

## ETF GOVERNING BOARD

**29 JUNE 2004**

**09.00 – 13.00**

### **Agenda**

1. Adoption of agenda (*ETF-GB-04-013*)
2. Adoption of Minutes of ETF Governing Board meetings
  - i. 3 November 2003 (*ETF-GB-04-002*)
  - ii. 16 March 2004 (*ETF-GB-04-019*)
3. Oral report by Director on operational achievements first semester 2004
4. Miscellaneous Administrative issues
  - i. Internal Control Standards (*ETF-GB-04-021*) (for adoption)
  - ii. Annual Activity Report 2003 (*ETF-GB-04-008*) (*ETF-GB-04-009*) (for adoption)
  - iii. Implementing Rules for the New Staff Regulations (*ETF-GB-04-022*) (for decision)
  - iv. Contract of new Director (*ETF-GB-04-020*) (for information)
  - v. Probationary period for new Director (*ETF-GB-04-012*) (for decision)
  - vi. External Evaluation Action Plan (*ETF-GB-04-017*) (for information)
5. Update by Chairman on progress on Commission policies and programmes affecting the future of the ETF (for discussion)

Coffee break

6. Director's bilan ETF 1994-2004
7. Recognition of personal contribution of the Director with input from Micheline Scheys, Ulrich Hillenkamp and Chairman
8. Handover to Muriel Dunbar (*ETF-GB-04-015*)
9. Date of next meeting – 9 November 2004