



Valletta Harbour, 14 November 2013

EASO/MB/2013/105 rev. 1

**13<sup>th</sup> EASO Management Board**  
**29 November 2013**  
**Programme and annotated draft agenda**

Programme	
<b><u>Wednesday 27 November 2013</u></b>	
16.00 – 18.00	<b>Consultative Forum*: Visit to EASO premises and presentation on EASO's work</b> <i>EASO Headquarters, Winemakers Wharf, Grand Harbour Valletta</i>
19.00 – 21.30	<b>Consultative Forum: Informal dinner</b> <i>Excelsior Hotel, Floriana</i>
<b><u>Thursday 28 November 2013</u></b>	
9.00 – 17.30	<b>Consultative Forum: 3<sup>rd</sup> plenary meeting</b> <i>Corinthia Palace Hotel, Attard</i>
19.00	<b>Informal dinner</b> <i>Excelsior Hotel, Floriana</i>
<b><u>Friday 29 November 2013</u></b>	
9.00 – 17.30	<b>13th EASO Management Board meeting</b> <i>EASO Headquarters, Winemakers Wharf, Grand Harbour Valletta</i>
19.30	<b>Dinner</b> <i>Palazzo de Piro, Mdina</i>

\*Please note that the 3<sup>rd</sup> plenary meeting of the Consultative Forum is also open to Management Board members and representatives.

Annotated draft agenda	
09.00 – 10.30	<b>1. Opening and adoption of the agenda</b>
	<b>2. Minutes of the 12<sup>th</sup> Management Board meeting (16 September 2013)</b> = Adoption by the Management Board
	<b>A (Information points)</b>
	<b>3. List of documents for information</b> = Take note of the written information provided in the documents listed at the end of the agenda
	<b>B (Decision points)</b>
	<b>4. Comprehensive approach on planning</b>

	<p><b>a. Multi Annual Work Programme 2014-2016</b> = Presentation by the Executive Director = Exchange of views by the Management Board = Adoption by the Management Board</p> <p><b>b. Multi Annual Staff Policy Plan 2014-2016</b> = Adoption by the Management Board on the basis of the decision by the Budgetary Authority on the establishment plan</p> <p><b>c. Budget for 2014</b> = Adoption by the Management Board on the basis of the decision by the Budgetary Authority on the EU general budget</p> <p><b>d. Outline of the Work Programme, budget and establishment plan for 2015</b> = Presentation by the Executive Director = Exchange of views and agreement on the outline of the Work Programme, including its financial and staff estimations = Agreement on the next steps for the adoption of the draft Work Programme, the estimates of revenue and expenditure and the establishment plan</p>
	<p><b>5. Policy on the prevention and management of conflict of interests</b> = Decision by the Management Board</p>
	<p><b>6. Draft EASO Financial Regulation</b> = Decision by the Management Board</p>
	<p><b>7. School fees</b> = Decision by the Management Board</p>
<b>10.30 - 10.45</b>	<i>Coffee break</i>
<b>10.45 – 12.30</b>	<b>C (Discussion points)</b>
	<p><b>8. Situation of asylum in the EU (with particular focus on Syria and on the Mediterranean)</b> = Information by the Executive Director = Information by the European Commission = Exchange of views by the Management Board</p>
	<p><b>9. Operating Plan for Greece</b> = Information by the Executive Director = Information by Greece = Exchange of views by the Management Board</p>
	<p><b>10. External dimension strategy</b> = Presentation by the Executive Director = Exchange of views by the Management Board on the basis of the discussion paper.</p>
<b>12.30-13.15</b>	<i>Lunch</i>
<b>13.15 – 15.45</b>	<p><b>11. Early warning and Preparedness System</b> = Information by the Executive Director = Exchange of views by the Management Board on the basis of the discussion paper</p>
	<p><b>12. Professional development activities (with particular focus on the EASO training programme)</b> = Information by the Executive Director = Exchange of views by the Management Board on the basis of the discussion paper</p>
<b>15.45 – 16.00</b>	<i>Coffee break</i>

<b>16.00 – 17.30</b>	<b>13. Annual report on the situation of asylum in the EU 2013</b> = Information by the Executive Director on the first outline and on the next steps regarding the annual report on the situation of asylum in the EU
	<b>14. Internal evaluation 2013 and draft terms of reference for the external evaluation 2014</b> = Information by the European Commission on the preliminary findings of the internal evaluation 2013 = Presentation by the Executive Director of the draft terms of reference for the external evaluation 2014
	<b>15. AOB</b> <b>a. Plenary meeting of the Consultative Forum (28 November 2014)</b> = Information by the Executive Director
	<b>16. Conclusions by the Chair</b>

#### List of documents for information

- a. Events calendar 2013
- b. Progress report 2013
- c. Information on the Annual Relocation Forum (25 September 2013) and on the EASO practical cooperation expert meeting on relocation (14 November 2013)
- d. Information on the implementation of the Special Support Plan for Italy
- e. Information on the EASO Operating Plan for Bulgaria
- f. Dates of the meetings of the Management Board in 2014