

46th Meeting of the Administrative Board Lisbon, 17 and 18 November 2016

SUMMARY OF DECISIONS

1. Welcome from the Chairman and adoption of the draft agenda

The Chairman welcomed the newly appointed members and alternates.

2. Minutes of the last meeting

The Administrative Board approved the Summary of Decisions and the Minutes of the 45th meeting, which took place on 2 and 3 June 2016 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 2015 - Adopted the EMSA final accounts for 2015 **taking note** of the Opinion of the European Court of Auditors.

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

(c) 2016 Budget Update - Took note

(d) EMSA 2016 Budget transfers - Took note

The Administrative Board also took note of the positive opinion of the Administrative and Finance Committee concerning the written procedure launched on 11 November 2016 in view of possible transfers between Titles above the 10% threshold of the donating budget line and therefore requiring Administrative Board approval, from Title II “Administrative Expenditure” budget lines to Title I “Staff”, to offset an expected negative balance due to the impact on the December 2016 payroll of the new correction coefficient for Portugal combined with the annual adjustment of salaries for EU staff.

4. External Evaluation of the Agency

The Administrative Board took note of the information provided by the High Level Steering Committee on the independent external evaluation on the implementation of Regulation (EC) 1406/2002 as amended, in accordance with its article 22, including the delivery of the draft investigation report. Following a low response rate, the online survey would be reopened for two weeks and Administrative Board Members were urged to respond and actively further disseminate it to EMSA related stakeholders.

5. Draft Single Programming Document 2017- 2019

and

6. Anti-Pollution Measures

The Administrative Board took note of the update on relevant APM tenders and activities and endorsed related budget allocation for 2016 and planning for 2017.

The Administrative also took note of information provided by the Agency on developments and planned activities in 2017 under the RPAS and Capacity Building headings, in the context of the cooperation on coastguard functions, as well as of the status and substance of the draft tripartite working arrangement that

shall determine the precise forms of that cooperation, for future approval by the Administrative Board, in line with Article 2b(2) of the EMSA Founding Regulation. With the introduction of a review clause after the first year of its application, and wording to embed the definition of evaluation criteria within the scope of the arrangement and strengthen the role of the Administrative/Management Boards in relation to the annual evaluation of the arrangement, the Administrative Board gave the Agency the green light to continue working towards tripartite approval of the document. A final draft agreed by the three agencies (EFCA, EMSA and FRONTEX) would be submitted for approval to the Administrative Board by written procedure.

The Administrative Board discussed and adopted the Single Programming Document 2017-2019, which takes into account the Commission's formal opinion of 8 July 2016, and the associated 2017 budget (€74,544,969 in Commitment Appropriations and €65,833,430 in Payment Appropriations, of which €17,670,000 and €11,050,000 respectively for cooperation on coastguard functions) and establishment plan, with 212 statutory staff (AD/AST) (- 4 posts for existing tasks and + 14 posts for cooperation on coastguard functions, compared to 2016), 33 contract agents and 18 seconded national experts allocated to the different activities for 2017, subject to the final decision of the budgetary authority.

Project financing in 2017 was entered in the budget as "pro memoria" and was expected to cover 8 contract agents and 1 seconded national expert.

No requests for assistance, as referred to in Article 10(2)(c) of the EMSA Founding Regulation, were tabled for examination.

7. EMSA Draft Administrative Arrangements

The Administrative Board considered and approved the following draft administrative arrangements, as foreseen by Article 10(2)(cc) of the revised Founding Regulation:

- EUROSTAT: Administrative Arrangement between the Statistical Office of the European Union (Eurostat) and the European Maritime Safety Agency (EMSA), regarding the technical cooperation in the field of Maritime Transport Accidents Statistics;
- EUROCONTROL: Cooperation Agreement between the European Organisation for the Safety Of Air Navigation (Eurocontrol) and the European Maritime Safety Agency (EMSA) in the area of air navigation safety for remotely piloted aircraft systems;
- NCA: Service Level Agreement between the European Maritime Safety Agency (EMSA) and the Norwegian Coastal Administration for the hosting, maintenance and operation of the North Atlantic, North Sea and HELCOM AIS Regional Servers and their connection with SafeSeaNet (SSN).

8. Draft Single Programming Document 2018-2020

The Administrative Board took note of the information provided by the Agency on revised planning for APM payment appropriations in 2018. The impact on relevant planned activities 2018 would be reflected in subsequent versions of the SPD 2018-2020.

The Administrative Board took note of the information provided by the Agency and the Commission on the written procedure scheduled from mid-December 2016 to early January 2017 to adopt a draft of the Single Programming Document 2018-2020 prior to its transmission to the Institutions on 31 January 2017, as part of the Commission's input to the budgetary procedure, in line with article 33.5 and 33.8 of the Financial Regulation and related Commission guidelines¹. This additional formal passage does not affect the usual opportunities linked to the upcoming March and June Board meetings to comment on, discuss and revise the substance of the document until its final adoption by the Administrative Board in November 2017. The multi-

¹ Commission Communication of 16 December 2014 on the guidelines for programming document for decentralised agencies and the template for the Consolidated Annual Activity Report for decentralised agencies

annual and rolling segments of the document, as well as information related to the past, would continue to be up-dated as necessary.

Administrative Board Members were invited to provide drafting suggestions by Monday 5 December, on the draft circulated ahead of the meeting on 28 October, to be taken into account for the draft to be circulated for written procedure in mid-December.

No requests for assistance, as referred to in Article 10(2)(c) of the EMSA Founding Regulation, were tabled for examination.

9. Annual renewal of the mandate of the Administrative and Finance Committee

The Administrative Board adopted the decision renewing the current mandate of the Administrative and Finance Committee.

10. Cost-Efficiency Assessment on the Port State Control Directive

The Administrative Board took note of the information provided by the Agency on the pilot study on the Cost-Efficiency Assessment on the Port State Control Directive, acknowledged the benefits and added value of the analysis and expressed support for integrating the methodology from the beginning of the forthcoming new cycles of visits.

11. Appraisal of the Executive Director

The Administrative Board appointed two reporting officers for the annual appraisal of the Executive Director, as foreseen by Decision 2009/11/20, as below:

Henrik Hololei	Director General, DG MOVE
Achim Wehrmann	EMSA Administrative Board Member for Germany, and Deputy Chair

12. Extension of the Executive Director's term of office

The Administrative Board took note in camera of the information provided by the Chairman on the possible extension of the term of office of the Executive Director. The Commission would provide the further information requested.

13. Update on Agency's activities

The Administrative Board took note of the information provided by the Agency on the following activities:

- (a) Emission Inventories
- (b) Fire Safety
- (c) Quality Management System for Visits and Inspections

Date of the next EMSA's Administrative Board Meeting (March 2017) and planning for 2017.

2017 Dates	Morning	Afternoon
Wednesday 15 March		AFC
Thursday 16 March	AB	AB
Friday 17 March	AB	
Wednesday 31 May		AFC
Thursday 1 June	AB	AB
Friday 2 June	Final Conference Pilot Project (to be confirmed)	
November – week of 13-17 November (to be confirmed at the March meeting)	-	-
AB = Administrative Board meeting AFC = Administrative and Finance Committee meeting		

DETAILED MINUTES

1. Welcome from the Chairman and adoption of the draft agenda

The Chairman welcomed the newly appointed members and alternates, as follows:

European Commission: Ms Magda Kopczynska, Director of Waterborne transport at DG MOVE, becomes Board member replacing Mr Fotis Karamitsos who was appointed Principal Advisor at DG MOVE. (Ms Kopczynska was not present at the meeting).

Mr Johannes Luchner, Director in charge of civil protection policy, DG ECHO, replacing Ms Florika Fink-Hooijer as Board member.

Greece: Mr Agisilaos Anastasakos, Assistant Director General-Director for Shipping in the Hellenic Ministry of Maritime Affairs and Insular Policy, previously alternate member for Greece, becomes full member.

Mr Christos Kontorouchas, Head of Unit for the EU and International Organizations in the Hellenic Ministry of Maritime Affairs and Insular Policy, Directorate for Shipping, was nominated alternate member for Greece.

Poland: Mr Maciej Styczyński, Head of Shipbuilding Industry Unit, Department of Maritime Economy, Ministry of Maritime Economy and Inland Navigation, becomes alternate member for Poland, replacing Mr Krolkowski following his retirement.

United Kingdom: Ms Lola Fadina has changed positions within her administration; the nomination of her replacement as Board member for UK is on-going.

Denmark: Mr Troels Blicher Danielsen, Deputy Director General in the Danish Maritime Authority, becomes alternate member for Denmark, replacing Ms Anne Skov Struver.

2. Minutes of the last meeting

The Administrative Board approved the Summary of Decisions and the Minutes of the 45th meeting, which took place on 2 and 3 June 2016 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 of the Administrative Board invited the Chairman of the Administrative and Finance Committee (AFC) to report on the recommendations of the Committee concerning the "A" items. Mr Agisilaos Anastasakos informed the Administrative Board that all Members had participated in the meeting (France, Germany, Greece, Poland, Sweden, UK and the Commission) and a quorum was established. He also informed members that the committee agenda item d) on transfers had been split into two in order to address as an "A item" the transfers below the threshold and for which Administrative Board approval is not required, as usual, and as a "B item" the planned transfer above the threshold and for which a written procedure had been launched.

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 2015

The Accounting Officer had presented the final accounts, with no changes with respect to those examined by the Committee at the previous meeting and for which the European Court of Auditors (ECA) had had no preliminary findings. The final opinion of the ECA was now available with no observations and stated the regularity and conformity of the accounts. The Committee had noted and commended the Agency for this second year in a row with no remarks.

Committee recommendation: Adoption.

Administrative Board Action: Adopted the EMSA final accounts for 2015 **taking note** of the Opinion of the European Court of Auditors.

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

The Committee had examined the recommendations and findings stemming from various audit reports and evaluations covering the last two years, presented by the Internal Control Coordinator, and had noted that there were no open recommendations prior to the period covered.

The Committee took note of the fact that the outcome of the latest audit on project financed activities was not available yet. The Committee also took note of the probable subject of audits to come: in the HR sector – on time and leave management and on working conditions; an ICT security and delivery audit was also in the planning but would probably be delayed due to a shortage of relevant staff within the IAS.

The Internal Control Coordinator also clarified for the Commission that the QMS was for the moment limited to EMSA Visits and Inspections.

Committee recommendation: Take note.

Administrative Board Action: Took note of findings and recommendations from internal and external audits and EMSA follow up (ECA, IAS).

(c) 2016 Budget Update - Took note

The Committee noted the information provided by the Policy Adviser, Mr Andrea Tassoni, concerning cash payment of earmarked revenues, which until receipt is recorded as “p.m.” in the budget. Once cashed, such revenues are automatically loaded into the Agency’s budget. The Agency duly informs the Administrative Board of such amounts, which would be taken into account at the end of the calendar year in the usual final budget amendment submitted for adoption by the Administrative Board.

Under this item the Commission wished to highlight to the Administrative Board the Agency’s very positive results in terms of budget execution. Mr Leendert Bal, Head of Department C “Operations” informed the Administrative Board of delays in the delivery of a planned CleanSeaNet data centre upgrade, requiring some reassignment of APM funds towards vessels this year, and back to the CSN project once the procurement was in place next year.

Committee recommendation: Take note

Administrative Board Action: Took note of the 2016 Budget update, including the revised allocation within the APM budget.

(d) EMSA 2016 Budget transfers

Budget transfers below the 10% threshold:

The Committee had examined the budget transfers covering the period 1 January – 26 October 2016, all of which were in line with the provisions of Article 27 of the Financial Regulation. Any further transfers in 2016 would be communicated in early 2016 in the final list of transfers.

Committee recommendation: Take note

Administrative Board Action: Took note of EMSA 2015 Budget transfers

The Administrative Board also took note of the opinion of the Administrative and Finance Committee concerning the following "B" item:

Planned budget transfer above the 10% threshold:

The Administrative Board also took note of the positive opinion of the Administrative and Finance Committee concerning the written procedure launched on 11 November 2016 in view of possible transfers between Titles above the 10% threshold of the donating budget line and therefore requiring Administrative Board approval, from Title II "Administrative Expenditure" budget lines to Title I "Staff", to offset an expected negative balance due to the impact on the December 2016 payroll of the new correction coefficient for Portugal combined with the annual adjustment of salaries for EU staff.

The Administrative Board would be informed of the exact amount of the transfers once the decision was approved and the transfers had been executed.

4. External Evaluation of the Agency

The Administrative Board took note of the information provided by the High Level Steering Committee on the independent external evaluation on the implementation of Regulation (EC) 1406/2002 as amended, in accordance with its article 22, including the delivery of the draft investigation report, which would be reviewed by the High Level Steering Committee. Following a low response rate, the online survey would be reopened for two weeks and Administrative Board Members were urged to respond and actively further disseminate it to EMSA related stakeholders.

Further meetings of the High Level Steering Committee and with the contractor were planned in January ahead of the Draft Evaluation Report, which was due in March, leading up to the drafting of recommendations to be approved in June 2017.

Members addressed the tension between the dual purpose of the evaluation, on the one hand to assess the implementation of the Regulation and the degree to which its objectives had been achieved, on the other hand to identify the future potential of the Agency and its possible added value in a wider sphere of action. While the present evaluation could be seen to be erring on the side of conservatism and caution in some respects – for instance on the environment, intermodal transport, international standards for shipping and even law enforcement (Commission) - a revision of the regulation should not be taken for granted as an end in itself (Germany). Furthermore, parallel actions also had to be taken into account, such as the Commission's overall REFIT exercise (Commission) and other fora might be considered more appropriate for visionary exercises, for instance a workshop for interested Board Members to discuss the future direction of the Agency (Denmark).

5. Draft Single Programming Document 2017- 2019

and

6. Anti-Pollution Measures

APM 2016 and 2017:

Mr Leendert Bal, Head of Department C "Operations", provided an update on APM activities and related budget allocation for 2016 and planning for 2017. In particular, there was a downshift in 2016 resulting from negative answers from coastal states concerning setting up Adriatic and Black Sea dispersant capability on vessels, and from the additional requirements for the first RPAS services for pollution and emissions monitoring, which would not be available and have budgetary impact until 2017. This would be offset in 2016 by the slightly higher cost of the Central Mediterranean vessel renewal; and the unexpected non-renewal of the Southern Black Sea vessel implying a new and costlier tender, in view of the pre-fitting that now had to be factored in. The latter contract was on the verge of being awarded, while the tender to cover the Northern Baltic Sea had failed essentially due to low interest from the industry.

Mr Johannes Luchner, Director in charge of civil protection policy, DG ECHO announced a workshop on 19-20 January on civil protection challenges in the maritime domain, on the initiative of the Maltese Presidency, to explore links and possible synergies in terms of tools and technologies, between civil protection and other authorities.

Budget and Establishment Plan 2017:

Mr Tassoni outlined the status of the document which was tabled for adoption, with the budget and associated establishment plan 2017, subject to the outcome of the budgetary procedure, ahead of transmission to the Institutions by 30 November. He wished to express the Agency's appreciation for the secondment by Member States of their experts to EMSA, a practice which contributed very positively to the work of the Agency.

The Chairman of the AFC relayed the positive opinion of the Committee on the adoption by the Administrative Board of the Budget and Establishment Plan 2017. The Committee had noted that the financial and human resources corresponded to those advanced by the Commission in the budgetary procedure, and were in line with the Commission Communication on the programming of human and financial resources for the decentralised agencies (COM (2013)519). In relation to the possible salary increases, the Committee could support the Agency's proposed approach, which was not to amend the budget but carry out transfers if necessary.

The Committee had also discussed possible initiatives in relation to the Agency's gender balance and received satisfactory clarification concerning the speed of promotions in higher grades, which was relatively inflated due the small size of the Agency and therefore small sample size of those grades.

European cooperation on coast guard functions – RPAS:

Mr Bal outlined work completed and planned in 2016 and 2017 respectively in relation to the development of RPAS capabilities. In particular, the preparation and launch of relevant procurement procedures for RPAS services to support pollution and emission monitoring and coast guard functions, and for a data processing centre for this new type of data, as well as for the multi-purpose operations demonstration project under the European Parliament Pilot project for coast guard functions.

Operations would be provided to Member States free of charge (subject to budget availability and number of requests) on the basis of Member State requests only. Ownership of the operations involved would be with the Member State, as would the responsibility for providing or assisting with flight permits and providing airstrip and logistics. Information sheets detailing the characteristics of the multiple operations and services envisaged under the planned contracts were distributed.

Mr Bal also explained the purpose of the draft agreement with Eurocontrol, which was focused on the enabling of actual missions, and reassured Board Members who had expressed concern (Finland, Commission) of the full involvement of EASA in the process and in particular in its area of expertise, namely safety, standards and certification, for example contributing to the tender specifications for the procurement procedures previously mentioned. It was hoped that a draft agreement with EASA would be ready for the next Board meeting.

The initiative itself was warmly welcomed by Member States (Cyprus, Malta, Italy, Greece), who sought and received clarification on a number of points: operations were envisaged mainly from land, given the mostly mid- to long-range systems that were being contracted; the systems envisaged did not have parachutes and would require a runway or catapult/net environment; Member States would make the requests and determine the recipients of the data; EU Agency requests were expected to reflect the needs of Member States and be referred by Member States; and scripts covering procedural and operational aspects were being developed and would be completed and disseminated.

European cooperation on coast guard functions - Capacity Building:

Manuela Tomassini, Head of Department B "Safety and Standards" highlighted the six coastguard functions within the Agency's core tasks and the additional five for which EMSA provides support to national competent authorities. The experience built up over the years with technical assistance and training in these areas would be further enhanced, in the context of the European cooperation on coastguard functions, and in parallel with the shift from the more static concept of training towards a more dynamic concept of capacity building, with a focus on specific needs and a range of services from tools and guidance to e-learning and in-situ specialised training.

Mapping the needs of Member States and relevant end-users was an essential element of this process. To this end a workshop on capacity building, prepared by the circulation of a questionnaire, would take place in 2017 as the first actions, followed by possible actions such as: the development of a module in THETIS-EU to provide concrete, voluntary support on request to Flag State responsibilities; and, as concrete support to national authorities performing coast guard functions within the mandate of EMSA, the development of e-learning modules in MaKCs to cater for pre-defined requirements of MSs, as per the CNTA annual meeting outcome, and of a web portal to replace the static information currently available on EMSA's website where information on Maritime Administrations is presented. Ms Tomassini also signalled the potential use of EMSA tools for other coastguard functions outside the mandate of the Agency, such as THETIS-EU for fisheries control or to support enforcement in general.

The European Parliament Pilot project for coast guard functions had provided the opportunity for the three agencies concerned to develop an outline of the guidelines for inter-EU agency cooperation in the four identified areas: operational cooperation, training, situational awareness and research and development. The Agency hoped to organise the closing conference of the pilot project close to the next Board meeting to boost awareness of its outcomes.

The emphasis on dynamic needs-based services was warmly welcomed. Member States recognised the value of the broad perspective of coastguard functions implied by the approach, whilst also expressing some concerns as to how to ensure the correct representation, coordination and follow-up to various initiatives, given the administratively fragmented/shared nature of responsibilities in this area (Denmark, Greece, France, Germany, Spain). Preparation for the announced workshop would be essential, and an early warning in general for any activities (Poland, France Denmark), and open lines of communication between the many bodies involved, as already mapped (Finland, Commission).

The potential use of THETIS-EU to support flag state responsibilities was positively highlighted (Cyprus) as was the emphasis on e-learning (Poland), the bottom-up approach to defining needs and the focus on in-situ

training (Malta). Malta stressed the importance of taking into account industry expectations of MS when mapping MS needs.

European cooperation on coast guard functions – draft tripartite working arrangement:

Members commented on the highly procedural nature of the draft tripartite working arrangement, and of likely developments over the coming year that could add meat to the bone. In order not to stall the progress of the document, Members agreed for the Agency to proceed towards agreement on the draft, with the revisions indicated to introduce a review after one year and more accountability in relation to performance and to the Administrative/Management Boards. Members also underlined that the cooperation should benefit all coast guard functions and cover in principle all European seas and other sea areas where EU interests are at stake.

Activities SPD 2017-2019:

Members were invited to comment on the document in detail.

Addressing the question of possible duplication between the National Single Windows (NSW) and the European Maritime Single Window (EMSW) (Norway, Italy, Croatia), Mr Bal clarified that the EMSW would not replace NSWs, the role of which in relation to national legislation was understood, but rather provide a harmonised alternative to NSWs, via which information would still flow with NSWs, as preferred by the users and in any event entered only once, in order to implement the EU legislation. Furthermore, EMSA's work in 2017 in this area was precisely to conduct a feasibility study to assess the implications of setting up and running a possible EMSW. Greece also recalled that the subject and the Commission's approach had been discussed at the recent Maritime Director's meeting, and that developments in terms of EMSA's work in this area would be reflected in subsequent versions of the Draft SPD 2018-2020.

The Commission clarified for Germany that the impetus for a functional small craft code came from the Member States themselves, following extensive consultations in the context of the REFIT exercise on small passenger ships. Drafting to replace the concept of requirements with that of "goal based guidelines" was agreed.

Poland recalled the importance to small flags of its suggestions concerning the formula behind the flag performance list, and hoped they would be considered.

Revisions were also agreed in order to specify that Integrated Maritime Services would be provided in accordance, as always, with existing access rights and to refer more neutrally to the target authorities as executing maritime activities rather than maritime functions.

The text would also be updated to reflect developments concerning the LRIT-IDE hosting arrangements and some minor editorial comments.

A track changes version of the document would be made available on the extranet comparing the Draft adopted in March 2016 and the present version including agreed changes.

Conclusions:

The Administrative Board took note of the update on relevant APM tenders and activities and endorsed related budget allocation for 2016 and planning for 2017.

The Administrative Board also took note of information provided by the Agency on developments and planned activities in 2017 under the RPAS and Capacity Building headings, in the context of the cooperation on coastguard functions, as well as of the status and substance of the draft tripartite working arrangement that shall determine the precise forms of that cooperation, for future approval by the Administrative Board, in line with Article 2b(2) of the EMSA Founding Regulation. With the introduction of a review clause after the

first year of its application, and wording to embed the definition of evaluation criteria within the scope of the arrangement and strengthen the role of the Administrative/Management Boards in relation to the annual evaluation of the arrangement, the Administrative Board gave the Agency the green light to continue working towards tripartite approval of the document. A final draft agreed by the three agencies (EFCA, EMSA and FRONTEX) would be submitted for approval to the Administrative Board by written procedure.

The Administrative Board discussed and adopted the Single Programming Document 2017-2019, which takes into account the Commission's formal opinion of 8 July 2016, and the associated 2017 budget (€74,544,969 in Commitment Appropriations and €65,833,430 in Payment Appropriations, of which €17,670,000 and €11,050,000 respectively for cooperation on coastguard functions) and establishment plan, with 212 statutory staff (AD/AST) (- 4 posts for existing tasks and + 14 posts for cooperation on coastguard functions, compared to 2016), 33 contract agents and 18 seconded national experts allocated to the different activities for 2017, subject to the final decision of the budgetary authority.

Project financing in 2017 was entered in the budget as "pro memoria" and was expected to cover 8 contract agents and 1 seconded national expert.

No requests for assistance, as referred to in Article 10(2)(c) of the EMSA Founding Regulation, were tabled for examination.

7. EMSA Draft Administrative Arrangements

The Administrative Board considered and approved the following draft administrative arrangements, as foreseen by Article 10(2)(cc) of the revised Founding Regulation:

- **EUROSTAT: Administrative Arrangement between the Statistical Office of the European Union (Eurostat) and the European Maritime Safety Agency (EMSA), regarding the technical cooperation in the field of Maritime Transport Accidents Statistics** (Ms Tomassini)
The arrangement was a response to a request from Eurostat to receive EMCIP data, which would be anonymised before delivery and then checked by the Agency before publication by Eurostat. The initiative was positive, reusing rather than duplicating an existing database, and might even reduce requests for national data. The concerns voiced by Ireland to ensure that the taxonomy was driven by Member State and IMO needs, and not those of Eurostat, would be addressed by the EMCIP working group and the outcome reflected in the database.
- **EUROCONTROL: Cooperation Agreement between the European Organisation for the Safety of Air Navigation (Eurocontrol) and the European Maritime Safety Agency (EMSA) in the area of air navigation safety for remotely piloted aircraft systems** (Mr Bal)
Questions concerning the arrangement had been clarified under Agenda Item 5 in the context of the information on RPAS activities.
- **NCA: Service Level Agreement between the European Maritime Safety Agency (EMSA) and the Norwegian Coastal Administration for the hosting, maintenance and operation of the North Atlantic, North Sea and HELCOM AIS Regional Servers and their connection with SafeSeaNet (SSN)** (Mr Bal)
The present draft agreement simply added to ongoing cooperation with Norway. Norway would be compensated for cost as part of the SSN service to Member States.

8. Draft Single Programming Document 2018-2020 (2nd set)

Mr Tassoni outlined the lifecycle of the Single Programme Document, and the status of the present draft SPD 2018-2020 which would be submitted for approval in mid-December by written procedure, in order to formalise the passage before the Administrative Board ahead of submission to the institutions on 31 January. The Commission highlighted the rolling nature of what was now a multi-annual document, implying incremental changes from one version and Board meeting to the next based on developments and the ongoing input of the Administrative Board.

The Chairman of the AFC relayed the positive opinion of the Committee on the resource related aspects of the draft SPD 2018-2020 which, taking into account the above-mentioned information on APM estimates, was in line with the Commission's communication and the multi-annual financial framework and, pending the outcome of the 2018 budgetary procedure, should enable the Agency to perform the tasks assigned to it. The Committee had also reviewed and could provide a positive opinion on the proposed procedure for adopting the Draft SPD 2018-2020 by written procedure as announced.

The Administrative Board took note of the information provided by the Agency and the Commission on revised planning for APM budget estimations for 2018. The impact on relevant planned activities 2018 would be reflected in subsequent versions of the draft SPD 2018-2020.

The Administrative Board took note of the information provided by the Agency and the Commission on the written procedure scheduled from mid-December 2016 to early January 2017 to adopt a draft of the Single Programming Document 2018-2020 prior to its transmission to the Institutions on 31 January 2017, as part of the Commission's input to the budgetary procedure, in line with article 33.5 and 33.8 of the Financial Regulation and related Commission guidelines². This additional formal passage does not affect the usual opportunities linked to the upcoming March and June Board meetings to comment on, discuss and revise the substance of the document until its final adoption by the Administrative Board in November 2017. The multi-annual and rolling segments of the document, as well as information related to the past, would continue to be up-dated as necessary.

Administrative Board Members were invited to provide drafting suggestions by Monday 5 December, on the draft circulated ahead of the meeting on 28 October, to be taken into account for the draft to be circulated for written procedure in mid-December.

No requests for assistance, as referred to in Article 10(2)(c) of the EMSA Founding Regulation, were tabled for examination.

9. Annual renewal of the mandate of the Administrative and Finance Committee

The Chairman of the AFC relayed the positive opinion of the Committee concerning the renewal with no amendments of its mandate.

The Administrative Board adopted the decision renewing the current mandate of the Administrative and Finance Committee.

² Commission Communication of 16 December 2014 on the guidelines for programming document for decentralised agencies and the template for the Consolidated Annual Activity Report for decentralised agencies

10. Cost-Efficiency Assessment on the Port State Control Directive

Ms Tomassini presented the study. At the request of the Administrative Board, the first cost-efficiency assessment had been piloted on a mature piece of legislation. In practice, the analysis had therefore been an ex-post exercise using all the information already available to the Agency and supplemented by a questionnaire. Future assessments would benefit from the integration of the methodology from the beginning, already at the pre-cycle workshop stage.

The assessment provided another layer of insight into the implementation of the legislation and the Agency looked forward to applying it to a new cycle, with the Board's support and bearing in mind that it was now an obligation for the Agency to look also at this particular aspect of implementation in terms of Article 5(3) of the Founding Regulation. The information was anonymised but country-specific data would be provided to each Member State.

Member States warmly welcomed the assessment and hoped the insight gained would feed into the related REFIT exercise (Poland). Several Member States, whilst understanding the reluctance of others, pointed to the potential further added value of non-anonymised data in terms of learning (Netherlands, Belgium, Germany, Denmark, Iceland). Some looked forward to starting a dialogue on criteria such as the length of coastlines and the distance between ports (Netherlands), or the levels of experience and the impact on training needs (Poland).

The Administrative Board took note of the information provided by the Agency on the pilot study on the Cost-Efficiency Assessment on the Port State Control Directive, acknowledged the benefits and added value of the analysis and expressed support for integrating the methodology from the beginning of the forthcoming new cycles of visits.

11. Appraisal of the Executive Director

The Administrative Board appointed two reporting officers for the annual appraisal of the Executive Director, as foreseen by Decision 2009/11/20, as below:

Henrik Hololei	Director General, DG MOVE
Achim Wehrmann	EMSA Administrative Board Member for Germany, and Deputy Chair

12. Extension of the Executive Director's term of office

The Administrative Board took note in camera of the information provided by the Chairman on the possible extension of the term of office of the Executive Director. The Commission would provide the further information requested.

13. Update on Agency's activities

The Administrative Board took note of the information provided by the Agency on the following activities:

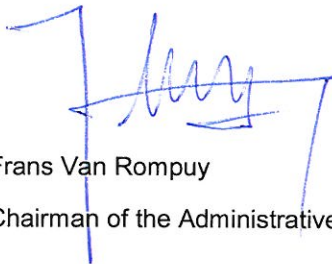
- (d) **Emission Inventories** (Ms Tomassini): an enhancement of the tool would be presented to the relevant experts at the Sulphur Committee in January and it was hoped to provide a demonstration to the Administrative Board at the upcoming March meeting.
- (e) **Fire Safety** (Ms Tomassini): an expert workshop would be held shortly, to which Member States' experts from the maritime administrations and the accident investigation bodies were invited and at which the FIRESAFE study commissioned by EMSA would be presented.

- (f) **Quality Management System for Visits and Inspections** (Marin Chintoan Uta, Special Adviser on Quality Assurance): in accordance with the work programmes of 2015 and 2016 a QMS covering and limited to EMSA Visits and Inspections had been developed and implemented in full compliance with the legal framework and integrated with other management systems/procedures used by the Agency. Certification was expected in December and at the time of writing has been received.

Date of next Administrative and Finance Committee Meeting:
Wednesday 15 March (afternoon)

Date of next Administrative Board Meeting:
Thursday 16 March (all day) and Friday 17 March (morning)

Signed:



Frans Van Rompuy
Chairman of the Administrative Board

Lisbon, 17 March 2017

EUROPEAN MARITIME SAFETY AGENCY (EMSA)46th Meeting of the Administrative Board, Lisbon, 17-18 November 2016**LIST OF ATTENDANCE**

MEMBER STATES	
BELGIUM	
Frans Van Rompuy	Board Member - Chairman of the Board
Peter Claeysens	Alternate Member
BULGARIA	
Zhivko Petrov	Board Member
CROATIA	
Goran Šarin	Board Member
Lukša Čičovački	Alternate Member
CZECH REPUBLIC	
Vojtech Dabrowski	Expert
DENMARK	
Andreas Nordseth	Board Member
Stine Mench Mølbak	Expert
ESTONIA	
René Arikas	Board Member
Tarmo Ots	Alternate Member
FINLAND	
Tuomas Routa	Board Member
FRANCE	
Vincent Denamur	Alternate Member
GERMANY	
Achim Wehrmann	Board Member – Deputy Chairman of the Board
GREECE	
Agisilaos Anastasakos	Board Member – Chairman of the Administrative and Finance Committee



IRELAND	
Deirdre Mary O'Keeffe	Board Member
ITALY	
Piero Pellizzari	Alternate Member
LATVIA	
Laima Rituma	Alternate Member
LITHUANIA	
Robertinas Tarasevičius	Board Member
LUXEMBOURG	
Robert Biber	Board Member
MALTA	
Ivan Sammut	Board Member
THE NETHERLANDS	
Arnold van Vuuren	Board Member
POLAND	
Wojciech Zdanowicz	Board Member
PORTUGAL	
Miguel Sequeira	Board Member
José Maciel	Alternate Member
ROMANIA	
Constantin Casiade	Board Member
SLOVAKIA	
Josef Mrkva	Board Member
SLOVENIA	
Jadran Klinec	Board Member
SPAIN	
Benito Núñez Quintanilla	Alternate Member
SWEDEN	

Pernilla Wallin	Board Member
THE UNITED KINGDOM	
Andrew Angel	Alternate Member

EUROPEAN COMMISSION	
Christine Berg	Alternate Member
Barbara Sellier	Alternate Member
Johannes Luchner	Board Member
Paloma Aba Garotte	Alternate Member
Fotis Karamitsos	Expert
Biljana Zuber	Expert
Didier Hannot	Expert

PROFESSIONALS FROM SECTORS CONCERNED	
<i>No representatives</i>	

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

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
Frédéric Hébert	Head of Unit C.1 – Pollution Preparedness Services
Ivo Kupsky	Head of Unit C.4 – Digitalisation & Application Development
Andrea Tassoni	Policy Adviser
Marin Chintoan Uta	Special Adviser on Quality Assurance
Soraya Obura	Senior Assistant for Planning and Reporting
Selena Matic	Senior Administrative Assistant