

## Summary of Decisions 1<sup>st</sup> EMSA Management Board meeting Extraordinary online meeting - 19 January 2026

### 1. Welcome from the Chairperson and adoption of the agenda

No conflicts of interest were declared. The agenda was *adopted*.

#### Proxies/absences

Austria: no representation, no proxy.

Bulgaria: no representation, no proxy.

Slovakia: proxy provided to Czech Republic.

### 2. Rules of Procedure of the EMSA Management Board

The Management Board *adopted* the Rules of Procedure of the EMSA Management Board.

### 3. Minutes of the last meeting

The Management Board *approved* the draft minutes of the last Administrative Board meeting, which took place in Lisbon on 12 and 13 November 2025.

### 4. Decision establishing the Administrative and Finance Committee and confirmation of the appointment of the members

The Management Board *adopted* the Decision establishing of the Administrative and Finance Committee and confirmed the appointment of its members for a 3-year period.

Article 4.8 of the Decision referring to the timing of the distribution of relevant documents and in particular to exceptions (aimed, in principle, at covering situations where the submission of documents does not depend on EMSA) to the 4-week rule, would be revisited, if needed, at the next annual renewal in November 2026, based on the experience gained.

### 5. Decision of the Management Board on the delegation to the Executive Director of European Maritime Safety Agency of the powers conferred by the Staff Regulations on the Appointing Authority and by the Conditions of Employment of Other Servants of the European Union on the Authority Authorised to Conclude Contracts of Employment

The Management Board *adopted* the Decision on the delegation to the Executive Director of the European Maritime Safety Agency of the powers conferred by the Staff Regulations on the Appointing Authority and by the Conditions of Employment of Other Servants of the European Union on the Authority Authorised to Conclude Contracts of Employment.

### 6. Decision of the Management Board on the guidelines on the implementation of Articles 1, 2 and 5 of the Decision of the Management Board of EMSA on the delegation to the Executive Director of the European Maritime Safety Agency of the powers conferred by the Staff Regulations on the Appointing Authority and by the CEOS of the EU on the Authority Authorised to Conclude Contracts of Employment

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The Management Board **adopted** the Decision on the guidelines on the implementation of Articles 1, 2 and 5 of the Decision of the Management Board of EMSA on the delegation to the Executive Director of the European Maritime Safety Agency of the powers conferred by the Staff Regulations on the Appointing Authority and by the CEOS of the EU on the Authority Authorised to Conclude Contracts of Employment.

#### **7. Decision of the Management Board on the Charter of tasks and responsibilities of the Accounting Officer of EMSA**

The Management Board **adopted** the Decision of the Management Board on the Charter of tasks and responsibilities of the Accounting Officer of EMSA.

#### **8. AOB**

None tabled.

#### **Dates for the March 2026 meeting:**

Administrative and Finance Committee: 11 March 2026, online meeting

Management Board: 18 March 2026, online meeting

#### **Dates for the June 2026 meeting:**

Administrative and Finance Committee: 3 June 2026, online meeting

Management Board: 10 and 11 June 2026 in the Azores in conjunction with the Annual European Coast Guard event.

## Detailed minutes 1<sup>st</sup> EMSA Management Board meeting Extraordinary online meeting - 19 January 2026

### 9. Welcome from the Chairperson and adoption of the agenda

No conflicts of interest were declared. The agenda was *adopted*.

#### Proxies/absences

Austria: no representation, no proxy.

Bulgaria: no representation, no proxy.

Slovakia: proxy provided to Czech Republic.

### 10. Rules of Procedure of the EMSA Management Board

Ms Maja Markovčić-Kostelas, Executive Director, thanked the Board for this 1<sup>st</sup> EMSA Extraordinary meeting under the revised Regulation (EU) 2025/2434 which was adopted on 26 November 2025 and entered into force on 18 January 2026. This first Decision would ensure the legality of the decision-making process heretofore. The document had been developed in close cooperation with the Commission relevant services and showed the following main changes:

- Following discussions at the November Board meeting, the Agency was invited to add, in the new Article 12, a reference to guidelines related to the selection, appointment, extension of contract, termination of contract, appraisal and reclassification of the Accounting Officer and the Data Protection Officer and relating to the Complaints Committee established in relation to complaints under Article 90(2) of the Staff Regulations, reflecting a mechanism where the Management Board authorises a group of members to exercise specific powers on its behalf;
- Also following discussions at the November Board meeting, the scope of pre-consultations prior to launch of written procedures was adapted;
- A repetition was deleted in Article 8.
- In Article 6.4.a the provision of presenting the voting majority for each of the actions in the agenda was deleted;
- The final references of the new Founding Regulation were added.

Ms Fotini Ioannidou, Commission, praised the extremely good cooperation with the Agency during the production of these technical but very important documents. The draft Rules of Procedure reflected well the discussions held and stressed that the Policy on the prevention of Conflicts of Interests will have to be prepared.

The Executive Director reassured the Board that document would be presented for the March meeting.

The Management Board *adopted* the Rules of Procedure of the EMSA Management Board.

## 11. Minutes of the last meeting

The draft minutes of the 74<sup>th</sup> EMSA Administrative Board had been circulated on 11 December. Comments were received from the Commission and from the Netherlands on the list of participants and were integrated into the document submitted for approval.

Ms Rikke W. Olufsen, Denmark, requested to be added to the list of participants as she had attended the meeting, which was done.

The Management Board **approved** the draft minutes of the last Administrative Board meeting, which took place in Lisbon on 12 and 13 November 2025.

## 12. Decision establishing the Administrative and Finance Committee and confirmation of the appointment of the members

Ms Dominika Łempicka-Fichter, Head of Department 4, recalled that this draft Decision was discussed at the November meeting and was also subject to comments by the Board. It was drafted in close cooperation with the Commission.

The new Decision establishing the Administrative and Finance Committee was intended to replace and continue the work of the current Administrative and Finance Committee.

There were no substantial changes compared to the one currently in place, it simply adapts to the notions used by the new Founding Regulation and adds some procedural provisions.

Ms Dominika Łempicka-Fichter further explained the changes in comparison to the draft presented in November:

- In Article 3 references to the Data Protection Officer and the Accounting Officer were deleted from 'B' items since they are subject to separate guidelines to be discussed under AI6 at this Management Board meeting.
- Article 3.4 was redrafted to better reflect different types of actions that the Management Board takes on 'A' items as well as Article 3.5 to better explain when an 'A' item becomes a 'B' item.
- Following the discussions at the November Board meeting changes were also implemented in the new Article 4.8 related to the distribution of documents. In addition, the possibility for the Management Board members to submit comments via the Management Board Secretariat on documents that are being discussed at the Administrative and Finance Committee meetings was introduced, as well as the possibility for them to attend the meetings.

In line with Article 16.1 (t) of Regulation (EU) 2025/2434 which states that *"the Management Board shall ... take all decisions on the establishment of the Agency's internal structures by a two-thirds majority of its members with voting rights, including the set-up of advisory or working groups without decision-making powers and, where necessary, their modification, having regard to sound budgetary management."*, the Management Board was invited to adopt the Decision establishing an Administrative and Finance Committee as an advisory group.

In addition, following their appointment as members of the Administrative and Finance Committee for a 3-year period in November 2025 by the EMSA Administrative Board, it was decided that the appointment and mandate duration would be confirmed at this meeting, together with the adoption of the new Decision of the Administrative and Finance Committee.

Ms Martina Kohlhaas, Germany, restated that more time was needed to receive the documents, proposing 10 working days.

The Chairperson recalled that the current draft Decision foresees circulation of all the documents for the Committee in the 1<sup>st</sup> set. Only under exceptional circumstances would the documents be circulated in the 2<sup>nd</sup> set.

The Executive Director confirmed this approach: the date of the receipt of some external documents, such as for example the ECA report, is outside of the control of the Agency.

The Chairperson concluded the discussions: as proposed by Germany and if necessary, and in view of the existing provision in the Decision for the revision of the mandate at November meetings, the Decision could be revised in November 2026, if needed.

The Management Board **adopted** the Decision establishing of the Administrative and Finance Committee and confirmed the appointment of its members for a 3-year period.

Article 4.8 of the Decision referring to the timing of the distribution of relevant documents and in particular to exceptions (aimed, in principle, at covering situations where the submission of documents does not depend on EMSA) to the 4-week rule, would be revisited, if needed, at the next annual renewal in November 2026, based on the experience gained.

### **13. Decision of the Management Board on the delegation to the Executive Director of European Maritime Safety Agency of the powers conferred by the Staff Regulations on the Appointing Authority and by the Conditions of Employment of Other Servants of the European Union on the Authority Authorised to Conclude Contracts of Employment**

Ms Dominika Łempicka-Fichter, Head of Department 4, recalled the presentation provided at the November meeting: in line with the revised Founding Regulation, the Appointing Authority (hereinafter AIPN) powers are foreseen to lie in the first instance with the Management Board and may be delegated to the Executive Director (with exception of those regarding the Executive Director, the Accounting Officer and the Data Protection Officer). This is a standard mechanism that is introduced in all revised Founding Regulations for Agencies as required by the Staff Regulations.

The EMSA Staff Committee was consulted and gave its favourable opinion to the draft Decision.

In order to have the Decision adopted immediately after the entry into force of the new EMSA Regulation, the EMSA Administrative Board adopted by written procedure n° 2\_2025 on 29 October 2025 a Decision authorising the Executive Director to request the Commission's agreement for the adoption of a Decision of the Management Board of the European Maritime Safety Agency on the delegation to the Executive Director AIPN powers.

At the 2025 November Board meeting, the Agency presented a Decision that was based on the template developed by the European Commission for the purpose of the delegation of AIPN powers to the Executive Director which had been completed with the relevant EMSA specific elements.

The Commission gave its formal agreement on 7 January 2026 (C(2026) 78 final).

Compared to the draft presented for information in November, there were no substantial changes to the draft Decision presented at this meeting for adoption (only the references and cross references have been updated).

The Management Board was therefore invited to adopt the Decision of the Management Board on the delegation to the Executive Director of EMSA of the powers conferred by the Staff Regulations on the Appointing Authority and by the Conditions of Employment of Other Servants of the European Union on the Authority Authorised to Conclude Contracts of Employment.

The Management Board **adopted** the Decision on the delegation to the Executive Director of the European Maritime Safety Agency of the powers conferred by the Staff Regulations on the Appointing Authority and by the Conditions of Employment of Other Servants of the European Union on the Authority Authorised to Conclude Contracts of Employment.

**14. Decision of the Management Board on the guidelines on the implementation of Articles 1, 2 and 5 of the Decision of the Management Board of EMSA on the delegation to the Executive Director of the European Maritime Safety Agency of the powers conferred by the Staff Regulations on the Appointing Authority and by the CEOS of the EU on the Authority Authorised to Conclude Contracts of Employment**

Ms Dominika Łempicka-Fichter, Head of Department 4, recalled the discussion at the November Board meeting and, in line with the Decision that was adopted under the previous agenda item, EMSA was invited to and had prepared the Decision of the MB on guidelines for the implementation of provisions of the AIPN delegation Decision.

In the case of the Accounting Officer and the Data Protection Officer, no delegation of appointing authority powers may take place in order to ensure the exercise of their functions in full independence, therefore a mechanism needed to be put in place in order to efficiently exercise those powers.

In addition, the setting up and functioning of a Complaints Committee concerning complaints introduced under Article 90(2) of the Staff Regulations, when the contested decision was taken at the level of the Executive Director acting as the appointing authority, needed to be prepared.

She further highlighted that the document had been prepared in close cooperation with DG MOVE.

The powers of the Management Board on the appointment and approval of extension of contract, termination of contract, appraisal and reclassification of the Accounting Officer and Data Protection Officer, are to be exercised by three representatives of the Management Board (the Representatives): Chairperson, Deputy Chairperson of the Management Board and a DG MOVE SRD Commission representative at the level of Director.

The Executive Director acts as Reporting Officer in the context of appraisal for the Accounting Officer and the Data Protection Officer. In case of appeal or of a report, the Commission representative on the Management Board who is the most senior in the highest grade is the Appeal Assessor.

The Representatives also exercise the powers of the Management Board in respect of Complaints under Article 90(2).

The Management Board was therefore invited to adopt a Decision adopting guidelines for the appointment, extension of contract, termination of contract, appraisal and reclassification of the Accounting Officer and for the appointment, the extension of contract, termination of contract, appraisal and reclassification of the Data Protection Officer, as well as on the setting up and functioning of the Complaints Committee.

Ms Fotini Ioannidou thanked the Agency once again for the close cooperation on this issue and stated that the framework now set up for the involvement of the Board in these processes represented a gold standard. She also reminded the Agency that the organigramme needed to show the decision taken, which the Agency would prepare shortly.

The Management Board **adopted** the Decision on the guidelines on the implementation of Articles 1, 2 and 5 of the Decision of the Management Board of EMSA on the delegation to the Executive Director of the European Maritime Safety Agency of the powers conferred by the Staff Regulations on the Appointing Authority and by the CEOS of the EU on the Authority Authorised to Conclude Contracts of Employment.

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### **15. Decision of the Management Board on the Charter of tasks and responsibilities of the Accounting Officer of EMSA**

Ms Dominika Łempicka-Fichter, Head of Department 4, explained to the Management Board that the Charter of tasks and responsibilities of the Accounting Officer of EMSA was drawn up in accordance with the provisions of the Staff Regulations, the EMSA Financial Regulation, and based on the Charter of the Accounting Officer developed by DG BUDG.

The Charter identifies the tasks entrusted to the Agency's Accounting Officer, their rights and duties, and the responsibilities they assume in the exercise of their functions, in light of the objectives assigned to them by the relevant legislation.

It also defines the role and responsibilities of the Accounting Officer within the Agency's governance structure, thereby ensuring clarity, transparency, and accountability in financial management.

The Management Board was invited to adopt the Charter of tasks and responsibilities of the Accounting Officer of EMSA. Upon its adoption, the EMSA Accounting Officer will be required to sign the Charter and the original will be kept in EMSA's official register of documents for audit purposes.

The Management Board **adopted** the Decision of the Management Board on the Charter of tasks and responsibilities of the Accounting Officer of EMSA.

### **16.AOB**

None tabled.

### **Dates for the March 2026 meeting:**

Administrative and Finance Committee: 11 March 2026, online meeting

Management Board: 18 March 2026, online meeting

### **Dates for the June 2026 meeting:**

Administrative and Finance Committee: 3 June 2026, online meeting

Management Board: 10 and 11 June 2026 in the Azores in conjunction with the Annual European Coast Guard event.

Signed:



Wojciech Zdanowicz

Chairman of the EMSA Management Board

Done at Lisbon, 16 March 2026.

## List of participants

### 1<sup>st</sup> Meeting of the EMSA Management Board – Extraordinary online meeting, 19 January 2026

<b>MEMBER STATES</b>	
<b>BELGIUM</b>	
Nathalie de Jaeger	Alternate Member
<b>CROATIA</b>	
Toni Maričević	Alternate Member
<b>CYPRUS</b>	
Costas Costaras	Alternate Member
<b>CZECH REPUBLIC</b>	
Michaela Peterková	Alternate Member
<b>DENMARK</b>	
Rutte W. Olufsen	Board Member
Malene Loftager Mundt	Alternate Member
Jesper Christensen	Expert
<b>ESTONIA</b>	
Edgar Peganov	Board Member
<b>FINLAND</b>	
Sanna Sonninen	Board Member
<b>FRANCE</b>	
Eric Banel	Board Member – Deputy Chairperson of EMSA Management Board and Chairperson of the Administrative and Finance Committee
Anne Legrégeois	Alternate Member
Pauline Hermand	Expert
<b>GERMANY</b>	
Martina Kohlhaas	Board Member

Sebastian Gastes	Alternate Member
<b>GREECE</b>	
Andreas Spanos	Board Member
Nikolaos Matoulas	Alternate Member
<b>HUNGARY</b>	
Csaba Bellyei	Board Member
<b>ITALY</b>	
Enrico Castioni	Board Member
<b>IRELAND</b>	
Noelle Waldron	Alternate Member
<b>LATVIA</b>	
Jānis Krastiņš	Board Member
Anita Rosenberga	Alternate Member
<b>LITHUANIA</b>	
Linas Kasparavičius	Board Member
<b>LUXEMBOURG</b>	
André Hansen	Board Member
Marc Siuda	Alternate Member
<b>MALTA</b>	
Ivan Tabone	Board Member
<b>NETHERLANDS</b>	
Jeroen Witter	Alternate Member
<b>POLAND</b>	
Wojciech Zdanowicz	Board Member - Chairperson of the EMSA Administrative Board
Sonia Knobloch-Sieradzkaa	Alternate Member
<b>PORTUGAL</b>	
António Coelho Cândido	Board Member

Paolo Pamplona	Alternate Member
<b>ROMANIA</b>	
Razvan Trafandir	Board Member
Lacrima Hornet	Alternate Member
<b>SLOVAKIA</b>	
Absent - proxy to Czech Republic	
<b>SLOVENIA</b>	
Aleš Rotar	Alternate Member
<b>SPAIN</b>	
Javier Fernandez Abad	Alternate Member
<b>SWEDEN</b>	
Pernilla Wallin	Board Member
<b>EUROPEAN COMMISSION</b>	
Fotini Ioannidou	Board Member
Barbara Sellier	Alternate Member
Andrei Mungiu	Alternate Member
Cristina Cuadra Garcia	Alternate Member
Anne-Cécile Swinnen	Expert
Isabel Baez Lechuga	Expert
Imre Andriko	Expert
<b>EFTA STATES</b>	
<b>ICELAND</b>	
Jon Gunnar Jonsson	Board Member
<b>NORWAY</b>	
Alf Tore Sørheim	Board Member
<b>PROFESSIONAL SECTOR</b>	
Henrik Ringbom	Board Member

<b>EMSA</b>	
Maja Markovčić Kostelac	Executive Director
Manuela Tomassini	Head of Department 1, Sustainability & Technical Assistance
Peter Kirov	Head of Department 2, Safety, Security & Surveillance
Leendert Bal	Head of Department 3, Digital Services & Simplification
Dominika Łempicka-Fichter	Head of Department 4, Corporate Services
Andrea Tassoni	Head of Unit Executive Office, Board Secretariat
Ivo Kupsky	Head of Unit 3.3
Cristina Romay-Lopez	Head of Unit 4.1
Andrea Iber	Head of Unit 4.2
Tom Van Hees	Internal Control Coordinator
Katalin Duarte	Accounting Officer
Marco Ingrosso	Budget and Finance Specialist – Planning and Monitoring
Soraya Obura	Senior Assistant for Planning and Reporting – Planning and Monitoring
Selena Matić	Senior Administrative Assistant – Planning and Monitoring