

**42nd Meeting of the Administrative Board
Lisbon, 1-2 June 2015**

SUMMARY OF DECISIONS

1. Adoption of the draft agenda

2. Minutes of the last meeting

The Administrative Board approved the Summary of Decisions and the Minutes of the 41st meeting held on 25 March 2015 in Lisbon.

(The approved minutes, as signed by the Chairman of the Administrative Board, are available online here <http://www.emsa.europa.eu>).

3. Adoption of the list of "A" items

The Administrative Board adopted or took note of, as appropriate, the following "A" items, examined in detail by the Administrative and Finance Committee, on the basis of the recommendation by the Chairman of the Committee.

(a) EMSA Financial Statement for 2014 - Adopted subject to certification without reserve by the European Court of Auditors

(b) Monitoring of findings and recommendations from internal and external audits and EMSA follow up (ECA, IAS, IAC) - Took note

(c) 2015 second budget Amendment - Adopted

(d) EMSA Implementing Rules to the Staff Regulations –Took note of the information provided by the Agency on the future model Decision on measures concerning leave on personal grounds for officials and unpaid leave for temporary and contract staff of the European Union to be adopted by written procedure once the confirmation of the European Commission has been received; – **Adopted** the Decision giving a mandate to authorize the Executive Director to request a derogation from the application by analogy of the general implementing rule to the Staff Regulations adopted by the Commission as follows: Commission Decision C(2013) 8967.

4. EMSA Consolidated Annual Activity Report 2014

(a) Consideration and adoption by the Administrative Board

The Administrative Board considered and adopted the EMSA Consolidated Annual Activity Report 2014 in accordance with Articles 15(2)(d) and 10(2)(b) of the EMSA Founding Regulation.

(b) Assessment by the Administrative Board

The Administrative Board provided its assessment of the EMSA Consolidated Annual Activity Report 2014, in accordance with Article 47 of the EMSA Financial Regulation.

5. Preliminary Work Programme 2016

The Administrative Board:

- took note of the information provided by the Commission on the planned future agreement with EMSA on air emissions inventories;

- took note of the information provided by the Agency on the latest developments concerning the EMSA Draft Budget 2016;
- took note of written comments by Member States on the Preliminary Work Programme 2016 adopted at the March meeting, and the Agency's response to the comments; and agreed to the inclusion of the proposed Remotely Piloted Airborne Systems (RPAS) initiative in the Draft Work Programme 2016, for further consideration at the November meeting.

6. Adoption of the EMSA Fraud prevention and detection strategy

The Administrative Board took note of the postponement of this agenda item to the November 2015 meeting, following information from EMSA and the Commission.

7. Executive Director – Administrative issue

The Administrative Board considered and endorsed the Chairman's proposal regarding Mr Mylly's contract extension until 31/08/2017.

8. Draft Administrative Arrangements

No draft administrative arrangements were tabled for consideration. A written procedure is expected before the next Administrative Board meeting concerning a draft agreement with the European Commission on air emission inventories (announced under AI 5).

9. EMSA inspections and visits

(a) Draft Methodology for Visits to Member States

The Administrative Board discussed the draft methodology prepared by the High Level Project Group with a view to adopting a methodology for visits to Member States at the November 2015 meeting. The Agency will prepare a concept paper for the November meeting on the possible development of Member State profiles.

(b) Commission follow-up to EMSA inspections and visits

The Administrative Board took note of the update provided by the Commission on the follow-up to EMSA's inspections and visits.

10. Conflict of Interest

The Administrative Board adopted the amendment to the Rules of Procedure of the Administrative Board in order to make available the CVs of the Administrative Board Members on the EMSA website.

11. Any Other Business

(a) Qualitative Key Performance Indicators

The Administrative Board took note of the information provided by EMSA on the proposed way forward for the development of the high-level quality indicators.

(b) Upcoming Workshop on Ro/Ro Ferry Fire Safety

The Administrative Board took note of the information provided by EMSA on the upcoming workshop on Ro/Ro Ferry Fire Safety.

(c) Safemed III – Update on activities

The Administrative Board took note of the information provided by EMSA on the activities related to Safemed III.

(d) Provision of RuleCheck to more user communities

The Administrative Board took note of the information provided by EMSA on the developments related to RuleCheck.

Date of next EMSA's Administrative Board Meeting:

17 November 2015 AM – Administrative and Finance Committee

17 November 2015 PM – Administrative Board

18 November 2015 AM – Administrative Board

MINUTES

1. Adoption of the draft agenda

Mr Frans Van Rompuy, Chairman, opened the 42nd meeting of the Administrative Board.

The Chairman welcomed new Members and Alternate Members:

- Estonia: Mr Rene Arikas, new Director of the Estonian Maritime Administration (the official nomination has not yet reached EMSA)
- United Kingdom: Ms Claire McAllister, Head of Maritime Safety and Environment Division, UK Department for Transport, replacing Mr Thomas Barry.

Absences and proxies were signalled as follows:

- Ms Florika Fink-Hooijer, EC, DG ECHO provided proxy to Mr Fotis Karamitsos, EC, DG MOVE.
- Austria was not represented at the meeting.

Ms Claire Mc Allister (UK), Mrs Pernilla Wallin (SE) and Mr Wojciech Zdanowicz (PL) were also welcomed as members of the Administrative and Finance Committee, thus replacing their respective predecessors.

2. Minutes of the last meeting

The Administrative Board approved the Summary of Decisions and the Minutes of the 41st meeting held on 25 March 2015 in Lisbon.

(The approved minutes, as signed by the Chairman of the Administrative Board, are available online here <http://www.emsa.europa.eu>).

3. Adoption of the list of “A” items

The Chairman recalled the role of the Administrative and Finance Committee (hereafter the “Committee”) and the concept of “A” items which could be adopted by the Administrative Board ‘en bloc’ following the recommendation of the Committee, and invited its Chairman, to brief the Board.

Mr Agisilaos Anastasakos reported that the new Board Members from the UK, Poland and Sweden had also taken over their predecessor’s membership of the Committee, and had been welcomed. The Committee had also been introduced to the new Head of Department A, Ms Isabel Torné.

Mr Anastasakos informed the Administrative Board that the Committee meeting had taken place in the morning of the same day and the necessary quorum had been established. The Committee had examined all items in detail, sought clarification where necessary and received satisfactory responses from the Agency. Therefore the Committee recommended that the Board adopt, take note or endorse relevant items, as appropriate. Additional details from the Chairman of the Committee were provided, as follows:

(a) EMSA Financial Statement for 2014

The Accounting Officer had presented the accounts. The Committee had examined the accounts in detail and noted that no preliminary findings had been made by the European Court of Auditors. Typos found on page 43 had been corrected and a revised version of the page was available in the Administrative Board meeting room.

Administrative Board Action: Adopted subject to certification without reserve by the European Court of Auditors

(b) Monitoring of findings and recommendations from internal and external audits and EMSA follow up (ECA, IAS, IAC)

The Committee had examined the recommendations and findings stemming from various audit reports and evaluations covering the last two years. Follow-up was on track and notably in relation to the audit on the building blocks of assurance. All recommendations from that audit would be closed following the adoption of the Consolidated Annual Activity Report 2014.

Administrative Board Action: Took note

(c) 2015 second budget Amendment

The Committee had examined the budget amendment, which was necessary due to the specificities of some sources of revenue for which funds can only be loaded once cash payment has been received by the Agency in the bank account.

Administrative Board Action: Adopted

(d) EMSA Implementing Rules to the Staff Regulation

The Committee had noted that the outcome of the Commission' inter-service consultation on the draft model decision was not yet available; as a consequence a specific written procedure would need to be launched following the adoption of the model decision.

The Administrative Board adopted the decision giving a mandate to authorize the Executive Director to request to the Commission the opt-out from the implementing rule on the engagement of contract agents (Commission Decision C(2013) 8967), while a specific model decision adapted to the agencies' situations is being developed.

Following a question from the Netherlands concerning the reasons for and consequences of an opt out, the Agency clarified that while, as a general rule, the Commission's implementing rules applied by analogy to agencies, still some staff rules were not appropriate for the agencies. Following the analysis of a standing working group, which included representatives from the agencies and the Commission, a model decision is prepared, applicable in its entirety for all agencies that choose to adopt it. This must be preceded by an opt-out from the original Commission's implementing rule. Many agencies would be opting out and adopting the model decision at hand, due to the specificities in Agencies compared to the Commission concerning some staff categories, notably the use of the "2F" category which does not exist for the Commission, or the way the Contract Agency category is used in agencies.

Administrative Board Action: Took note of the information provided by the Agency on the future model Decision on measures concerning leave on personal grounds for officials and unpaid leave for temporary and contract staff of the European Union to be adopted by written procedure once the confirmation of the European Commission has been received.

Administrative Board Action: Adopted the Decision giving a mandate to authorize the Executive Director to request a derogation from the application by analogy of the general implementing rule to the Staff Regulations adopted by the Commission as follows: Commission Decision C(2013) 8967.

4. EMSA Consolidated Annual Activity Report 2014

(a) Consideration and adoption by the Administrative Board

The Executive Director introduced the Consolidated Annual Activity Report 2014 (CAAR2014), emphasizing the revised format developed already for the Annual Report 2013 in response to the Board's request for more concise documents and in anticipation of evolving reporting requirements linked to the revision of the Financial Regulation and the implementation of the Common Approach. Further adjustments to the structure and content implemented in the CAAR2014 were related in particular to reporting on the management of the Agency and the building blocks of assurance. The assessment of the CAAR by the Administrative Board, which would be formalised for the first time by a separate document and would be addressed under the next sub-agenda item, was part of the overall process of alignment with reporting requirements.

Key achievements during the year were highlighted, including: the over 99% availability of various maritime information services; the IMDatE pilot project reaching full maturity and becoming a full service by the end of 2014; the successful development of the National Single Window prototype; the implementation of the Action Plan for Oil and Gas installations through preparations of two vessels and two stock piles for dispersant spraying; the development of the new THETIS-S module to support the implementation of sulphur directive; assistance to the Commission and Member States in the field of passenger ship safety; continuous technical and scientific assistance to the European Sustainable Shipping Forum and the start of the implementation of TRACECA II.

Following the screening of a short video on EMSA's three departments and their main achievements in 2014, Andrea Tassoni, Policy Adviser, highlighted some external events that took place in 2014, such as the visit of the President re-elect of the European Parliament to EMSA or the joint EMSA-Frontex stand at the European Day for Border Guards, as well as some figures related to the number of training sessions delivered, the gender and national distribution of EMSA staff and the reach of its electronic communication tools. The plan to publish an overview of activities for the year 2014 aimed at a wider audience was also announced.

The Chairman invited Members of the Board to provide general comments first and then per section on the CAAR2014, recalling that agenda item 4b, the CAAR2014 assessment, would be taken subsequently.

Director General Joao Aguiar Machado commended the Agency on the quality of the document, including its implementation of reporting requirements in accordance with the new Financial Regulation, and indicated the Commission's approval.

The Agency clarified for Poland that under Activity 3.4 Maritime Security the reference to proposals for future inspections actually referred to the provision of technical input to the Commission in view of its revision of the Regulation. The text would be rephrased accordingly. There were no further comments on the CAAR2014.

The Administrative Board considered and adopted the EMSA Consolidated Annual Activity Report 2014 in accordance with Articles 15(2)(d) and 10(2)(b) of the EMSA Founding Regulation.

(b) Assessment by the Administrative Board

The Administrative Board provided its assessment of the EMSA Consolidated Annual Activity Report 2014, in accordance with Article 47 of the EMSA Financial Regulation.

The Chairman introduced the document stressing that this was the first time that the Board's assessment was formalised through a separate document, highlighting the three distinct sections on strategic, operational and management achievements and noting the cross references to the CAAR2014 in the operational section.

The Chairman of the Administrative and Finance Committee, who was invited to provide the Committee's opinion on the section of management achievements, relayed the positive opinion of the Committee on the assessment and on the third section in particular, having noted that: the CAAR2014 had been drafted in line with the Founding and Financial Regulations and had taken into account the recommendations of the Internal Audit Service on the building blocks of assurance; that the template developed by the inter-agency Performance Development network and endorsed by the Commission and the Heads of Agencies had been used; that the KPIs had a relevant role; and that comparability of reports between years was supported.

The Commission expressed the view that the document was somewhat too timid in view of the purpose and the possible audience of the document, which included summarizing and highlighting the considerable capacity and potential of the Agency to key external bodies and stakeholders.

While it was noted that a neutral and factual tone had been adopted in view of the primary purpose of formalising the Board's assessment, as recommended by the IAS, which had previously been recorded by the minutes of the meeting only, Members tended to agree that the added value of the document should be enhanced (France), and several went on to suggest some stronger wording (Poland) and a reference to the potential role of EMSA in relation to the current migration crisis in the Mediterranean and the related coastguard functions (Greece, Italy) in order to raise the profile of the document and the Agency.

The Chairman proposed to consider the comments and provide a revised version of the document the following day.

Whilst the use of stronger wording in the section on operational achievements and the insertion in the conclusion of the document of a topic with no prior reference earlier in the document, were not considered ideal by all (Denmark, Germany, UK), the spirit of the reference to the situation in the Mediterranean and the coastguards was widely supported. In recognition of the fact that the roles and functions of coastguards differed across the EU and assumptions could not be made about their role in a given context (Germany, UK); but also recognising that EMSA's capabilities and expertise were relevant to a considerable range of coastguard functions (Commission), Member States agreed to retain the reference to coastguards and, following the suggestion from Greece, to add a reference to maritime authorities and to EMSA's mandate.

The outcome of the consensus on the drafting of the conclusion of the Board's assessment of CAAR2014 was as follows:

"The Administrative Board of the European Maritime Safety Agency concludes with satisfaction that the Agency's objectives were met in accordance with the relevant annual work programme and the overall multiannual strategic framework. The European synergies created by EMSA are a good basis for helping to

address the current and future challenges for the Coast Guards and Maritime Authorities of the EU Member States such as the migration situation in the Mediterranean, within the context of EMSA's mandate in accordance with its Founding Regulation (EC) No 1406/2002.”

The Administrative Board provided its assessment of the EMSA Consolidated Annual Activity Report 2014, in accordance with Article 47 of the EMSA Financial Regulation.

5. Preliminary Work Programme 2016

Air emissions inventories:

The Commission recalled and commended the Agency for the rapid development and operation of THETIS-S in support of the implementation of the Sulphur Directive. The relevant Implementation Committee had noted the wealth of data now available for the first time from THETIS-S and already affording insight into patterns of compliance.

EMSA had been selected to support the development of shipping emissions inventories, with the aim of quantifying the range of emissions in EU waters as well as the contribution of shipping to emissions on land. This would contribute to identifying any actual improvements in coastal regions, port cities and beyond and to an assessment of the effectiveness of the revised Sulphur Directive.

150,000 Euro had been reserved for the purpose. Some cooperation with the EEA in Copenhagen was envisaged and the SSN HLSG would be consulted to authorize the use of historic data on ship movements.

In view of concerns expressed by Germany and France as to the degree to which the Board and Member State experts would be consulted, the Agency recalled the usual process, which was to submit the draft agreement once available (expected end of June or early July, according to the Commission) to the Board for its consideration, in accordance with requirements of the Founding Regulation; the fact that the Agency was already providing technical assistance in the emissions field; and the growth of responsibilities of the environmental volet in the maritime administrations' portfolios. Relatively speaking, the project was small and defined, in terms of both budget and effort. The Chair also recalled that the Member States were involved in the traffic data element via the SSN HLSG.

The Administrative Board took note of the information provided by the Commission on the planned future agreement with EMSA on air emissions inventories;

Draft Budget 2016:

Andrea Tassoni, Policy Adviser informed the Administrative Board of the penalty applied by the Commission in the EMSA Draft Budget 2016. The Draft Budget 2016 has been decreased by - € 514,467 in both commitment and payment appropriations as EMSA did not reach the 95% target of commitment execution (C1 funds) for the year 2014. EMSA had a commitment execution of 94.78%.

The Chairman of the Administrative Committee informed the Board that the Committee had examined the latest developments concerning the Draft Budget 2016 as well as steps to strengthen implementation of the budget in the future in order to avoid penalties.

The Administrative Board took note of the information provided by the Agency on the latest developments concerning the EMSA Draft Budget 2016.

Written comments by Member States:

Members discussed the proposal from Greece to introduce a reference to the possible role of EMSA Integrated Maritime Services, including new surveillance capabilities from a number of additional sources such as Remotely Piloted Airborne Systems (RPAS), Copernicus Maritime Surveillance Services and Earth Observation Data, to assist EU Member States and EU Agencies involved in SAR, law enforcement and border control operations, particularly in relation to the use of unsafe vessels carrying migrants and refugees in the Mediterranean.

Strong support was expressed by the Commission for using existing expertise and technical capacity to help address what had become a crucial EU issue. The principle had been applied in the past in relation to piracy off the Somali coasts, and should apply now.

Italy firmly seconded the Greek proposal by relating the several thousand lives saved on a daily basis by the Italian Coast Guard through concurrent operations at sea. Such rescue exercises were impossible without a clear maritime picture and the information exchanged with EMSA was invaluable in this respect.

Amidst general support Member States wished to be reassured as to the impact on EMSA in terms of resources and tasks, the actual content of the proposed activities, and the degree to which the Board would be consulted.

Leendert Bal, Head of Department C "Operations" clarified the substance of the initiative, which was to explore the use of emerging RPAS technology to compensate for the gaps in the coverage obtained through satellite technology (overpass twice a day) and as an alternative to manned aircraft. Small vessels were difficult to pick up with the current technology.

The impact on EMSA would be budget neutral, because end-users would have to pay for the services, including the initial analysis of user requirements. For pollution detection capacity, in the case of CleanSeaNet, part of the existing budget for satellite data could be used for monitoring services with RPAS.

Finally, while preparatory and exploratory actions were underway due to the urgency of the situation, a more detailed and concrete proposal would be put to the Board in November, and in due time prior to the meeting according to the usual procedure, for its consideration.

The Board agreed to the inclusion of the proposed initiative in the Draft Work Programme 2016, for further consideration at the November meeting.

The Administrative Board took note of written comments by Member States on the Preliminary Work Programme 2016 adopted at the March meeting, and the Agency's response to the comments.

Greece took the opportunity to inform the Board that it would shortly be requesting in writing the extension of the technical assistance related to the National Single Window, for 2016, in accordance with Article 10(2)(c) and 2(3)(b) of the Founding Regulation.

6. Adoption of the EMSA Fraud prevention and detection strategy

The Commission informed the Board that as agreed with EMSA and following recently received comments from the Commission a revised version of the document would be prepared for the next meeting. Members had no comments on the document they had received.

The Administrative Board took note of the postponement of this agenda item to the November 2015 meeting, following information from EMSA and the Commission.

7. Executive Director – Administrative issue

All EMSA staff present in the conference room were asked to leave except for Andrea Tassoni, Policy Adviser and Manuela Tomassini, as acting Head of Department A until 31/05/15. Staff were invited to return after the agenda item was concluded.

The Administrative Board considered and endorsed the Chairman's proposal regarding Mr Mylly's contract extension until 31/08/2017.

8. Draft Administrative Arrangements

Andrea Tassoni, Policy Adviser, informed the Board that no draft administrative arrangements were as yet available for consideration. A written procedure is expected before the next Administrative Board meeting concerning a draft agreement with the European Commission on air emission inventories (announced under AI 5).

9. EMSA inspections and visits

(a) Draft Methodology for Visits to Member States

The Chairman reviewed the process to date. Comments provided by Members on the canvas document tabled at the last meeting had fed into a first draft of the methodology, which the High Level Project Group had then commented on in detail, leading to the present Draft Methodology, the overall structure of which had not changed with respect to the canvas document.

Members welcomed the Draft Methodology, highlighting the contribution to building trust and confidence through a common understanding of the process (Greece, Commission) as well as the focus on dissemination of best practices and knowledge sharing (Denmark).

The Commission also expressed support for the document and notably: the emphasis on the preparation phase in close cooperation with the Member States and in particular the envisaged preparatory workshop with the involvement of the Commission; the potential participation of other Member States in the visits as observers; the enhancement of post-visit feedback and the horizontal analysis; the regular feedback to the

Administrative Board from EMSA; and the possibility of a workshop held mid-cycle or earlier to discuss implementation issues.

Discussions centred on the following points:

Equal treatment vs. profile of different Member States:

Members wished to confirm that the concept of equal treatment, listed as factor for visit cycle specification, referred to the general principle of non-discrimination and therefore did not prevent the profiles of different Member States, listed as a factor for individual visit planning, from being taken into account for determining the content and length of visits (Denmark, Sweden, Netherlands).

Oral vs written briefing and debriefing:

The Agency clarified for Estonia that the pre-visit questionnaires focused on operational and not legal implementation and were intended to help EMSA prepare for the visit. While the processes to be examined on site were announced beforehand, any written analysis or advance questions from EMSA prior to the visit would be premature and could not be expected. Likewise, the on-site closing meeting provided a useful but not binding overview, and could not be expected to be provided formally in writing, also in view of the potential additional resources this would represent in terms of the time spent on site by EMSA inspectors. France highlighted the value of these debriefings which gave insight into possible gaps and the opportunity to provide complimentary information before the drawing up of the report, in accordance with good audit practices.

Timeline for the EMSA draft report and Member State corrections:

Following the practical explanations of the Agency in particular concerning the time it took to receive complementary information from Member States, as well as the quality of the report itself, the requests to advance the due date for the draft report to within 60 rather than 90 days (Denmark, Italy) was dropped. The request to delay the due date for Member State corrections from 15 to 30 days (Italy, Greece) was upheld. It was clarified that the references to timelines in the test referred to calendar days and not working days.

Cost efficiency:

Member States agreed that there was no need to further specify the concept of cost-efficiency as it should be a natural element of any exercise (Denmark) and had been introduced in relation to horizontal analysis through the revision of the Founding Regulation (Chairman).

Addressee and timing of the corrective action plan:

The Commission clarified for Poland that this was a voluntary exercise. When it was done and whether the Commission was in copy was at the discretion of the Member States.

Security visits:

The request by the Netherlands to introduce a reference to security visits as one of the factors to consider in determining the visit cycle would be examined, bearing still in mind the scope of the document as clarified under point 1.1.

Member State profiles:

Following the interest shown by Member States (Poland, Belgium), the Agency recalled that building meaningful profiles would require the active participation of the Member States and agreed to sketch a possible way forward for the next meeting.

The Administrative Board discussed the draft methodology prepared by the High Level Project Group with a view to adopting a methodology for visits to Member States at the November 2015 meeting. The Agency will prepare a concept paper for the November meeting on the possible development of Member State profiles.

(b) Commission follow-up to EMSA inspections and visits

The Commission introduced the document made available in the meeting room "Commission follow-up to EMSA inspections 2004-2014". The overall trend towards fewer visits and inspections would continue in 2015 and 2016 in view of the conclusion of cycles and a decreasing number of legislative texts being subject to visits. The backlog with respect to the previous year had been reduced by 27%. The 80% completion rate for assessments was positive and would not be accelerated further in order to safeguard quality.

Some details were provided on the following items:

STCW visits to 3rd countries: fewer visits were planned for 2015 compared to the two previous years, which had been very busy due to the situation in the Philippines. The latter was on the reserve list for visits in 2016 in case developments should require it.

Class: 80% of assessments were completed. The list of recognised organisation had been cleaned and published in the OJ in May, following various changes including the major merger (DNV-GL) that had taken place.

Port State Control and the New Inspection Regime: the cycle initiated in 2012 would be coming to an end in 2016. EMSA was conducting the last visits. A workshop was planned for the end of the month to debate the result of the horizontal analysis after the minimum 16 inspections had been concluded in order to explore the next steps and in particular the links between the PSC and other Directives and possible weak spots also beyond implementation issues. The outcome would feed into the policy cycle and possible future revision of the Directive.

The Port Reception Facilities and Marine Equipment cycles were concluded, and the later had fed into the revision of the legislation. REFIT exercises were ongoing for PRF, as well as for passenger ship safety legislation. Under Accident Investigation, the independent bodies had been set up, with some delay, but questions remained concerning their independence.

The Administrative Board took note of the update provided by the Commission on the follow-up to EMSA's inspections and visits.

10. Conflict of Interest

Manuela Tomassini, as acting Head of Department A until 31/05/15, recalled the information provided on the subject at the previous meeting. In the meantime the discharge 2013 had been issued and confirmed the clear message from the European Parliament to make available the CVs of Board Members on Agency websites and information from the Commission indicated that EMSA was one of the few remaining agencies not to implement the request. A simple amendment of the Rules of Procedure had been tabled. This and the provision by the Board Members of their CVs with the suggested deadline of September 2015, in the format of their choice but possibly similar to the short CVs of the Agency's senior management already available on the EMSA website, would enable the Agency to inform the European Parliament that its recommendation had been implemented. It was worth noting that the Declaration of Commitment and Confidentiality already in place for EMSA Board Members had not been challenged.

The Agency had taken the opportunity to make a technical adaptation to a reference in the rules of procedure concerning the reimbursement of expenses.

The Administrative Board adopted the amendment to the Rules of Procedure of the Administrative Board in order to make available the CVs of the Administrative Board Members on the EMSA website.

11. Any Other Business

(a) Qualitative Key Performance Indicators

Andrea Tassoni, Policy Adviser, recalled the input received from the stakeholder survey conducted at the end of 2014. Three key messages had emerged from the analysis, and the Agency intended to set itself the target of maintaining the high level of appreciation of the Agency's achievements in the four strategic areas defined in the 5 year Strategy, of ensuring that professionalism and expertise continued to be identified as strengths, and of improving its performance in the area of transparency. Specific and measurable actions to support these qualitative targets, on the basis of the survey input and the experience of the agency would be developed and presented to the Board at the following meeting in November 2015.

In response to Denmark, the Agency confirmed that the Agency was developing new qualitative indicators, in addition to the existing KPIs and in response to the request of the Board. In view of the Commission's concerns about the robustness of such indicators – the survey input could only complement a substantive internal exercise, and the outcome had to be objectively measurable - the Agency also recalled that the exercise was complex and would be underpinned by an action plan that could be monitored. Developments in the multi-annual perspective had also to be considered and could emerge through the Single Programming Document to be presented in November and, in the future framework of a possible revision of the 5-year Strategy.

The Administrative Board took note of the information provided by EMSA on the proposed way forward for the development of the high-level quality indicators.

(b) Upcoming Workshop on Ro/Ro Ferry Fire Safety

Manuela Tomassini, Head of Department B "Safety and Standards", introduced the planned workshop on Ro/Ro ferry fire safety. A series of recent accidents had drawn attention back to the risk of fires on ro-ro ferries, an issue brought up by the IMO Correspondence Group on Casualty Analysis in 2013 but put on hold since then. The workshop would bring together experts from accident investigation bodies, academia,

industry, maritime administrations and other stakeholders to discuss at technical level key risks and consider possible solutions. The workshop was provisionally set for 25 September 2015.

The announcement was welcomed by Germany and Italy in particular.

The Administrative Board took note of the information provided by EMSA on the upcoming workshop on Ro/Ro Ferry Fire Safety.

(c) Safemed III – Update on activities

Andrea Tassoni, Policy Adviser, recalled the Agency's request to the Board in 2012 to consider the agreement with the Commission covering a contract for a period of three years to manage the SAFEMED III project from June 2013. Over this period EMSA had consolidated its role in the area, while Member States had provided valuable support to the project. Some of the key achievements included the amended MEDMOU procedures developed by the project and adopted by the MEDMOU Committee Meeting, as well as extending access to RuleCheck and Distant Learning Package for MEDMOU PSCOs. Furthermore, pilot projects on AIS data sharing and CSN services had been launched with to date conditions of use accepted by two and six countries respectively.

The Administrative Board took note of the information provided by EMSA on the activities related to SAFEMED III.

(d) Provision of RuleCheck to more user communities

Manuela Tomassini, Head of Department B "Safety and Standards", recalled that RuleCheck had been designed as a decision support tool for the Paris MoU. Different possible views provided user-friendly access to the repository of maritime legislation, showing the latest consolidated versions of legislation, or all applicable legislation per ship build year.

While the Paris MoU folders would remain limited to Paris MoU users, access could be provided for other user communities to public folders, on request, at no extra cost. For the time being, requests had been received from the MED MoU and from the Accident Investigation community. In addition, specific folders submitted by Member States could be uploaded for a defined set of users, also at no extra cost. Finally, development of special functionalities was also possible, but with budget implications.

The Administrative Board took note of the information provided by EMSA on the developments related to RuleCheck.

Following the Chair's invitation to raise any further other business, Luxembourg wished to cordially invite Board Members to a reception at the Luxembourg Embassy on the evening of the next Board meeting, the 17th of November, to celebrate the 25th anniversary of the Luxemburgish shipping registry as well as the country's presidency of the Council.

Italy wished to specifically express, in reference to the update on the SAFEMED activities under agenda item 11(d), strong appreciation for the technical assistance provided by EMSA in the framework of the programme and the support this represented in the context of pressing issues affecting the Mediterranean. Furthermore, Italy wished it noted that it was willing to host free of charge VTMIS training for SAFEMED beneficiary countries in its new fully equipped facilities in Messina.

Date of next EMSA's Administrative Board Meeting:

17 November 2015 AM – Administrative and Finance Committee

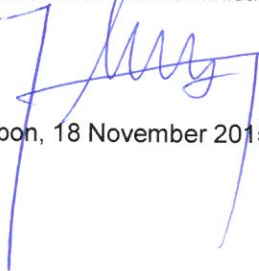
17 November 2015 PM – Administrative Board

18 November 2015 AM – Administrative Board

Signed:

Frans Van Rompuy
Chairman of the Administrative Board

Lisbon, 18 November 2015



EUROPEAN MARITIME SAFETY AGENCY (EMSA)

42nd Meeting of the Administrative Board, Lisbon, 1-2 June 2015

LIST OF ATTENDANCE

MEMBER STATES	
BELGIUM	
Frans Van Rompuy	Board Member - Chairman of the Board
Peter Claeysens	Alternate Member
BULGARIA	
Anna Natova	Alternate Member
CROATIA	
Igor Butorac	Board Member
CYPRUS	
George Demetriades	Alternate Member
CZECH REPUBLIC	
Evzen Vydra	Board Member
DENMARK	
Anne Skov Strüver	Alternate Member
Mette Reinhold	Expert
ESTONIA	
Tarmo Ots	Alternate Member
FINLAND	
Tuomas Ruota	Board Member
FRANCE	
Jean-Luc Le Liboux	Alternate Member
GERMANY	
Achim Wehrmann	Board Member – Deputy Chairman of the Board
GREECE	
Agisilaos Anastasakos	Alternate Member – Chairman of the Administrative and Finance Committee
HUNGARY	

Robert Kojnok	Board Member
IRELAND	
Deirdre O'Keeffe	Board Member
ITALY	
Nicola Carlone	Board Member
Piero Pellizzari	Alternate Member
LATVIA	
Laima Rituma	Alternate Member
LITHUANIA	
Mindaugas Česnauskis	Expert
LUXEMBOURG	
Robert Biwer	Board Member
MALTA	
Gordon Gutajar	Expert
THE NETHERLANDS	
A.W. de Jong	Expert
POLAND	
Wojciech Zdanowicz	Board Member
PORTUGAL	
Miguel Sequeira	Board Member
José Maciel	Alternate Member
ROMANIA	
Gheorghe Varbanescu	Expert
SLOVENIA	
Jadran Klinec	Board Member
SLOVAKIA	
Josef Mrkva	Board Member
SPAIN	
Benito Núñez Quintanilla	Alternate Member
SWEDEN	

Pernilla Wallin	Board Member
THE UNITED KINGDOM	
Claire McAllister	Board Member
Andrew Angel	Alternate Member

EUROPEAN COMMISSION	
Joao Aguiar Machado	Board Member
Fotis Karamitsos	Board Member
Christine Berg	Alternate Member
Paloma Aba Garrote	Alternate Member
Barbara Sellier	Alternate Member
Roel Hoenders	Expert
Didier Hannot	Expert

PROFESSIONALS FROM SECTORS CONCERNED	
Bernd Kröger	Board Member
Kaia Vask	Board Member

EFTA STATES	
NORWAY	
Kirsti Lovise Slotsvik	Alternate Member
ICELAND	
Thorolfur Arnason	Board Member

EMSA STAFF	
Markku Mylly	Executive Director

Isabel Torné	Head of Department A – Corporate Services
Manuela Tomassini	Head of Department B – Safety and Standards
Leendert Bal	Head of Department C – Operations
Cristina Romay Lopez	Head of Unit A.1 – Human Resources and Internal Support
Dominika Lempicka-Fichter	Head of Unit A.2 – Legal, Financial and Facilities Support
Mario Mifsud	Head of Unit B.1 – Visits & Inspections
Michael Hunter	Head of Unit B.2 – Ship Safety
Georgios Christofi	Head of Unit B.3 – Environment & Enforcement
Andrea Tassoni	Policy Adviser
Jaime Veiga	Senior Project Officer
Rui Silva Dias	Senior Project Officer
Andrew Crawford	Senior Quality Coordinator
Kim Nielsen	Senior Inspector
Malgorzata Nesterowicz	Senior Legal Officer
Guido Calcagno	Senior Project Officer for Horizontal Analysis
Tom van Hees	Internal Control Coordinator
Soraya Obura	Senior Assistant for Planning and Reporting
Selena Matic	Senior Administrative Assistant