

DECISION OF THE MANAGEMENT BOARD OF 19 JANUARY 2026 ESTABLISHING AN ADMINISTRATIVE AND FINANCE COMMITTEE

THE MANAGEMENT BOARD OF THE EUROPEAN MARITIME SAFETY AGENCY (EMSA),

Having regard to Regulation (EU) 2025/2434 of the European Parliament and of the Council of 26 November 2025 on the European Maritime Safety Agency¹ of the European Parliament and of the Council on the European Maritime Safety Agency, in particular Recital 28 and Article 16(1)(t) thereof;

Having regard to the Rules of Procedure of the Management Board, in particular Article 11 thereof;

Whereas:

- (1) The Management Board should be more closely involved in the monitoring of the Agency's activities, with a view to reinforcing supervision of administrative and budgetary matters;
- (2) The Management Board aims to further increase efficiency in conducting its meetings, having regard to sound budgetary management;
- (3) For this purpose, it may establish and decide on the set-up of advisory or working groups without decision-making powers with the task of preparing the meetings of the Management Board in an appropriate manner and supporting its decision-making process, as well as the follow-up and the implementation of its decisions;
- (4) Advisory groups provide strategic guidance and expert recommendations to support the decision-making to the Management Board;
- (5) The Management Board shall specify the mandate and the composition of any such advisory group.

HAS DECIDED AS FOLLOWS:

Article 1 - Establishment

1. The Administrative and Finance Committee is established as an advisory group of the Management Board.
2. It shall not have decision-making powers.

Article 2 - Composition

1. The Administrative and Finance Committee is composed in total of eight members, out of which one member is appointed as the Chairperson.
2. Members shall be appointed by the Management Board from the members or alternate members of the Management Board with voting rights, of which two members shall be representatives of the European Commission. The Management Board also appoints the Chairperson from the members or alternate members of the Administrative and Finance Committee.
3. The members of the Administrative and Finance Committee are appointed for a period of three years and may be reappointed.

¹ Regulation (EU) 2025/2434 of the European Parliament and of the Council of 26 November 2025 on the European Maritime Safety Agency and repealing Regulation (EC) No 1406/2002 (Text with EEA relevance), OJ L, 2025/2434, 29.12.2025

Article 3 – Mandate and tasks

1. The Administrative and Finance Committee supports the Management Board in preparing the meetings of the Management Board and has an advisory function.
2. In addition, it shall provide its assistance to the Management Board to monitor the findings and recommendations stemming from various audit reports and evaluations, whether internal or external, and EMSA's follow-up.
3. The Administrative and Finance Committee shall prepare either for information, decision, or discussion by the Management Board the following items, referred to as possible "A" items:
 - a. Internal Audit Service Strategic Audit Plan;
 - b. Reports of the Internal Auditor and follow-up on action plan;
 - c. Information on budget transfers;
 - d. EMSA accounts/financial statement;
 - e. Budget amendments;
 - f. EMSA Financial Regulation and amendments thereof;
 - g. EMSA Implementing Rules to Staff Regulations and their amendments and measures related to staff or financial issues;
 - h. Practical arrangements for implementing Regulation (EC) No 1049/2001 regarding public access to documents;
 - i. Annual report on the implementation of the Social Measure.
4. "A" items are grouped under one agenda item. The Management Board is invited to take the proposed action, as appropriate, on these items "en bloc", unless a Management Board member asks for a separate deliberation on a specific point.
5. In case the Administrative and Finance Committee does not reach a consensus on an "A" item, the item will be a "B" item.
6. The Administrative and Finance Committee shall also provide an opinion to the Management Board on the following items, referred to as "B" items:
 - a. Draft and Final Budget (annual);
 - b. Draft and Final Establishment Plan (annual);
 - c. Resource-related aspects of the Single Programming Document (multi-annual);
 - d. Assessment of the Consolidated Annual Activity Report – part c) Management;
 - e. Budget transfers beyond the limits envisaged by the Financial Regulation;
 - f. Internal Control Framework;
 - g. Draft Administrative Arrangements that are submitted for discussion at a Management Board meeting.

Article 4 – Organisation of Meetings

1. The Administrative and Finance Committee shall meet prior to each Management Board meeting, at least 5 working days before the Management Board meeting. Meetings shall be convened by the Chairperson of the Management Board.
2. Members of EMSA's staff and additional European Commission's staff may take part in meetings of the Administrative and Finance Committee as experts.
3. EMSA provides the Secretariat of the Administrative and Finance Committee.
4. Meetings shall take place only if 5 (2/3) of the members are present. In the absence of a quorum, upon decision of the Chairperson, the meeting may take place, but all items shall become "B" items. If the Chairperson is unavailable, the meeting shall be chaired by the Member of the Committee, who is representing a Member State and who is the longest serving Member of the Management Board.
5. Administrative and Finance Committee members shall attend all meetings of the Administrative and Finance Committee. Each member may be assisted by an Advisor or Expert.
6. Any Administrative and Finance Committee member can also represent one other member of the Administrative and Finance Committee, provided that a written authorisation from the absent member is provided to the Chairperson.
7. The members of the Administrative and Finance Committee are entitled to the same rules for reimbursement of costs as Management Board Members.
8. The relevant documents will be distributed to the Administrative and Finance Committee four weeks prior to the Management Board meeting. In exceptional cases where documents are not available at that time, they shall be provided in the second set, no later than five working days before the Administrative and Finance Committee meeting. Management Board members may submit comments on the documents that should be discussed at the Administrative and Finance Committee meetings via Management Board Secretariat. In such cases the Management Board Member submitting the comments may request to participate in the Administrative and Finance Committee meeting.

Article 5 – Annual renewal of mandate

This Decision shall be annually automatically renewed for another year when no changes to the mandate are being requested by the Management Board, in accordance with Article 11 of the Rules of Procedure of the Management Board.

Article 6 – Entry into force

This Decision shall take effect on the day following that of its adoption and repeals and replaces the Decision of the Administrative Board of 20 November 2012 establishing an administrative and finance committee, as amended.

Done at Lisbon, 19 January 2026.

For the European Maritime Safety Agency

A handwritten signature in blue ink, appearing to read 'Wojciech Zdanowicz'.

Wojciech Zdanowicz

Chairperson of the Management Board