Virolainen Julkunen, MB Member, Finland: nomination for the position of Chair received from Germany and the candidate had given her consent to this nomination; Zofija Mazej Kukovič, MB Member, European Parliament: nomination for the position of Deputy Chair received from Germany and the candidate had given her consent to this nomination. In accordance with Article 2 (2c) of the MB Rules of Procedure, the candidates provided a short presentation of themselves prior to the voting.

15. Following the voting, the election results were announced: for the Chair, 28 positive votes and one abstention; for the Deputy Chair, 25 positive votes and four abstentions.

16. The newly elected Chair and Deputy Chair thanked the Board members for their support.

The Management Board elected Dr Anni Virolainen-Julkunen as the new Chair, and Ms Zofija Mazej Kukovič as the new Deputy Chair of the ECDC Management Board.

Update from ECDC on the main activities since the last meeting of the Management Board (19-20 June 2018) (Document MB44/04)

17. Andrea Ammon, ECDC Director, provided the Management Board with an update on the main activities since the last Management Board meeting. The presentation referred to the key decisions of MB43, their status and progress, as well as an overview of what had been discussed at the 54th meeting of the Advisory Forum in September 2018. The Board was also updated with the main visits and meetings of the ECDC Director. She highlighted the recent visit of the Director of China CDC, which she hoped would revive the cooperation between the Chinese CDC and ECDC. She recalled that the ESCAIDE meeting was taking place the following week in Malta; one of the key note speakers was the Director of the African CDC.

Lastly, she informed the Board that ECDC was currently chairing the EU agencies network and would continue doing so during the whole year 2019.

18. One MB member inquired about the reasons for cancelling the meeting of National Coordinators of Coordinating Competent Bodies (CCB) which was planned to take place in October.

19. Andrea Ammon responded that the meeting had been cancelled as only half of the invited participants had confirmed their attendance. She added that the attendance at the CCB Directors' meeting in March had also been relatively low, and it was clear that ECDC needed to refine its cooperation with the CCBs and make sure that the meetings were planned in such a way that they were considered useful.

20. Another MB member expressed regret that the meeting of the National Coordinators could not take place, and considered this a missed opportunity to inform the National Coordinators about the Third External Evaluation and the challenges related to this exercise. She added that there was probably a need to find other ways of setting up the agenda and to identify topics that are more conducive to discussions.

21. Andrea Ammon responded that if the message was that the meetings should take place at least for those who have an interest, then this would be taken on board. Concerning the agenda setting, she noted that ECDC tries to ask for input for the agendas in general but, clearly, it is necessary to look at ways to make the meetings more attractive. From the ECDC point of view, however, the CCB Directors' meeting provided useful input to the SPD 2020; for instance, the inclusion of two cross-organisational projects (e-health and foresight) was a direct outcome of the discussions during this meeting.

The Management Board took note of the update from ECDC on the main activities since the last meeting.

Next Generation ECDC (*Document MB44/05*)

22. Andrea Ammon presented the latest developments related to the Next Generation ECDC initiative. She explained that a staff retreat had taken place in October to discuss and validate two elements of the Next Generation ECDC: the Management Charter and elements for the ECDC Strategy 2021-2027. The work on both elements had started in the spring and has included Word Café sessions where staff members were invited to provide feedback.

23. The Management Charter establishes the principles of good management and leadership at ECDC. It outlines a number of competency areas and behaviour principles which will be expected from the Director and all managers of ECDC. The Management Charter has now been finalised based on the input from the staff retreat and, as a next step, it will be analysed to see how it can be implemented from 2019. It is foreseen that the Staff Development Dialogue (SDD) will contain objectives in line with the Charter.

24. She then informed the Board about the status of the Director Consultation Groups which have replaced the SMT meetings since July this year. These groups were set up to allow for a wider circle for consultation/advice to the Director, and with the aim to have decisions taken more quickly and in a more transparent manner. An evaluation of the Director Consultation groups is foreseen before the end of the year.

25. With regard to the ECDC Strategy 2021-2027, she recalled that the ECDC Vision had been discussed in the Management Board meeting in June; following these discussions, the vision had been reformulated to say that ECDC is *empowering* partners to drive public health policy and practice. She then presented the seven main elements or themes which are proposed to form the building blocks of the Strategy: 1) Enhanced scientific excellence; 2) Well-informed partners; 3) Increased global cooperation on health security; 4) Strong strategic partnerships; 5) Increased organisational efficiency for tomorrow's challenges; 6) Capable, motivated, and resilient staff to empower others; 7) Enhanced communication for the future ECDC. Apart from the input generated by the Word Café sessions and the staff retreat, a swot analysis workshop took place to generate input to the Strategy. In addition, a market analysis was commissioned, which however will still need to be processed and could lead to some adjustments of the Strategy. She clarified that the themes were presented along the ECDC Vision and not in order of perceived importance. Concerning the next steps, she mentioned that the Draft ECDC Strategy 2021-2027 will be presented to the Board for further discussion in March and for approval in June 2019, following a stakeholder consultation with external partners (such as WHO) to take place in March-April.

26. In the discussions that followed, some MB members asked for clarifications regarding the global dimension of the Vision on one hand, and the reference to public health policy on the other hand, which

seemed to go beyond infectious diseases. It was stressed that the Vision needs to be in line with the ECDC Founding Regulation.

27. Some MB members had not had the time to analyse the Strategy document in-depth and asked whether further comments could be provided in written. It was further requested whether the market analysis could be shared with the Board. Concerning the proposed timeline for the Strategy, some MB members noted that the results of the External Evaluation should feed into the Strategy and therefore suggested waiting with the approval of the Strategy until these results are available. Other MB members cautioned against delaying the approval of the Strategy, and thereby the implementation of necessary organisational reforms.

28. In response to the comments, Andrea Ammon recalled that the Vision had been presented to the Board in June, and at the time there had been no concerns regarding the global dimension and the reference to public health policy as such. She stressed that the starting point for the Vision is the Founding Regulation and the current mandate of the Centre. However, the objective is to capture what ECDC is actually doing; already today, ECDC does work for instance in preparedness which goes beyond the strictly communicable diseases related issues. Also, infectious diseases are part of a bigger picture, and in order to make changes in infectious diseases it is necessary to make changes also in the health systems. For the global dimension, it should be recognised that the ECDC work reaches outside of the EU and this is true in particular in the area of Epidemic Intelligence but also for other activities. She underlined that all the global work is done with the approach that it should have an added value on EU level. Regarding the timeline, she noted that, by default, the Strategy will need to be adapted to emerging situations as the infectious diseases area is volatile. Similarly, it is expected that some modifications will need to be made following the results of the External Evaluation. She suggested to proceed with the work as planned and to see if already in June there were preliminary results to take on board from the External Evaluation. She welcomed the suggestion to provide written feedback on the Strategy and invited the Board members to send their comments within three weeks.

29. Concerning the market analysis, Maarit Kokki, Head of Section International Relations, Director's Office, ECDC, clarified that there were only preliminary results at this stage, and the final report was expected to be delivered before the end of the year. She suggested presenting to the Board later on how these results had been taken into account in the Strategy.

30. The Chair summarised the discussions mentioning that the draft Strategy will be discussed again in March, and the final draft will be presented to the Board in June 2019, when the main findings from the External Evaluation should be available. She suggested following up closely on the matter, and to decide within the Management Board in June whether to approve the Strategy or to wait for further results from the External Evaluation. The Management Board agreed with this proposal.

The Management Board took note of the update on the Next Generation ECDC and discussed the ECDC Vision and Elements for the ECDC Strategy 2021-2027. The Management Board members agreed that the Strategy will be circulated to the Board for written comments following the meeting, with a deadline of three weeks for submitting feedback; at the meeting in March 2019, a draft strategy will be presented and the further timing will be discussed in the light of results of the Third External Evaluation becoming available.

Update on the Third External Evaluation (Document MB44/06)

31. Anne-Catherine Viso, Chair, External Evaluation Steering Committee (MEES), MB Alternate, France, updated the Board on the latest developments related to the Third External Evaluation of ECDC. She mentioned that a kick-off meeting had taken place on 3 September 2018 with the selected contractor, PwC EU Services. The Inception meeting took place on 26 October; following the meeting the contractor was requested to submit a revised Inception report by 7 November. During its last meeting on 12 November, the MEES concluded that the contractor has done significant improvements to the report and included several recommendations from the MEES. The MEES agreed to accept the Inception report while suggesting a number of amendments to be made by PwC in the coming days. She added that, at this stage, the MEES is confident that PwC can deliver the work, and the team seems to be stable and committed to the work. The PwC team will inform the MEES of the progress made every three weeks as well as when surveys,

interviews and the open public consultation are launched. She stressed the importance of mobilising colleagues in the Member States to ensure a high response rate to surveys and interviews. According to the estimated timeline, the interim report will be presented in March, and the main findings of the draft final report will be presented by the contractor in June 2019.

32. Lastly, she invited the Management Board to appoint two new members to replace the members who left the MEES since its establishment, and to appoint 1-2 additional members to be placed on a reserve list in the event that one or more members would leave the Management Board, and thereby the MEES, before the end of its assignment. The Management Board agreed with this proposal. Ronan Glynn, MB Member, Ireland, and Francesco Maraglino, MB Alternate, Italy, volunteered to join the Steering Committee. Bolette Søborg, MB Member, Denmark, and Maria Araceli Arce Arnáez, MB Alternate, Spain, volunteered to join the reserve list.

33. The Chair of the Management Board thanked the MEES for its work and encouraged all the Board members to promote this important exercise in their Member States in order to enhance the response rate.

The Management Board took note of the update on the Third External Evaluation, and agreed with the proposal to appoint two new members to join the MB External Evaluation Steering Committee and two additional members to be placed on a reserve list.

Phishing email attack against ECDC and external parties

34. François Mestre, Head of Unit, Information and Communication Technologies Unit, ECDC, informed the Management Board that ECDC has experienced an increase in phishing email attacks in the last few months. The phishing emails are targeting ECDC staff as well as external partners of ECDC, both in EU institutes and private companies. The sender appears to be a functional mailbox of ECDC (e.g. „ECDC Admin“), or names of ECDC colleagues, and the emails often contain terms like “Invoice, for check, account statement, reminder” in the subject to lure people to open the attachments. The attachments are potentially harmful as they contain viruses. He explained that it is difficult to identify from where and by whom these emails are sent. As for the security measures taken, he mentioned that the ECDC firewall blocks these emails and puts them in quarantine. He added that possible security measures would be communicated to the Board members following the meeting.

35. One of the MB members from the European Commission noted that this was the first time he heard about this incident, and added that it would have been preferable to receive this information earlier. He asked whether there were indications that ECDC was specifically targeted. Another MB member noted that the incident did not only concern Management Board members but all ECDC contact points, and suggested sending an email to all CRM contacts to inform them about the issue.

36. François Mestre ensured that the Commission would be duly informed in case of future incidents. With reference to the question whether ECDC was specifically targeted, he responded that this was difficult to say with certainty at this stage.

37. Andy Hjortenfeldt, ICT Security Officer, ECDC, confirmed that these incidents are often blurry and difficult to trace. He had been following such incidents for the past one and a half years and even if there had been other phishing emails in the past (since at least May 2017), the recent incidents seemed to be more serious.

38. The Chair thanked the ECDC colleagues for the briefing, and concluded that the Management Board will receive further information from ECDC by email following the meeting.

Implementation of the ECDC Independence Policy

39. Andrea Iber, Head of Section, Legal Services, and Acting Head of Section, Procurement, Resource Management and Coordination Unit, ECDC, provided a brief update on the implementation of the ECDC Independence Policy. She mentioned that the compliance rate for MB Members was now 100% while the Annual Declaration of Interest (ADoI) was still missing from two MB Alternates. These two Alternates had however never participated in meetings. For the Advisory Forum, the overall compliance rate was 89%, with ADoIs missing from two Members and five Alternates. She then described the overview of mitigation

measures for MB and AF in 2018. For the MB, three relevant interests had been identified but no conflict with the actual agenda points or tasks of the Management Board were perceived, and no mitigation measures were needed. For the AF, two relevant interests were identified but no mitigation measures were deemed necessary. Lastly, she mentioned that for Rapid Risk Assessments, the compliance rate was 100%, while for expert meetings taken place in 2018, 560 eDoIs had been collected (5 ADoIs missing). Concerning mitigation measures related to expert meetings, she noted that five participants in the "Expert panel meeting on HPV vaccination guidance" with declared Conflict of Interest had not taken part in the voting concerning efficacy, safety and cost-effectiveness of vaccines, but had contributed to the discussion.

40. With reference to the expert panel meeting, one MB member noted that, depending on the circumstances, participating in the discussions could be as important as the voting, and this would need to be taken into account in the mitigation measures. In response, Mike Catchpole, Chief Scientist, ECDC, clarified that, in this particular case, ECDC needed substantial clinical input from the participants and not pharmaceutical knowledge. He ensured that the matter had been looked into very carefully and the described mitigation measure had been considered reasonable.

The Management Board took note of the update on the implementation of the ECDC Independence Policy.

Summary of discussions held at the 39th Meeting of the ECDC Audit Committee (13 November 2018), including its recommendations

41. In the absence of Johan Carlson, Chair of the Audit Committee, Anni Virolainen-Julkunen, Member of the Audit Committee, summarised the discussions from the 39th Audit Committee meeting which took place in the morning of 13 November 2018. Concerning the regular update on audit activities, she noted that no new audit observations had been received by ECDC since the last meeting. Two observations (No. 42 and No. 87) remain open, one of which is on track for implementation in Q4 2018, and one has been rescheduled with planned implementation by Q4 2019.

a) ECDC Internal Control Framework (Document MB44/07)

42. Pontus Molin, Head of Unit, Resource Management and Coordination, presented the ECDC Internal Control Framework recalling that the European Commission introduced a revised Internal Control Framework (ICF) in 2017, based on international standards. ECDC is required to update its own ICF to the same standards and, in doing so, will replace the Internal Control Standards (ICS) that are currently in place and which the Management Board adopted in 2010. He then described the main elements of the ICF and explained that the new Framework differs from the current ICS mainly through its approach; where the ICS was compliance or rules-based, the ICF is principle-based with the aim that managers adapt the framework to specific circumstances based on a number of defined principles. Following adoption by the Board, ECDC will elaborate a detailed implementation plan and develop internal control indicators for each individual principle. ECDC will implement the new Framework by the end of 2019 and perform annual assessments of the functioning of the ICF from 2020 onwards.

43. Anni Virolainen-Julkunen summarised the discussions in the Audit Committee mentioning that the AC welcomed the proposed revised ICF. The AC further confirmed that the ICF will not require further resources, and discussed the need to engage staff at all levels in its implementation.

44. Following the recommendations of the Audit Committee, the Management Board agreed to 1) repeal the existing Internal Control Standards; 2) adopt the Internal Control Framework; 3) mandate the Director to perform annual assessments of the ICF while providing an update at the June 2019 MB and AC meetings.

The Management Board approved the ECDC Internal Control Framework.

b) Progress Report – Overview of 2018 Budget Implementation up until 9 November 2018

45. Anja van Brabant, Accounting Officer and Head of Section, Finance and Accounting, Resource Management and Coordination Unit, ECDC, presented an overview of the 2018 budget implementation since the last Management Board meeting. Concerning committed appropriations and executed payments she noted that there was an increase in title 2 and a decrease in title 3 compared to the figures of the previous year. In respect to carry-forwards from 2017, 89.92% had been paid to date. The expected budget implementation rate at year-end is 99.9%.

46. Anni Virolainen-Julkunen summarised the discussions in the Audit Committee mentioning that the AC had taken note of the explanations given regarding the year-end expected results. ECDC had further clarified that the reason for not having paid all carry-forwards (C8's funds) yet, is that some contracts are still running (e.g. EPIET), invoices are in the process of being paid, and some invoices have not yet been received.

The Management Board took note of the Progress report – Overview of 2018 Budget Implementation up until 9 November 2018.

c) Report on Implementation of the Work Programme 2018 up until present (Document MB44/08 Rev. 1)

47. Philippe Harant, Head of Section, Quality Management, Resource Management and Coordination Unit, ECDC, provided an update on the implementation of the Work Programme 2018 noting that most of the activities were on schedule. He noted that this item was for decision due to a proposed change in the Financing Decision; due to the availability of additional funds resulting from salary adjustments, it is suggested to allocate 80 000 EUR to the monitoring of response to HIV and thereby to start this project earlier than planned.

48. Anni Virolainen-Julkunen summarised the discussion in the Audit Committee saying that the AC welcomed the efforts to improve budget implementation, and recommended the Management Board to approve the proposed change in the Financing Decision 2018.

49. One MB member noted that recently there had been a written procedure on changes in the Financing Decision but no explanations had been provided on the reasons for the proposed amendments. It was suggested to include a short explanation on the changes in future written procedures.

The Management Board approved the Report on Implementation of the Work Programme 2018 up until present, including the proposed change in the Financing Decision.

d) Second Supplementary and Amending Budget 2018 (Document MB44/09)

50. Anja van Brabant presented the Second Supplementary and Amending Budget 2018, consisting of the budget transfers approved by the Director, within the limits of her powers, since the last Management Board meeting held in June 2018 and up until 23 October 2018.

51. Anni Virolainen-Julkunen reported that the Audit Committee had taken note of the budget transfers made, all under the responsibility of the Director, in order to implement the budget for 2018. The AC members welcomed the transparency of the information, and took note of the clarifications provided regarding unemployment expenditure for temporary agents and the increased security costs (which now include the receptionist costs) incurred since the removal to the new premises.

The Management Board took note of the Second Supplementary and Amending Budget 2018.

e) ECDC Single Programming Document 2019

i) Budget and Establishment Table 2019 (Document MB44/11)

52. Anja Van Brabant presented the Budget and Establishment Table 2019 recalling that the Draft 2019 Budget of the Centre had been adopted by the Management Board through a written procedure in January 2018 within the framework of the draft Single Programming Document 2019. The initial total amount requested was EUR 59 Million, i.e. roughly 1 million more than in 2018, and this amount has been accepted. The evolution by title compared to 2018 is as follows: 0.2% decrease in title 1 (staff expenditure); 10.3% decrease in title 2 (infrastructure and administrative costs; 11.5% increase in title 3 (operational costs). She added that the Management Board's approval is required on the Budget and Establishment Table 2019 pending the final adoption of the Single Programming Document 2019 by the Board, and the final adoption of the EU budget 2019 by the Budgetary Authority.

53. Anni Virolainen-Julkunen summarised the discussions in the Audit Committee mentioning that the AC had discussed the decreased salary budget needs which are due to the decreased correction coefficient for Sweden in 2019. The AC welcomed the increased operational budget and recommended the Management Board to adopt the ECDC Budget and Establishment Table 2019 pending the approval of the Single Programming Document 2019.

The Management Board approved the Budget and Establishment Table 2019 pending the approval of the Single Programming Document 2019.

ii) ECDC Single Programming Document 2019 (Documents MB44/10, MB44/10 Corrigendum)

54. Andrea Ammon presented the ECDC Single Programming Document 2019 and highlighted the general context of the SPD, with 2019 being in many ways a year of transformation (new European Parliament and new Commission in place, Brexit becoming effective, possible finalisation of the new EU multiannual financial framework). During the year, the results of the Third External Evaluation and the Fellowship Programme evaluation will also become available and will feed into the ECDC long-term strategy 2021-2027. The budget of the Centre will increase with approximately 1 million EUR to EUR 59.2 million. Areas of particular attention are AMR, increased vaccine coverage and addressing vaccine hesitancy, and support to the Commission in addressing the Sustainable Development Goals (SDGs). Some of the expected outcomes include: completion of the optimisation of surveillance systems (SSR); development of a platform to monitor health determinants; updated version of EWRS finalised; support to Commission to implement the European One health Action Plan against AMR; strengthened international cooperation on HIV and hepatitis, and country support to implement electronic immunisation systems.

55. In the discussion that followed, it was noted that the issue of Brexit was only very briefly referred to in the document while it would be necessary to understand at least what is the worst and best case scenario. It was further mentioned that some interesting projects in the area of HIV and STIs were mentioned in the document (p. 74), but these seemed to be missing in the tables that followed the general text. It was questioned why hepatitis was not mentioned in the text concerning prevention among migrants. Concerning Lyme disease, it was noted that ECDC should have a stronger scientific position in developing evidence based information to address existing controversies related to surveillance, diagnosis and treatment. It was therefore suggested to strengthen the internal expertise of ECDC to support Member States to develop surveillance systems that fit their health system and their epidemiological situation. Strengthening the ECDC team would allow the Centre to play its role in pooling the expertise of the different Member States, and to address better the current controversies.

56. One MB member recalled that one of the recommendations of the Second External Evaluation was that ECDC should work more closely to the Member States and this objective did not seem to be reflected in the document. Concerning training, it was inquired why the EPIET programme does not foresee an academic certificate. With reference to e-health, it was mentioned that there are already existing programmes and systems in place in many Member States, and it was questioned whether having a task force is going to facilitate cooperation in this complex area.

57. In response to the comments on Brexit, one of the representatives of the European Commission recalled the position of the Commission in this regard, and added that it was not useful to speculate about the outcome. However, in the event that there was no agreement, the default was that the United Kingdom would become a third country. The main concern from the Commission side would then be to minimise as much as possible the impact on the remaining 27 Member States. He invited ECDC to flag up possible difficulties which will need to be mitigated.

58. With reference to the comment on Lyme disease, Andrea Ammon mentioned that it is foreseen to strengthen the epidemiological surveillance of Lyme borreliosis (p. 69); it is however unlikely that this will reduce the political pressure on this matter. She clarified that there are five experts in the EVD team. Considering the priority areas for 2019 (AMR, VPD), it is not foreseen to increase the resources in this area. Regarding Brexit she echoed the Commission, stressing that ECDC needs to follow the given framework. Currently, the Centre is preparing for the case in which the United Kingdom would no longer be part of ECDC databases, etc. With regards to getting closer to the Member States she would look into how this could be formulated more clearly in the document. Lastly, concerning e-health, she agreed that some countries are more advanced than others and the aim is not to reinvent something but rather to support those Member States who are less advanced, for instance by developing common standards.

59. In response to the comment on HIV and STIs, Mike Catchpole, Chief Scientist, ECDC, agreed that this part could have been further elaborated in the document, and added that hepatitis should indeed be included in the text concerning migrants. He ensured that these corrections will be made to the document. For Lyme disease, he noted that ECDC is aware of the discussions and anticipates that a number of issues will arise in this domain, possibly leading to more constructive outcomes in the future.

60. In response to the question on EPIET, Karl Ekdahl, Head of Unit, Public Health Capacity and Communication Unit, ECDC, confirmed that the EPIET programme does not give academic merits, one reason being that ECDC is not an academic institution and therefore cannot offer academic certificates. However, ECDC has a collaboration agreement with ASPHER and together with this organisation, the Centre is building a network of schools with interest in infectious diseases. This collaboration may in the future provide opportunities to give academic merits if a fellow is linked to one of the participating schools and complements with a Master's Thesis. He added that the Fellowship Programme is currently undergoing an external evaluation and therefore it would not be useful to do changes in the curriculum at this stage.

61. Following the discussion, the Management Board approved the ECDC Single Programming Document 2019.

The Management Board approved the ECDC Single Programming Document 2019 with a few minor changes.

f) ECDC Single Programming Document 2020-2022 (Document MB44/12)

62. Andrea Ammon presented the ECDC Single Programming Document 2020. Some of the main highlights during 2020 include the preparation for the implementation of the strategy 2021-2027 and the implementation of the recommendations of the Third External Evaluation. The areas of priority for 2020 will remain the same as in 2019. In addition, ECDC will embark on two new major cross-organisational projects: e-health and foresight. The aim is to work gradually through pilot projects and in collaboration with the Commission and Member States, building on existing initiatives. Both topics were discussed by the Advisory Forum in their September meeting, and it was agreed that ECDC will refine the proposals and bring them back for prioritisation in February 2019. The budget for 2020 is foreseen to increase from 59.2 to 60.5 M EUR; the additional resources will be allocated to the two cross-organisational initiatives. She then recalled the SPD process, whereby the Single Programming Document including annexes will be sent to the Management Board for written approval by mid-January, and thereafter circulated to the Commission, Parliament and Council by 31 January 2019. The European Commission will provide comments by 1 July 2019, and the final draft SPD document will be submitted to the Management Board for approval in November 2019.

63. In the discussion that followed, one of the representatives of the European Commission recommended to maintain a certain level of flexibility as there could be a need to align with the priorities of the new College once it was in place. Concerning the cross-organisational projects, it is foreseen that e-health will feature very strongly in the coming years. However, any resources allocated to these initiatives should not take resources from other core business. In the area of preparedness, continued and further support will be expected from ECDC and, in this light, it would be useful to discuss this topic also from the Member States perspective.

64. One MB member thanked the ECDC for taking on board many of the comments provided by the stakeholders. However, as her country had already expressed in the consultation round, the SPD seemed to be too ambitious and it would be preferable to have stronger priorities and a more realistic approach, also taking into account that many of the activities depend on the Member States and the input they provide. Another MB member reiterated her concerns regarding Lyme disease, and stressed that evidence based guidelines for diagnosis and treatment is the crucial element where ECDC could provide support. She suggested sending some further comments in written on this matter. Another MB member recalled that during the last meeting she had asked for some further explanation on the foresight and inquired when this topic could be addressed.

65. Andrea Ammon thanked the Board members for their feedback. In response to the comment on prioritisation, she mentioned that it would be helpful to better understand what in particular is over ambitious and where there is too big a burden. Concerning Lyme disease, she said that ECDC could review the existing guidelines on diagnostics. Generally, ECD does not review guidelines on treatment; however, this has been done in the area of TB in collaboration with the European Respiratory Society and it could be investigated if there is a similar body for Lyme disease. Regarding foresight, she suggested coming back to this topic in March following the Advisory Forum prioritisation exercise foreseen to take place in February.

66. Lastly, the Board members discussed the SPD cycle in general and the fact that the current process, where the comments from the Commission are received only in the summer, leaves little time to the Member States to react to the Commission feedback and to consult internally in the country. The representative of the European Commission explained that once the SPD document is received, it has to be sent for inter-service consultation and, at the end of the process, the Commission needs to issue a formal opinion. This is normally done just before summer but this process might take slightly longer next year due to the incoming College. He however acknowledged the concern of the Member States and suggested that some elements could be presented already in March 2019 so that the Member States could highlight potential divergences, the objective being of course to converge the priorities as much as possible. The Management Board members welcomed this proposal.

67. In conclusion, the Chair of the Management Board suggested that, for future meetings, it would be preferable to schedule such important items as the Single Programming Document earlier during the day instead of at the very end of the meeting day.

The Management Board discussed the ECDC Single Programming Document 2020. Approval of the Draft Budget 2020 will be requested from the Management Board through written procedure in January 2019, as an annex to the Single Programming Document 2020.

Update on the planning of the Third ECDC Joint Strategy Meeting (JSM)

68. Mike Catchpole, Chief Scientist, ECDC, updated the Board on the planning of the Third Joint Strategy Meeting (JSM). He recalled that, following previous discussions with the stakeholder groups concerned (Management Board, Advisory Forum, Coordinating Competent Bodies), the main topics for discussion will be responding to the Third External Evaluation of ECDC, and the implementation of ECDC's long-term strategy 2021-2027. The meeting is expected to take place in the second half of 2019 or first half of 2020. A Programme Committee has been set up with representatives of MB, AF and CCB. The Committee will be responsible for setting the detailed programme and for contributing to the development of background papers. He added that, currently, there was only one MB member in the Committee and asked whether anyone wished to volunteer to join the Committee. He clarified that the work of the Committee will be facilitated by ECDC.

69. Following the presentation, Bolette Søborg, MB Member, Denmark, volunteered to join the Programme Committee. The first audio meeting of the Committee is planned to take place in December.

The Management Board took note of the update on the planning of the Third Joint Strategy Meeting. Bolette Søborg, MB Member, Denmark, volunteered to join the JSM Programme Committee.

Draft Code of Conduct of the Management Board (*Document MB44/14*)

70. Gesa Lücking, Chair of the Management Board Working Group on Code of Conduct, MB Alternate, Germany, presented the Draft Code of Conduct elaborated by the MB Working Group on Code of Conduct with the support of the ECDC Secretariat. She clarified that the overall aim of the Code of Conduct is to have agreement on a number of guiding principles for the work of the Management Board based on trust between Board members and building trust of stakeholders. She then gave an overview of the structure of the document. In conclusion, she explained that the Working Group had discussed whether observers and other third persons should be included in the scope of the Code of Conduct. The recommendation of the Working Group was not to include them given that ECDC has a separate independence policy which includes observers, experts and other third persons, and that ECDC has its own staff Code of Conduct (Code of Good Administrative Behaviour). She invited the Board members to provide comments on the draft as well as on the proposal of the Working Group not to include observers/delegation members in the scope.

71. In the discussion that ensued, referring to article 5d, one MB member asked how the Chair and Deputy Chair will ensure that the Board members "actively engage" in discussions. It was further noted that article 4 allows MB members to have relations with media on MB matters, while at national level it is often only the equivalent of the Chair or Deputy Chair who can do so. In response to the second question, Gesa Lücking explained that the rationale behind this solution is that it cannot be excluded that an MB member is approached by the media, and it would be sensible that he/she can reply without having to refer to the Chair, provided that the principles in the article are respected.

72. With reference to article 8.2 according to which Management Board members and alternates are committed not to exploit their position in order to influence in any way the scientific staff of ECDC or ECDC's scientific outputs, one MB member noted that some MB members are also experts or researchers who are regularly invited to technical meetings arranged by ECDC and it was inquired whether this article had any impact on MB members in such situations. Another MB member pointed out that Board members often have two different roles, one as experts and one as representatives of their Member State and they should at any time be aware in which capacity they are acting. With reference to article 6.1, one MB member asked what was meant by "professional secrecy", fearing that the definition was incompatible with national transparency laws. Gesa Lücking explained that this covers sensitive information not documented in the minutes, and it could cover classified information. She noted that national transparency rules apply in any case as the Code of Conduct is a guidance document and not a legally binding document.

73. The Chair of the Management Board thanked the Working Group for its excellent work. She suggested amending article 8.2 in the same way as article 4.2 to better clarify that MB members can act in different capacity. In conclusion, she mentioned that the final draft will be presented for approval at the next Management Board meeting in March 2019.

The Management Board discussed the Draft Code of Conduct of the Management Board. The final draft is expected to be presented to the Management Board for decision during its 45th meeting in March 2019.

Attendance at Management Board meetings and admission of observers (*Document MB44/13*)

74. Closed session. [Members of the Management Board only]

The Management Board agreed to the attendance of ECDC staff necessary for the functioning of the MB; attendance of additional ECDC staff will be will be agreed with the Chair and the Deputy Chair for each meeting according to the agenda of the meeting. Concerning interaction of the ECDC Staff Committee with the Management Board, the Board agreed that the MB meeting agenda will be shared with the Staff Committee, who can send a request for attendance on certain items, with justification why their participation would be important, to the Chair, Deputy Chair and Director. If the request of the Staff Committee is not granted, a justification will be given. In addition, the Staff Committee will be invited to address the Management Board once a year. Ad-hoc invitation will also be possible.

How ECDC works with the prevention of harassment, including potential harassment matters

75. Closed session. [Members of the Management Board only]

The Management Board took note of the update on how ECDC works with the prevention of harassment, including potential harassment matters.

Update from the Austrian Presidency of the Council of the EU

76. Martina Brix-Zuleger, MB Alternate, Austria, gave a presentation on the Austrian EU Presidency (1 July-31 December 2018) and noted that the presidency is focusing on four main priorities in the area of health: medicines, vaccination, cross-border activities and food systems. The Council Recommendation on Strengthened Cooperation against Vaccine Preventable Diseases is expected to be adopted at the EPSCO meeting on 7 December. She mentioned that, this year, the European Health Forum Gastein was an official presidency event. One of the main highlights during the conference was an ECDC workshop which brought together a distinguished panel to discuss whether Europe is prepared to reach the Sustainable Development Goals in the area of health and wellbeing (SDG 3) by 2030.

The Management Board took note of the update from the Austrian Presidency of the Council of the EU.

Update from the European Commission

77. Martin Seychell, MB Member, European Commission, updated the Board on ongoing activities. The presentation focused on the work carried out in the area of vaccination, EWRS, and preparedness, as well as the latest developments under the EU Joint Procurement. Concerning the joint procurement of pandemic vaccines, he mentioned that two offers had been received: an agreement had been signed in October with one of the providers, while negotiations were ongoing with the other one. Lastly, he mentioned that a written report of the main activities would be circulated to the Board.

The Management Board took note of the update from the European Commission.

Any other business

78. The Management Board discussed briefly the comments on the revised ECDC Preparedness and Response Support Strategy that resulted from the written procedure on the Strategy carried out in September 2018.

79. The MB member from Germany mentioned that the comments from her country were mainly related to prioritisation as it was felt that some of the proposed activities should be upgraded while others should be downgraded depending on available funding, and based on the regulation in force. She therefore would have liked to receive clarification from the European Commission on some of their suggestions to

ensure that none of the core issues would be suffering due to the introduction of new tasks. She added that this matter could be discussed again when the results of the External Evaluation were available.

80. The MB Alternate from Sweden also noted that her interpretation was that the Commission would like ECDC to embark on a number of issues in the area of preparedness, and it would be necessary to look at the mandate of ECDC and to consider the available financial resources.

81. Andrea Ammon pointed out that the comments received on the written procedure had been somewhat contradictory as, on one hand, it was suggested to deprioritise some activities and, on the other hand, ECDC was asked to do additional tasks. For this reason, and in order to have a more informed discussion, ECDC had suggested to postpone this item until the ECDC long-term strategy has been developed and the results from the External Evaluation were available. She added that the work on preparedness and response support will go on as planned.

82. The MB Alternate from France noted that the reason for requesting a discussion on this issue was mainly to boost awareness among Member States representatives given that this topic will need to be dealt with under the Third External Evaluation, which will examine current and future issues. She clarified that she was taking the floor not so much as representative of France but more as Chair of the MB External Evaluation Steering Committee.

83. The Chair of the Management Board thanked for the comments and concluded that the main objective of the discussion had been to raise the awareness on the topic. As proposed by the ECDC Director, she suggested putting the item on hold for the time being and to discuss these important issues in future Board meetings.

The Management Board agreed to postpone the discussion on the ECDC Preparedness and Response Support Strategy until the ECDC long-term strategy has been developed and the results from the External Evaluation are available.

84. The Chair thanked all the Board Members for their active participation and valuable contributions. A special thanks of appreciation was extended to the interpreters and ECDC staff for their hard work. The next Management Board meeting will convene in Stockholm during 20-21 March 2019.

Annex: List of Participants

Country/Organisation	Representative	Status
Austria	Martina Brix-Zuleger	Alternate
Belgium	Lieven De Raedt	Member
Bulgaria	Angel Kunchev	Member
Croatia	Bernard Kaić	Member
Cyprus	Irene Cotter	Member
Czech Republic	Jozef Dlhý	Alternate
Denmark	Bolette Søborg	Member
Denmark	Marlene Øhrberg Krag	Observer
Finland	Anni Virolainen-Julkunen (<i>Chair</i>)	Member
Finland	Taneli Puumalainen	Alternate
France	Anne-Catherine Viso	Alternate
Germany	Susanne Wald	Member
Germany	Gesa Lücking	Alternate
Greece	Georgios Saroglou	Member
Ireland	Ronan Glynn	Member
Italy	Francesco Maraglino	Alternate
Latvia	Jana Feldmane	Member
Lithuania	Audrius Ščeponavičius	Member
Luxembourg	Jean-Claude Schmit	Member
Malta	Patricia Vella Bonanno	Member
Netherlands	Ciska Scheidel	Member
Slovak Republic	Ján Mikas	Member
Spain	Maria Araceli Arce Arnáez	Alternate
Sweden	Anita Janelm	Alternate

Country/Organisation	Representative	Status
United Kingdom	Morwenna Carrington	Alternate
European Parliament		
	Zofija Mazej Kukovič (<i>Deputy Chair</i>)	Member
European Commission		
DG SANTE	Martin Seychell	Member
DG SANTE	Wolfgang Philipp	Alternate
DG RTD	Cornelius Schmaltz	Member
EEA Countries		
Iceland	Sveinn Magnússon	Member
Norway	Karl-Olaf Wathne	Member