

THE ADMINISTRATIVE BOARD – 60TH MEETING – 13-14 DECEMBER 2023

13 December 2023

**OPENING** 16:15 – 16:20 **Opening of the 60<sup>th</sup> meeting**

*Adoption of the agenda and declaration of interests*

**CLOSED SESSION** 16:20 – 17:05 **Administrative Board discussion – Members Only**

**The election of the Chair and Vice-Chair for the period January 2024–January 2026  
via E-platform**

*Documents No.1-2*

**REPORTING, INFORMATION, AND INTERNAL FUNCTIONING OF THE BOARD** 17:05 – 17:15 **Appointment of the Reporting Officers for the Director for the year 2023**

*For adoption*

17:05 – 17:10

*Presentation by Administrative Board Secretariat*

17:10 – 17:15

*Roundtable discussion and adoption*

17:15 – 17:25 **Conflict of Interest policy: Reflection on the 2023 process and appointment of the Members of the Review Panel for Conflict of Interests Management in 2024**

*For adoption*

17:15 – 17:20

*Presentation by Administrative Board Secretariat*

17:20 – 17:25

*Roundtable discussion and adoption*

17:25-17:35 **Break**

**FOR INFORMATION** 17:35-17:40 **Reporting about the outcome of the two written procedures:**

- **1/2023 on the second amendment to the ACER's Budget and Establishment Plan for the financial year 2023 (removal of funds and posts related to the not yet adopted Methane and Decarbonized Gas package)**
- **2/2023 on the third amendment to the ACER's Budget and Establishment Plan for the financial year 2023 (additional funds for the IT strengthening)**

*For information*

17:35 - 17:40

*Presentation by Ms O. BORISSOVA, Head of Corporate Services, Ms R. MANDROC, Budget, Finance and Procurement- Team Leader*

**FOR ADOPTION** 17:40 - 18:10 **The adoption of the ACER's Budget and Establishment Plan for the financial year 2024**

*For adoption*

17:40 - 17:50

*Presentation by Ms O. BORISSOVA, Head of Corporate Services, and Ms R. MANDROC, Budget, Finance and Procurement - Team Leader*

17:50 - 18:00

*Intervention of rapporteurs Ms E. HERCZOG and Mr J. SPIRIDONOV*

18:00 - 18:10

*Roundtable discussion*

18:10 - 18:30 **The adoption of the Agency's Strategy on Communications 2024-2026 and its Dissemination Plan**

*For adoption*

18:10 - 18:15

*Presentation by Mr B. VEREECKE, Director's Office - Strategy Delivery and Communication, Team Leader and Ms U. SHORTALL, Director's Office - Strategy Delivery and Communication, Policy Officer - Strategic Communications*

18:15 - 18:20

*Intervention of rapporteur Ms K. LUNNING*

18:20 - 18:30

*Roundtable discussion*

**CLOSED SESSION** 19:00 - 19:20 **Administrative Board Discussion - Members and Alternates Only**

## 14 December 2023

**OPENING** 08:45 - 08:50 **Opening of the 60th meeting**

*Adoption of the agenda and declaration of interests*

**FOR INFORMATION** 08:50 - 09:50 **Progress report - Energy Markets and Regulatory Developments - recent ACER actions, efforts, perspectives and reflections**

*For information*

08:50 - 09:20

*Presentation by Mr C. ZINGLERSEN, ACER Director and select ACER colleagues (Mr A. SANTOS, Market Surveillance and Conduct Department, Team Leader; Mr R. MURUAIS GARCIA, acting Head of the Electricity Department and Team Leader; Ms C. BARTOK, acting Head of the Infrastructure, Gas and Retail department)*

09:20 - 09:30

*Intervention of rapporteur Mr V. BARTUŠKA*

09:30 - 09:50

*Roundtable discussion*

**09:50 - 10:05 Board of Regulators – Progress report**

*For information*

09:50 - 10:00 *Presentation by Ms C. POLETTI, Chair of the Board of Regulators*

10:00 - 10:05 *Roundtable discussion*

**10:05 – 10:15 Break**

**10:15 - 11:15 Progress report - Organisational Developments (Budget & Procurement Implementation, Human Resource Management - Recruitment; Structural challenge of legal costs; Audits; Building project, update on the European School in Ljubljana, etc.)**

*For information*

10:15 - 10:45 *Presentation by Mr C. ZINGLERSEN, ACER Director; Ms O. BORISSOVA, Head of Corporate Services; Ms S. MANESSI, Human Resources Management, Team leader; Paul MARTINET, Legal Service, Team Leader*

10:45 – 10:55 *Intervention of rapporteurs Ms E. HERCZOG, Mr J. SPIRIDONOV and Ms R. JORDAN*

10:55 - 11:15 *Roundtable discussion*

**FOR  
ENDORSEMENT  
(IF NO OBJECTION  
RAISED)**

**11:15-11:30 Budget review - Proposal to Adopt Budget Transfers Pursuant to Article 26(4) of the Agency Financial Regulation**

*For endorsement*

11:15 - 11:20 *Presentation by Ms O. BORISSOVA, Head of Corporate Services, and Ms R. MANDROC, Budget, Finance and Procurement - Team Leader*

11:20 - 11:30 *Roundtable discussion*

**11:30-12:00 Cyber incident - closed item**

*For information*

**12:00-12:15 Break**

**FOR  
INFORMATION**

**12:15 – 12:45 Board of Appeal – Report by the Board of Appeal Chair – POSTPONED TO NEXT MEETING**

*For information*

**12:45 - 13:15 Discussion on the draft Single Programming Document for the years 2025 – 2027**

*For information*

12:45 - 12:55 *Presentation by Mr C. ZINGLERSEN, ACER Director, Ms O. BORISSOVA, Head of Corporate Services and Mr V. ILIĆ, Quality Management Assistant*

12:55- 13:00 *Intervention of rapporteur Mr B. CHIRIȚOIU*

13:00 - 13:15

*Roundtable discussion*

**CLOSURE** 13:15 -13:30 **AOB and Closure of the 60<sup>th</sup> meeting**