



ETF GOVERNING BOARD MEETING 27 NOVEMBER 2008

MINUTES

1. Introduction

The autumn 2008 meeting of the ETF Governing Board was held in Turin on 27 November and chaired by Gordon Clark, Head of Unit responsible for lifelong learning at the Directorate General for Education and Culture of the European Commission. New members of the Board for Italy (Alberto Cutillo), the Czech Republic (Katerina Molnárová) and DG Enlargement (Timo Summa), and the alternate member for France (Vincent Honorat) were welcomed. The European Commission's DG External Relations representative was Ronan MacAongusa. An observer was in attendance from Croatia, and Cedefop was represented by Director Aviana Bulgarelli. Commission officials Elvira Angulo Rodríguez from DG Enlargement, Elena Pascual Jiménez and Belén Bernaldo De Quirós from DG Education and Culture, and Annamaria Molnar from EuropeAid were also present.

Bulgaria, Cyprus, Lithuania, Malta and the Slovak Republic were not represented at the meeting. Furthermore neither Turkey nor the former Yugoslav Republic of Macedonia sent observers.

2. Adoption of the agenda

The agenda was adopted with no changes.

3. Follow-up to previous meeting

i. Minutes of previous meeting

The minutes of the previous meeting held in June 2008 were amended at the request of **Mr Honorat (FR)** and adopted with a modification to the section on cooperation with EU Member States in order to include more details about the French Presidency activities presented by Mr Mezel (FR) at the last meeting.

ii. Follow up on action points and written procedures

The following actions were carried out as a follow up to the June 2008 meeting:

- An update on 2009 budget and the recast regulation, a new questionnaire and update on Member State involvement in ETF activities, the final report on the implementation of the external evaluation action plan and a presentation of the Internal Audit Service's work were topics on the agenda of this meeting.
- The ETF participated in a number of relevant French Presidency events, and has had an important role in some of the meetings related to establishment of the Union for the Mediterranean.

Some of the action points from the last meeting were conditional on the approval of the recast regulation, including the updating of the rules of procedure of the Governing Board, the presentation for approval of the revised paper on the International Advisory Panel and a proposal for managing requests in a wider geographical mandate. As the recast has not yet been approved, these items have not been included in the agenda.

Three written procedures were carried out in June on the final 2007 accounts, in July on the recruitment of the Director and September on the revised budget.

Ms Scheys (B) received confirmation that the steering group meetings between the ETF and DG Enlargement are now taking place on a regular basis.

4. Oral reports

i. Progress on Commission policies and programmes that have an impact on the ETF

Gordon Clark reported on the latest developments in the area of education and culture.

As far as the ETF recast regulation is concerned, progress is being made and a second vote at the European Parliament is foreseen for the week beginning 15 December 2008.

The ETF's 2009 budget is expected to return to the level of the 2007 budget (around €19.87 million). However, a reserve will be placed on the total amount pending the approval of the recast regulation.

The deadline for applications for the post of ETF Director was 10 November 2008. By this date a total of 140 applications from 25 different nationalities had been received. Following the first screening, 85 of the applications were deemed eligible to go through to the next round. The recruitment assessment board comprises two directors from DG Education and Culture, one from DG Enlargement and from DG RELEX, one Governing Board observer (Czech Republic) and one representative of DG Administration. A short-list is expected by mid-March 2009, with interviews with the Governing Board to be held in April. As the selected candidate should make a presentation to the European Parliament, the process should be completed before the elections take place in June next year.

As far as policy developments are concerned, a Commission communication (COM(2008)800) was adopted on 26 November linked to actions to address the current economic crisis. The communication has two key pillars: short-term actions to improve competitiveness and longer term investments in training and reskilling for the future. This could mean an increase in investment in education and training, which will have an impact on the work of DG Education and Culture, Cedefop and the ETF.

A new strategic framework for education and training is being prepared as the current 'Education and Training 2010' will soon be coming to an end. It is likely that it will include key issues such as the European Qualifications Framework, key competences, benchmarks such as reading literacy, that have already been agreed but not yet achieved. Making lifelong learning a reality, quality and efficiency improvements, active citizenship, innovation and creativity (the theme of next year's European Year) and the strengthening of the open method of coordination in education and training are all issues that are likely to be addressed. The new post-Lisbon strategy will be adopted on 16 December 2008, the same day as the New Skills for Jobs communication requested by the Council at its spring 2008 meeting to look at the match between skills and labour market needs. There could be a possible role for the ETF in this area in countries outside the European Union.

As far as the Copenhagen process is concerned, a communiqué adopted in Bordeaux on 26 November stresses the need to improve the links between vocational education and training and the labour market. The European Qualifications Framework is likely to be formally adopted in Spring 2009 and a launch conference will be organised by the Swedish Presidency in the second half of 2009. The European Qualifications Framework has a set of criteria to reference it with the higher education qualifications framework and a web-based tool has been developed in this respect. The ETF is organising an important conference on the external dimension of the European Qualifications Framework in Brussels in January.

Ronan MacAongusa presented the latest developments with regard to the external policy instruments.

Following an extraordinary general affairs council meeting, a new Eastern partnership is to be launched on 3 December with the six eastern countries of the European Neighbourhood region (Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine). This follows from the crisis between Georgia and Russia in the summer of this year. The idea is to stimulate greater economic integration, improve mobility of people, and intensify political dialogue and closer ties with the EU and between the countries themselves. Human capital development issues including vocational education and training, higher education and lifelong learning are included. The full text of the partnership is available on the Europa website (www.europa.eu).

With regard to the Union for the Mediterranean, at the Paris summit of the 'Barcelona Process: Union for the Mediterranean' held in July, it was agreed to build on the successful elements of the Barcelona

process by upgrading relations through more co-ownership and delivering concrete benefits for the region's citizens. In July the Heads of State and Government agreed to reinforce activities in the following areas: de-pollution of the Mediterranean, maritime and land highways, civil protection, alternative energy, Mediterranean solar plan, higher education and research, the establishment of a Euro-Mediterranean University and the Mediterranean business development initiative. On 3 and 4 November the meeting of foreign ministers of the countries involved in the Barcelona process agreed to rename the initiative Union for the Mediterranean and to establish a secretariat for the Union in Barcelona with a secretary general and five deputies from Israel, the occupied Palestinian territories, Italy, Greece and Malta. The Arab league will participate as a full member. The Euro-Mediterranean University was inaugurated in Slovenia on 9 June and is designed to encourage cooperation in higher education in the future. A first ministerial conference on higher education took place in Cairo in June and an expert group on higher education will be set up as a result, and will pay particular attention to promoting academic mobility, enhancing quality assurance mechanisms, and issues related to the recognition of degrees and study periods which may lead in future to the development of joint degrees between universities in the Mediterranean region and the EU. The next ministerial meeting of this kind is planned for the second half of 2009.

In terms of wider European Neighbourhood Policy developments, action plans that have been developed with four countries (Ukraine, Moldova, Israel and Morocco) have intensified in such a way that a deepening of relations with these countries is now warranted. On 21 September the EU-Ukraine summit agreed that the EU would enter into negotiations on a new association agreement including political and economic relations, the establishment of a free trade area with a large element of regulatory approximation, contributing to the gradual integration of Ukraine into the internal market. The agreement will also include education, training and youth. Negotiations on the agreement though are likely to last at least another year with ratification in 2010 or 2011. On 18 June the joint association council with Israel agreed on closer relations. Activities are likely to be in the areas of economic and social cooperation, trade, justice and home affairs, energy, transport, information society, education, training, culture, youth and trilateral cooperation. A joint communication was adopted in July between the EU and Israel covering issues such as the promotion of mobility of students and researchers and academic staff as well as young people, dialogue on lifelong learning including the European Qualifications Framework and information and communication technology. The EU Morocco summit in September agreed on Morocco's advanced status which foresees its progressive integration into the internal market as well as an enhancement of economic, political and trade relations with the EU. This includes the adoption in the future of a free trade agreement. With regard to education and training, work is envisaged on improving the transparency of qualifications and certification, with a view to alignment with the European Qualifications Framework, enhancing school and university cooperation on language learning and the modularisation of university curricula and courses as well as their alignment to EU norms and practices.

With regard to Moldova, in October the general affairs council endorsed the idea of Moldova also entering into negotiations on an enhanced agreement which would go beyond the current partnership and cooperation agreement. This will depend on Moldova's capacity to sustain the full effects of trade liberalisation. The Commission is undertaking a feasibility study on this and preparing draft negotiating directives for approval by the Council in early 2009.

It is expected that requests for similar enhanced agreements will soon come from Egypt, Jordan and Tunisia. Developments with individual countries will be taken forward in a tailor-made manner consistent with the overall policy approach of the ENP which includes the principle of agreed benchmarks.

Some ENP countries have signed protocols to enable them to participate in certain activities of Community agencies and EU programmes.

The Commission received a negotiated mandate on a future framework agreement with Libya in July and the first round of negotiations took place in November covering a preliminary exchange of views on political, trade, energy and justice and home affairs issues. The next round of negotiations will take place in Tripoli in February and are likely to cover transport, education, health and fisheries. It is expected that the whole process of negotiation with Libya will take at least another two years.

Timo Summa of DG Enlargement gave an update on EU activities in the Western Balkans in terms of the Enlargement process and the Instrument for Pre-Accession Assistance (IPA).

There are currently three candidate countries and five potential candidate countries. Strategy papers including a stocktaking of the progress towards accession made to date have been published along with priorities for 2009.

With Croatia, negotiations could reach their final stages in 2009, provided certain conditions are met. The timetable will be adapted according to progress, which is monitored closely by the Commission.

The former Yugoslav Republic of Macedonia has made some progress, but further work is needed on free and fair elections to improve the dialogue between the major political parties and actors. The Commission is continuing to monitor the progress being made and a key point will be the elections in March 2009.

Albania, Montenegro and Bosnia and Herzegovina have made progress on the implementation of the interim agreement in some reform areas, but the rule of law and administrative capacities remain major challenges.

Serbia could progress to candidate country status in 2009 if it meets certain conditions. Preparations in Kosovo are still at an early stage and a feasibility study on the current state of play and means for social and political development is likely to be ready in autumn 2009.

In Turkey the pace of the negotiations will continue to match the pace of reform in the country. Turkey is now considered a functioning market economy and is expected to make progress in certain areas e.g. relations with Cyprus and full non-discriminatory implementation of additional protocols.

The Instrument for Pre-Accession Assistance has a financial allocation of €1.4 billion in 2009. A new crisis response package will operate in 2009. Support to education is provided through the Tempus and Erasmus Mundus programmes and a total of 500 scholarships will be available in the academic year 2008/09 with a budget of €10 million. A total of 103 students have been selected through the Western Balkan Window to undertake post-graduate studies in the EU. The consortium selected under the external cooperation window is proposing to cover the whole region and offer 400 scholarships to undergraduates and academic staff. From next year €20 million will be earmarked for Erasmus Mundus and it is expected that 1,000 scholarships can be funded from this. The Tempus Programme will continue to support cooperation between higher education institutions and another €20 million will be allocated to it for the Western Balkans.

ii. Trends and developments at the ETF

Muriel Dunbar welcomed the new members of the Board and thanked Ms Bulgarelli (Cedefop) for her attendance, which indicates the strength of the relationship between the ETF and Cedefop.

The ETF is still concerned about the fact that the recast regulation has not yet been approved both in terms of a possible budgetary reserve to be applied by the European Parliament and the constriction of the ETF's work in the meantime. At present, all recruitments and replacements of staff members leaving have been halted. This is because the Parliament has requested that the reserve be applied to titles 1 (staff costs) and 2 (infrastructure costs), rather than title 3, which is for operational costs.

The ETF is however optimistic that the recast will be approved at its second reading in December. All the documents presented to the Board have been prepared on the hypothesis that it will be approved at this point. The governance issue, which was the stumbling block last time is being addressed through a different mechanism: an evaluation of all the EU agencies.

The evaluation is designed to examine the real implications of the creation, operation, role and place of EU agencies and improve the transparency of the system. The evaluation committee will be chaired by the Commission and involve the European Parliament, scientific experts and representatives of the agencies. It will look at questions dealing with aspects such as relevance, coherence, effectiveness, impact and efficiency. Recommendations for improvements will be made in areas such as creating and setting up regulatory agencies, management and governance, as well as monitoring and supervision.

Publications is one area where the ETF is not constrained by the fact that the recast has not yet been approved. In view of this, the ETF recently concluded a call for editorial board members and despite the fact that no remuneration is offered, a total of 24 applications were received. A short-list has been drawn up of eight members with a wide geographical, organisational and specialist backgrounds. The new Board will start its work in January 2009. Furthermore, the ETF's Yearbook for 2008 on the subject of policy learning has just been finalised and a publication on career guidance will be ready early in 2009. The latter is very timely in view of the recent Commission Communiqué on lifelong guidance, in which the ETF is mentioned as having a key role to play in third countries in this field.

The ETF is also constantly expanding its contacts with national and international organisations. For example, it works closely with national organisations in Denmark, Finland, France, Italy, Germany, Spain and the UK. On an international level, joint activities have been and are being carried out with the OECD, the World Bank, the Fund for the Balkans, the ILO, UNESCO and the potential for joint activities is being actively explored with the Asian Development Bank and the European Investment Bank. As a concrete example, the ETF has worked closely with UNESCO on the training in Amman of Iraqi decision-makers to help to reform the vocational training system of their country. In terms of international

networks, the ETF is a member of several networks, for example among other, the International Financial Institutions Advisory Group, and the Inter-Agency Network for Education in Emergencies.

The repatriation of the Tempus programme to the executive agency took place at the end of June and all administrative and budgetary responsibilities passed to DG Education and Culture. They will be transferred to the executive agency at the end of March 2009. Although most ETF-Tempus staff have found alternative employment, two former members of staff have initiated legal proceedings against the ETF.

In response to a question from **Mr Østerlund (DK)** on the topic of the effect of the policy learning principle, it was confirmed that the ETF continues to support policymakers to develop and implement their policies.

iii. Cooperation with Member States and institutional partners

A number of Governing Board members have been involved in hosting and supporting ETF activities in the second half of 2008:

Ms Dimitova (BG) supported a study mission for Albanian participants.

Ms All (EE) contributed to the social partnership conference in Yerevan and, along with **Mr Mezel (FR)** and **Ms Dimitova (BG)**, attended the national qualifications framework seminar in Rabat in November.

Mr Szent-Léléky (H) held an ETF awareness raising seminar in Budapest and **Ms Czarnecka (PL)** held a similar event in Poland.

Mr Cutillo (I) has provided a lot of support on the renewal of the Italian Trust Fund and the ETF's site agreement with the Italian authorities. He also provided help in the organisation of an ETF conference on teaching and learning held in Rome in October.

Study missions on national qualifications frameworks were organised for MEDA and Croatian participants by **Ms Sams (UK)** and **Ms Blasco (E)** respectively.

Also on the topic of national qualifications frameworks, **Ms Vladuc (RO)** attended a seminar in Turin.

Mr Lindqvist (FI), **Ms Soares (PT)** and **Mr Henriks (S)** provided country expertise on different topics in support of ETF activities.

The ETF encouraged Governing Board members to get more involved in its work to present both the positive experience that they have in the area of vocational education and training and also challenges they have faced and how they have dealt with them. A questionnaire on possible future involvement was distributed.

Mr Honorat (FR) presented the activities that had taken place in the education and training field as part of the French Presidency.

Many events for the Union for the Mediterranean preparations were held, and the ETF has actively supported the preparations for some of them and will be involved in the follow-up.

- 13/07/2008: summit to launch the 'Barcelona Process: Union for the Mediterranean' (Paris)
- 3-4/11/2008: Union for the Mediterranean ministerial conference (Marseilles)
- 5-6/11/2008: Euro-Mediterranean Conference of Ministers for Industry (Nice)
- 9-10/11/2008: First Euro-Mediterranean ministerial conference on employment and labour (Marrakesh)
- 18/12/2008: First Euro-Mediterranean Forum on technical and vocational education and training (Marseilles)

Furthermore, the ETF is directly concerned by a set of texts prepared and/or adopted under the French presidency on education and training in Europe, and the continuation of the Erasmus Mundus II programme:

- 21/11/2008: Council resolution on better integrating lifelong guidance into lifelong learning strategies, and Council conclusions on the promotion of enhanced European cooperation in vocational education and training
- 25-26/11/2008: Informal meeting on the Copenhagen Process (Bordeaux)

- Draft recommendations of the European Parliament and of the Council on the establishment of the European Credit System for Vocational Education and Training (ECVET) and the European Quality Assurance Reference Framework for Vocational Education and Training
- 16/12/2008: Decision of the European Parliament and of the Council on establishing the Erasmus Mundus II (2009/2013) programme.

Ms Molnárová (CZ) presented the planned activities related to education and training, employment and cooperation under the upcoming Czech Presidency of the EU.

As priorities in the field of education and training, the Czech Presidency will look at strategic programmes beyond 2010, partnerships between schools and the world of work as well as the development of higher education in terms of quality and openness.

As events in this field, the following are planned:

- Council meetings in February and May 2009
- An informal meeting of ministers in March 2009
- The kick-off conference for the European Year of Creativity and Innovation in January
- A flagship conference on education, entrepreneurs and employers at the beginning of April
- The meeting of the Directors General for vocational training will be held in May and linked to another seminar on new tools for vocational training.
- The meeting of Directors General for higher education will take place in June, as will the Education Committee meeting.

A number of documents are to be prepared under the Czech Presidency including one on the new strategic framework for education and training beyond 2010, Parliament and Council recommendations on the quality assurance reference framework for vocational training (EQARF) and the European credit system for vocational education and training (ECVET) as well as conclusions on partnerships between education and training institutions and employers.

5. Work programme

i. ETF Work Programme 2009

Xavier Matheu presented the draft 2009 Work Programme that has been prepared on the assumption that the recast regulation will be approved. It focuses on the broader issue of human capital development, and other areas that are linked such as skills of migrants. It also consolidates the country approach adopted by the ETF in its current mid-term perspective.

The main objectives are to contribute to partner country policy design and implementation in the area of human capital development and to help countries maximise the opportunities offered through the EU's external assistance instruments.

The ETF has key objectives for its activities in each of the regions in which it works. In the IPA region the objectives are to support the Commission in the identification and deployment of external assistance. In the ENP region, the main objectives are to strengthen the impact of EU interventions in human capital development by providing input to project and programme cycles, increasing capacities in the partner countries for the reform of human capital development systems, and to promote regional cooperation and cross country exchanges of experience. In Central Asia the ETF aims to contribute to strengthening the definition and implementation of EU external policies by supporting the programme cycle and improving capacity in the partner countries for policy development and implementation.

In addition to its work in the countries, the ETF will also run a series of innovation and learning projects in the following areas: skills for competitiveness, human capital reviews, women and work as well as lifelong learning and labour market flexibility.

Aside from operational activities, the work programme also includes sections on corporate communication and organisational learning.

Ms Scheys (B) questioned the role of the Governing Board in approving the various items on the agenda (the Work Programme and budget for 2009 in particular) in view of the fact that the recast

regulation has not yet been approved. She pointed to the fact that the Governing Board is not in a position to make a real judgement on the material that is presented to it in such a hypothetical situation.

Ms Soares (PT) asked how projects not mentioned in the budget (such as the MEDA-ETE project) will be funded in 2009. She also asked how project work can continue once funding ceases, e.g. for the lifelong learning innovation and learning project that comes to an end in 2009.

The MEDA-ETE programme is funded differently from other ETF projects in that it has a separate grant for the provision of technical assistance. Furthermore, the lessons learned from projects that come to an end in 2009 will be applied to future projects. An example of this is the results of the skills for poverty reduction project that are being applied to a new school development project in Central Asia.

Ronan MacAongusa of DG External Relations explained that the funds managed by the ETF for projects in human resources development were only a part of the funds available within the EU assistance programmes for this field.

Mr Honorat (FR) congratulated the ETF on the richness of the Work Programme, but asked that reference to lifelong guidance be added to the text. It was necessary to promote the employability of individuals, both in Europe and in other countries, by promoting the development of quality guidance services that were accessible and coordinated, and the acquisition of the ability to decide which field to specialise in on leaving school. This would be in accordance with the resolution on lifelong guidance adopted by the Council.

Mr Lindqvist (FI) supported the Work Programme's emphasis on policy learning and capacity building in the partner countries.

Ms Scheys (B) mentioned that the ETF should invest further in outcome indicators rather than output indicators. The ETF confirmed that the project implementation plans for 2009 include more explicit expected project outcomes as part of the result-oriented measurement of projects

ii. ETF Draft Budget 2009

Olivier Ramsayer presented the ETF's 2009 draft budget which amounts to €19,870,000. The previous baseline of 2006 (2007 and 2008 were exceptional years due to the phasing out of the provision of technical assistance for the Tempus programme) indicates that the 2009 amount represents an increase of €2.7 million specifically for operations under the new mandate.

The European Parliament has expressed its intention to apply a reserve of €2.084 million on the 2009 budget pending approval of the recast regulation. The reserve should be applied to titles 1 and 2 of the budget and not have any effect on title 3.

Ms Scheys (B) requested information on how the ETF would proceed if the recast regulation is not approved.

Mr Honorat (FR) requested clarifications on the necessity of the substantial increase in the numbers of staff planned and the fact that a larger proportion of the budget will have to be allocated to title 1 as a result.

Mr Schneider (D) questioned the need and requested more justification on the large increase in the budget in 2009.

Muriel Dunbar explained that the total figure for the 2009 draft budget had already been approved early in 2008 by the European Parliament. Agreement on the fact that the extra funding and the amount made available due to the repatriation of Tempus technical assistance should be used to strengthen the ETF's core business has already been reached with the Board. She also confirmed that should the recast be approved, then the lifting of the reserve was almost guaranteed.

As far as staffing is concerned, when the ETF started its operations it needed project managers. These people have very different profiles from the experts now required. Initially, the policy was to buy in expertise from outside, but this does not give the option of building up internal capacity. The plans are to recruit experts and invest in developing current staff members. Expertise which the ETF plans to recruit in the near future includes education economists, labour market economists and statisticians

iii. Provisional draft estimate of revenue and expenditure and underlying general guidelines 2010

Olivier Ramsayer provided an overview of the budget planning for 2010 which is consistent with the 2009 budget, and merely increases to match inflation. Staffing is also expected to be consistent with 2009. One important change however will be the new financial regulation which will be submitted to the Board for approval in 2009 and this will affect the management of the 2010 budget.

The Governing Board approved the draft 2009 budget, the 2010 provisional draft budget and the ETF Work Programme for 2009 with the revisions requested (see above).

6. ETF external evaluation action plan

Otti Kärkkäinen gave an overview of recent progress made in the implementation of follow-up activities related to the 2006 external evaluation. In terms of the key areas to be addressed, the ETF continues to prioritise certain countries, and to work with other agencies, EU Member States and donors. Information and dissemination activities with the European Parliament and the Council also continue.

In terms of efficiency and effectiveness, the ETF supports policy facilitation, and has strengthened links between its different planning documents. Implementation plans by country have been further developed.

The monitoring of projects was another area of action to be addressed following the external evaluation. In this context the ETF has increased its attention to indicators of achievement and has continued to carry out feedback surveys on the usefulness of its services.

The ETF has enhanced its cooperation with the Governing Board through new restricted areas on the website, awareness raising seminars in the Member States and the inclusion of Governing Board members in some operational activities.

In terms of communication and information dissemination, the ETF now has a multi-lingual website in six languages including Russian and Arabic, a new information leaflet has been produced in all EU languages, plus the languages of the Western Balkans and the ETF magazine is now published four times a year.

The outcomes and impact of the ETF's work is measured through evaluations commissioned to external evaluators. As examples, evaluations have taken place in Bulgaria, Egypt, Syria, Turkey and Romania. Evaluations of work in Bulgaria and Romania referred to activities which ETF undertook prior to their accession.

7. State of play of 2008 audits and planning of 2009 audits

Francesca Gandini gave a presentation on the state of play of Internal Audit Service audits. The 2008 audit was on the management of human resources and its objective was to obtain reasonable assurance that the management of human resources is effective in terms of the ETF's mission, mandate and objectives and the needs for specific competences and expertise of its staff. The auditors looked in particular at the planning and monitoring of human resources, recruitment procedures, performance appraisal and promotion.

The audit found ETF human resource management satisfactory, but requiring further work on human resources planning and reporting, objective setting for individual staff members and time recording.

The ETF has prepared an action plan to address the issues highlighted and this work will be carried out in 2009.

Previous audit recommendations continue to be addressed. Most of this work has been completed and the remaining issues are currently being tackled.

Future audits expected in the coming years are on risk assessment and management, activity planning, the organisational structure and the management of stakeholders.

8. Next meeting

To be decided depending on the progress of the recruitment of the next ETF Director.

Action points

- The minutes of the meeting of June 2008 to be amended to include more detail on French Presidency activities, and to be distributed to the Board via written procedure in December 2008.
- More details will be given about the Editorial Board members at the next Board meeting.
- DG External Relations, Enlargement and EuropeAid should present figures to show the contribution that the ETF receives in the wider context of EU external relations activities (linked to the point made by the DG External Relations representative).
- Final audit plan for the next years to be sent by written procedure
- Clear reference to lifelong guidance to be added to the 2009 Work Programme.
- ETF to participate in relevant Czech Presidency events.
- A proposal on how to manage requests for the deployment of ETF services in a wider geographical context to be presented at the next meeting.
- A revised International Advisory Panel proposal to be presented.
- Annual activity report to include details about cooperation with donor and international organisations in line with the restructuring of the report that will be done in early 2009.