

Best practices

Adopted by the Administrative Board on 10/10/2012 by AB Decision No 12-II-4(1)

1. Deadline to send Board documents

The deadline to send documents relevant for decision making under the current rules of procedure is no later than two weeks before the date of the Board meeting. The Agency will make an effort to provide the documents for decision making 3 weeks before the date of the meeting. However, it is noticed that the date of delivery depends on the date the Agency receives feedback from consultations.

2. Board meeting attendance

The presence of the Board members should be ensured for the whole duration of the meeting to allow for substantial discussion and contributions. Board members are strongly requested to arrive in time for the beginning of the Board meeting and not to leave before it has finished.

3. Written procedure

In the interest of allocating sufficient time for discussion on strategic issues at Board meetings, the use of the written procedure will be extended, in particular as regards matters that do not require discussion at a meeting.

4. Organisation of a Board meeting outside Vigo

In accordance with Art. 5(6) of the current rules of procedure, the ordinary Board meetings shall normally be held at the Agency's premises, or at another venue in Vigo.

Without prejudice to Art. 5(6) of the current rules of procedure, provided no more than one third of the members object, the Board may decide to occasionally hold a Board meeting in another EU location, if such a meeting is expected to yield an important value-added.

Any invitation by a Member State to hold a Board meeting outside Vigo should be accompanied by the inviting Board member's proposal (including the services to be provided and the costs to be covered by the Agency).

Before adopting any decision regarding the organisation of a Board meeting outside Vigo, the Board should carry out a careful analysis considering, *inter alia*, the added-value and the financial implications.