

**Minutes of Sesar Joint Undertaking
Administrative Board
ADB(M)008**

1st December 2008 (10:00 – 18:00)

Minutes of the meeting
(Approved by correspondence on 12 February 2009)

Participants:

Represented Organisations	Participants
European Commission	Mr Daniel Calleja (<i>Chairman</i>), Mr. Luc Tytgat, Mr Marco De Sciscio
EUROCONTROL	Mr Bo Redeborn (<i>Deputy Chairman</i>), Mr Bernard Miaillier
Military	Gen Antonio Pilotto, Gen Jean-Robert Cazarré (excused)
Civil users of airspace	Mr Vincent De Vroey, Mr Pedro Vicente Azua
Air Navigation Service Providers	Ms Marie Desseaux, Mr. Bernard Martens
Equipment manufacturers	Mr Luigi Iodice, Mr Hugues Subra de Salafa
Airports	Mr Stuart Condie, Mr Roland Krieg (excused)
Staff in the ATM sector	Mr Marc Baumgartner, Mr Jean-Pierre Etienne
Scientific community	Mr Peter Hecker, Mr Jean-Jacques Favier
Executive Director	Mr Patrick Ky
Director Administration and Finance	Mr Carlo Borghini
Secretary	Ms Caroline Pouza
Observer/Expert	Mr Ross Walton, member of the SJU Permanent Audit Panel presenting item 1.3 of the agenda

The meeting was chaired by Mr. Daniel Calleja

Working documents:

- SJU-AB-08-08-DOC 01: Agenda (sent on 18/11/2008)
- SJU-AB-08-08-DOC 02: Audit Panel's guidelines on conflict of interest (sent on 18/11/2008)
- SJU-AB-08-08-DOC 03: Decision on conflict of interest (sent on 18/11/2008)
- SJU-AB-08-08-DOC 05: Communication Plan (sent on 18/11/2008)
- SJU-AB-08-08-DOC 05 bis: updated Communication Plan (sent on 26/11/2008)
- SJU-AB-08-08-DOC 06: Decision on prevention of fraud (sent on 18/11/2008)
- SJU-AB-08-08-DOC 06 bis: updated Decision on prevention of fraud (sent on 26/11/2008)

- SJU-AB-08-08-DOC 07: Interinstitutional Agreement OLAF (sent on 18/11/2008)
- SJU-AB-08-08-DOC 07 bis: updated Interinstitutional Agreement OLAF (sent on 26/11/2008)
- SJU-AB-08-08-DOC 08: Long term and innovative research (sent on 18/11/2008)
- SJU-AB-08-08-DOC 10: Draft Work Programme 2009 (sent on 20/11/2008)
- SJU-AB-08-08-DOC 11: 1st version of draft budget (sent on 30/09/2008)
- SJU-AB-08-08-DOC 12: Policy paper (sent on 21/11/2008)
- Doc a-824-CNS Systems: sent on 26/1/2008
- Doc a-803-Raytheon: sent on 26/1/2008

AGENDA

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1.3	Presentation of the Audit Panel's guidelines on the management of the conflict of interests
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1.5	Disclosure of potential conflict of interest on agenda items
2 Administrative and general issues	
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2.4	Presentation of the draft Communication Plan
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2.6	Presentation and adoption of draft decision of the Administrative Board of the SESAR Joint Undertaking concerning the terms and conditions for internal investigations in relation to the prevention of fraud, corruption and any illegal activity detrimental to the Communities' interests, as per article 20.2 of the Statutes
2.7	Presentation of the SESAR Joint Undertaking Financial Regulations, revised in compliance with art 185(1) of Council Regulation 1605/2002 (the Financial Regulation of the European Communities)
3 Annual Work Programme and Budget	
3.1	Presentation of the 2009 draft annual work programme

3.2	Presentation of the 2009 draft annual budget, including the staff establishment plan
4 Membership process	
4.1	Update on the membership process
4.2	Presentation and adoption on the “Implementing Rules on Voting Rights”
4.3	Presentation and adoption of the ”SESAR Joint Undertaking Policy Paper” including the policies governing IPRs, contributions’ assessment, etc, as per article 5 of the Statutes.
5 Updated presentation of Long term and innovative Research	
6 AOB	

1. Introduction & approval of the draft agenda

1.1. Introduction by Mr Calleja

The Chairman welcomed the members of the Board and proposed the following modification of the draft agenda:

- Item 2.7 is only made an information point on the SJU's new financial rules, as the draft is not yet completed and, under the amended Regulation, it will have to be discussed with the Commission services and then submitted to the College for adoption.
- Items 4.4 and 4.5 are withdrawn from the agenda because they concern issues that give rise to conflict of interest for some Board members. Indeed, since these items include detailed information on the planned invitation for submitting final offers for accession to membership, some candidate members, who are directly or indirectly represented on the Board, would be in a privileged situation in respect to other candidates who are not represented.
- Item 4.6 also needs to be withdrawn as discussions between the European Commission, EUROCONTROL and the SJU, as announced at Board meeting of 3 July 2008 are still on-going and the draft agreement is still not finalised.
- Under AOB the Chairman proposes 2 points:
 - Request for the authorisation of Board members to publish their names on the SJU's website.
 - Draft calendar of Board meetings in 2009

The SJU Executive Director proposed to add, under AOB of the agenda, the requests received by the SJU from new candidates to membership.

➤ **Decision:**

- The Board approved the proposed agenda.

1.2. Election of the Vice Chairman of the Administrative Board

In accordance with Article 4.2 of the Board's rules of procedure, the Board had elected Mr Redeborn as its vice-Chairman on 15 June 2007. The duration of this role, reserved to a representative of a member of the SJU, is limited to one year but may be renewed. To date, the only other member of the SJU, apart from the European Community, is ECTL. Mr. Redeborn was proposed to hold this role again, which he accepted, and was unanimously re-elected.

➤ **Decision:**

- The Board endorsed the re-election of Mr. Bo Redeborn, who is therefore confirmed as Vice Chairman of the Administrative Board for a period of one year starting from 1st December 2008.

1.3. Presentation of the Audit Panel's guidelines on the management of the conflict of interest

As requested by the Administrative Board during its meeting of 3 July 2008, the SJU permanent Audit Panel provided the Administrative Board with guidelines for the management of conflict of interest, which were presented by Mr Ross Walton, member of the SJU Permanent Audit Panel. The guidelines aim at providing the Board with a set of principles on which it can establish more specific rules on the subject. The aim is to preserve the credibility and integrity of the Board's decisions and ensure that they are taken within the objectives of the SJU without any undue levy in favour of an individual member.

In general terms, the Permanent Audit Panel considers that a conflict of interest might occur when a member of the public may reasonably think that an interest could influence or bias the judgement of the individual concerned.

However, the Audit Panel reminds that the holding of interests does not, *per se*, automatically provoke a conflict of interests if the independence and objectivity of decisions are not at risk.

The Audit Panel therefore opined that the rules set up by the SJU were to ensure a sound management of conflict of interests able to safeguard and demonstrate to the public the independence of all decisions taken by its members (e.g., regular declarations of commitment, interests and confidentiality should be foreseen, activities at potentially high risk should be identified such as recruitment procedures, procurement procedures and call for tenders and experts).

Finally, the proposed guidelines are based on those already adopted by the Fusion for Energy and ARTEMIS joint undertakings.

➤ *Conclusion:*

- The Board took note of the Permanent Audit Panel's guidelines on the management of conflict of interest.

1.4 Presentation and adoption of the draft decision of the Administrative Board of the SESAR Joint Undertaking on confidentiality, independence and the management of potential conflict of interest

The SJU Director for Administration and Finance presented the rules proposed for the management of conflict of interest on the basis of the Audit Panel's guidelines.

According to these rules, participants must declare before each meeting any interest that which might be prejudicial to their treatment of certain items of the agenda and recuse themselves from taking part in the discussions and voting on the concerned item.

The Chairperson must ensure that the agenda is detailed enough to allow the identification of situations arising potential conflict of interest and indicate prior to the meetings, the possible conflict of interest that may arise from the agenda.

In case of any doubt on the existence of a conflict of interest, the Chairperson may propose to the body (e.g., the Administrative Board) to either:

- Delete the item from the agenda;
- Withhold any information and material on issues that may give rise to a situation of conflict of interest;

- Take all such other actions necessary to implement the rules for the management of conflict of interest.

The comments made by certain Board members were mainly the following:

- How can the Administrative Board function whereas the SJU, by nature, will always raise situations of potential conflict of interest?
- How can the Administrative Board members report back to their organisation in such situation?
- The issue is not the same whether the member has voting rights or does not.

At the request of the Chairman, Mr Walton outlined the fact that it was indeed difficult to determine whether there was a conflict of interest or not, when no document has been disclosed. He also agreed on the fact that it was difficult to see a conflict of interest where the member is just an observer and has no voting rights. However, the Board should carefully consider the possible effects of giving some Board members privileged access to information related in particular to competitive procedures. Nevertheless, he drew the participants' attention on the fact that, in any case, the management of conflict of interest has to be based on fair play and good faith.

The SJU Executive Director mentioned that the final steps of the membership process were sensitive and could be compared to a call for tender. He therefore thought that the present meeting of the Administrative Board and the following one would be particularly sensitive with respect to conflict of interest.

The Chairman requested that the situations triggering inherent risks of conflict of interest such as the accession to membership process and the ones mentioned by the audit panel's in its guidelines (i.e., recruitment procedures, procurements procedures and call for tender) be mentioned in the rules for the management of conflict of interest.

In conclusion the Chairman:

- Acknowledged that there was an agreement on the need to manage conflict of interest with transparency and fair play;
- Underlined that any measures taken on this issue should aim at preserving the SJU from any risks and provide the appropriate assurances to the auditing bodies. The scope is not to exclude participants from the decision making process.
- Reminded that this issue has an "individual" character; therefore the management of conflict of interest should be seen as a protection for the individuals as well as for the organisations that they represent.
- Proposed to include in the proposed text a specific reference to the activities which present a high risk of being affected by conflict of interest, namely calls for tenders or experts, procurement and recruitment procedures and accession to membership process.

CANSO expressed a reserve in that the interpretation of conflict of interest seemed too restrictive on its point of view.

➤ **Decision:**

- The Board decided to adopt the proposed rules on the management of conflict of interest including the modifications required by the Chairman.

1.5 Disclosure of potential conflict of interest on agenda items

In accordance to the Board's previous decision, Board members are required to disclose any apparent, potential or real conflict of interests on items of the agenda prior to the meeting. This practice has now been confirmed in the new formal decision on this subject.

Prior to the meeting, all members had declared that they did not have conflict of interest on the items of the agenda. The Chairman requested Mr Walton to express its advice on the matter. He opined that items on the membership process shall indeed entail conflict of interest, all the more for those who were representing directly or indirectly some of the candidate members.

The representative of the equipment manufacturers stated that if deemed necessary, he would not participate in the discussions on points 4.4, 4.5 and 4.6 if other members being in the same situations would also not participate in the discussion.

The Chairman stated that, on the basis of the previous discussion and in order to avoid potential conflicts of interests, he considered that Board members that directly or indirectly represent candidate members, or in any case, organisations which have participated in the negotiations and that will submit a final contribution offer, should not participate in the discussion involving detailed information on the membership process nor have access to the related documents.

Having modified the agenda and withdrawn those points that could have given rise to conflict of interest, there should be no further risk. Moreover, representatives of the Equipment manufacturers, Air Navigation Service Providers and Airports were excluded from the discussions of item 4.3 ("Presentation and adoption of the SJU Policy Paper, including the policies governing IPRs, contributions' assessment").

2. Administrative and general issues

2.1 Update on SJU logistics

The SJU Director for Administration and Finance reminded that this item had been discussed by the Administrative Board during its meeting of 3 July 2008 and the budget appropriation proposed for the new premises was approved, including the penalties for the early resolution of the rental agreement of the current premises.

He indicated that new offices were found and expected to meet the needs of the SJU better than the offices initially foreseen and referred to on 3 July 2008. A comparison was made between the budget for these new offices and the one approved by the Board on 3 July for the premises initially foreseen, showing the financial saving that the new option could allow for.

The Board was also informed on the problems encountered with the owner of the current premises, who "refuses" to terminate contract under reasonable conditions. This could risk delaying the move to the new offices.

➤ Decision:

- The Board mandated the Executive Director to pursue contacts and discussions with both owners in order to finally move to the new premises and to report to the Chairman on the status.

2.2 *Status report on recruitments*

The SJU Executive Director presented a report on the recruitment process. A number of new posts have been advertised. However, given the upcoming change in the SJU Statute, new staff will no longer be able to be recruited under Belgian employment regime but will not yet be able to be recruited under Community statute until the Budget of the EU for 2009 is amended to include the SJU establishment plan.

The Executive director underlined the difficulty to attract appropriately qualified candidates. This was partly due to the low salary levels under the new Community regime. He urged the members to publicise these posts within their organisations. He also proposed the possibility to have recourse to secondment of staff from the members.

The Executive Director also informed the Board that Ms Pouza, the SJU Head of Legal affairs, was leaving the SJU in February. All Board members expressed their gratitude for the excellent work carried out by Ms Pouza during this difficult setup phase of the SJU.

➤ *Conclusion:*

- The Board took note of the SJU's report and recommended consulting the Commission's DG ADMIN on the recruitment process.
- The Board appointed Mr Marco De Sciscio, from the European Commission, to replace Ms Pouza as Secretary of the Board until her replacement is recruited.

2.3 *Update on the ongoing calls for tender*

The SJU Executive Director presented a report on the status of calls for tender.

➤ *Conclusion:*

- The Board took note of the information provided by the Executive Director.

2.4 *Presentation of the draft Communication Plan*

Mr Eric Platteau, the SJU Chief of Communication & Stakeholders' relations presented the SJU communication plan for 2008-2009. He stressed the key messages, the key targeted audiences (the staff of the SJU, the members and partners of the SJU, the decision makers, the medias), the opportunities of communication at the SJU, the measurements of the communication actions, and the related indicative budget for 2009.

Board members asked for some clarifications and changes to be made to the document, in particular referring to the key players and audience and include a planning for the allocated budget. The Chairman also stated that the SJU should have access to and use the existing channels of communication.

➤ *Conclusion:*

- The Board took note of the SJU's presentation and, subject to the comments to be included, decided that the document could be adopted in the framework of the 2009 work programme.

2.5 Update on the process for the modification of the Statutes of the SJU

On 9 October, the Council of the European Union has adopted a general orientation on the Commission's proposal to amend the SESAR JU Regulation and Statutes, without substantial changes. However, Member States have agreed on granting retroactivity of fiscal exemption from 15 October 2008.

The European Parliament voted its opinion without amendments on 12 November and the European Economic and Social Committee is expected to adopt its opinion on 3 December 2008. The draft report fully supports the proposal.

The proposal will be presented to COREPER on 10 December 2008 and is foreseen for adoption by the Council on 16 December 2008 as point "A".

Publication and entry into force of the new SJU Regulation are foreseen between end December 2008 and end January 2009. Once the amended Regulation will enter into force, the transition to the new statute will require significant effort on behalf of the SJU.

The Executive Director has held a meeting with the staff to explain the upcoming changes and has already arranged to hold information meetings with officials from DG ADMIN to provide detailed information on the consequences for SJU staff.

Anticipating the adoption of the amended Regulation, the SJU has already had first contacts with Belgian authorities (via the BE Permanent Representation) in order to prepare the administrative arrangement with the host State and the application of the PPI. These contacts have been very constructive and encouraging.

➤ Conclusion:

- The Board took note of the information provided by the European Commission and encouraged the SJU to anticipate as much as possible any activities or contacts that may facilitate the transition phase, in close cooperation with the Commission.

2.6 Presentation and adoption of draft decision of the Administrative Board of the SESAR Joint Undertaking concerning the terms and conditions for internal investigations in relation to the prevention of fraud, corruption and any illegal activity detrimental to the Communities' interests, as per article 20.2 of the Statutes

This decision, required by Article 20 of the SJU Statutes, was presented by the SJU specifying that the draft text had been reviewed by OLAF.

➤ Decision:

- The Board decided to approve the proposed terms and conditions for internal investigations in relation to the prevention of fraud, corruption and any illegal activity detrimental to the Communities' interests and communicate them to the competent European Institutions and Office.

2.7 Presentation of the SJU's new Financial Regulations

With the adoption of the amended Council Regulation and Statutes, the SJU will have to adopt a new financial regulation in line with the Framework Regulation for the bodies referred to in Article 185 of Council Regulation (EC, Euratom) No 1605/2002. The new financial rules are in preparation and will be submitted to the Administrative Board in its first meeting of 2009, subject to the approval by the Commission (decision of the College) of any deviations from the Framework Regulation that are necessary to adapt the rules to the particular nature of the SJU.

➤ **Decision:**

- The Board took note of the information provided by the SJU.

3. Annual Work Programme and Budget

3.1 Presentation of the 2009 draft annual work programme

As required by Article 16 of the Statutes, a comprehensive and well structured presentation of the draft annual work programme was done by the SJU Executive Director.

A multi-annual programme (per three-year period) is also required by the SJU Statutes. However, considering that 2009 will be the first real year of activities, it was premature at this stage to develop a consistent multi-annual programme and the global work programme should therefore be presented once the initiation phase of the SESAR programme is completed.

The main comments and requests for clarification that were made were the following:

- Avoidance of duplication is a key element
- the various chapters should be completed with the related estimated budgets.
- 2.21. Concept storyboard: It is not very clear what the Concept story board is, who prepares it, who validates it?
- 2.2.2. Validation strategy: It should be ready before signing the Membership agreements.
- 2.4. Risk management: this process needs to be developed by March 2009, for reporting to the Council.
- 2.8 Programme ramp up: Explain how this will be managed in practice and what is the link with the Industrial Support.
- 2.9 Airlines operations centre: What is meant by ad-hoc process?
- 3.3 ATM performance Partnership: What is the involvement of the Admin Board in the endorsement of the process? Who can make recommendations and how?
- 4.1 AIRE: Will the launch of new demonstration projects be within (done by SJU members) or outside the Programme (Calls launched by SJU)?
- 5.2. IRIS: .
- Since ECLT has indicated that it has a number of "early activities" which needed to be launched at the beginning of 2009, it is important that any activities carried out by ECTL, in anticipation of the signing of its specific agreement with the SJU, are indicated in the 2009 Work Programme.
- Avoid a technology driven programme but an operational driven one.
- Partnership with USA is important.
- Alignment of IP 1, 2 and 3.
- Role of the BOARD on the implementation of the Work Programme.
- Ensure the involvement of Airports, ANSPs and other stakeholders (ie business and regional aviation) that are not candidate members of the SJU.
- Review terminology used when referring to "social partners"

The Executive Director made the following comments:

- the industrial support shall propose the engineering methodology to used in the ramp-up phase. IS will provide support for the "system of systems".
- discussions were held on IP1, 2 and 3 with ECTRL and the Commission and discussions were to be held to ensure the management of the non SESAR Members.
- On the validation strategy, the ED explained that defining it at this stage would have added extra complexity to the membership process. A document on validation will however be prepared in parallel and be presented to the Board possibly at its next meeting.

- Although IRIS is not funded by the SJU budget, it is important to coordinate with ESA in order to avoid 2 parallel developments.

The Chairman reminded that the Community has the institutional role of exercising political leadership in the domain of international cooperation. The Community will be responsible for establishing priorities and strategies and will rely on ECTL's technical expertise and support. The SJU will intervene at working level in the cooperation framework with NEXTGEN.

ECTL emphasised the need to avoid duplicating work by making the best usage of existing mechanisms on the international scene (ie. ICAO) and concentrate on activities that cannot be done by others.

Subject to including the amendments proposed by a certain number of Board members, the Chairman proposed the adoption of the draft work programme for 2009.

➤ **Decision:**

- The Board decided, subject to the integration of its comments and requested changes, to adopt the 2009 work programme with the current level of detail and considered that a revised work programme shall be presented once the accession process has been completed.

3.2 Presentation of the 2009 draft annual budget, including the staff establishment plan

At this stage of the setup of the SJU, prior to the finalisation of the membership process, a detailed budget, in particular relating to the R&D activities, cannot be prepared. Therefore, a new document with updated information and a more detailed breakdown of the items (also separating in-kind and in cash contributions) will be presented to the Board for adoption. Nevertheless, in order to ensure the proper functioning of the SJU, the Executive Director requested the Administrative Board to approve the operational expenditure of the SJU for 2009. Some Board members required some changes in the presentation of the document that the SJU agreed to implement in the final version of the Annual Budget 2009.

The representative of the equipment manufacturers highlighted the need for an adequate presentation of the commitments, where the European Community revenue appropriations should be reported in the budget document for their full amount like it was done for the other members and candidate members. The EC explained that the amounts indicated in the budget must reflect the actual annual commitments made by the Community.

➤ **Decision:**

- Following the proposal of the SJU, the Board decided to adopt the draft budget with regard to the operational expenditure under Title 1, Title II Chapter 1 and Article A5 of Chapter 2, subject to the implementation of the adjustments/clarifications requested by the Board members.
- The Board took note that an amended budget will be presented in the first quarter of 2009, once the membership process will be completed.

4. Membership process

4.1 Update on the membership process

The SJU Executive Director made a presentation on the status of the accession to membership process in particular on the results of the discussion phase and a description of the next steps.

Detailed information on the process for the invitation for final offers cannot be addressed by the Board as some members would be in a position of conflict of interests. The Executive Director therefore briefly described the main elements of the final phase and indicative timing, i.e.:

- Information meeting with the candidate members (meeting of the Steering group) is planned for 9 December 2008.
- Prepare, in consultation with the Commission, the contractual and technical specifications for the invitation for final binding offers.
- Determine ECTRL's contribution to the Work Programme.
- Close the discussion phase ensuring appropriate publicity.
- Launch the invitation for best and final offers after having reported to the Chairman.
- Endeavour to present the results of the evaluation and the draft agreements to the Board in view of signing the membership agreement if possible by 31 March 2009.

Several Board members commented on the process. The Chairman took note of the comments and concerns and reminded that the Board is not the negotiating body. This task has been assigned to the Executive Director. He stressed the importance of avoiding any delays in the Programme, especially in the light of the current economical context, and to keep the present momentum by supporting the ongoing collaborative process.

➤ **Decision:**

- The Board approved the process carried out so far and took note of the upcoming steps, stressing the importance of avoiding any delay in the procedure and of ensuring transparency and coherence with the initial call for expression of interest.
- The Board took note of the level of maturity of the discussions and requested the Executive Director to close the discussion phase.
- The Board gave the mandate to the Executive Director to launch the final phase of the accession process.

4.2 Presentation and adoption of the implementing rules on voting rights

The SJU presented implementing rules for the allocation of voting rights to the members of the SJU, in line with the related provisions in the Statutes.

➤ **Decision:**

- The Board decided to adopt these implementing rules, requesting the deletion from the document of the mathematical formulae developed to calculate the number of votes to be allocated to the members of the SJU. In this respect, the calculation of voting rights is delegated to the SJU who shall submit the results to the Administrative Board for endorsement.

4.3 Presentation and adoption of the SJU policy paper including the policies governing IPRs, contributions' assessment, etc. as per Article 5 (d) of the Statutes

In accordance with the SJU's rules on managing conflict of interests, the representatives of the Equipment manufacturers, Air Navigation Service Providers and Airports recused themselves from the discussions on this item and therefore left the room.

This policy paper sets the basic general principles, in line with the general principles of FP7 and TENT programmes, which shall govern the accession and the rules for participation of members to the SJU and was presented by the Commission.

➤ **Decision:**

- The Board adopted this document, which will serve, inter alia, as a basis for establishing the detailed implementing measures that are the model membership agreements and the financial and contractual specifications for the invitation for best and final offers. These documents must be compliant with the current financial regulation but also with the new Financial Rules for

Community bodies that will have to be adopted under the new Statutes. Finally this document should be published on the SJU website.

5. Updated presentation of Long term and innovative Research (EUROCONTROL)

At the last meeting, the Board agreed that Long term and innovative Research should remain within SESAR and be managed by the SJU. The Board also requested further clarification and discussions between the stakeholders before endorsing the orientations proposed. Board members had also agreed to make constructive proposals and provide comments and suggestions in writing to the SJU to allow for a decision at the next meeting. However, no further written comments have been received from members.

ECTRL made a brief updated presentation of Long term and innovative Research.

The Scientific Community stressed the importance of the role of Long Term and Innovative Research and drew the Board's attention on the fact that universities were facing a disruption in funding which rendered 2008 a very difficult year: indeed, the budget was shifted to the SJU, but action has not started yet.

CANSO mentioned that this work package was financed by ECTRL on behalf of the SJU so as a result, it should be reported to the Board.

Airspace users supported the fact that Long term research should be carried out under the control of the SJU but wanted to see how this WP could replace their current financing of the Long term and Innovative research.

The Commission deems that more funds are dedicated to research activities versus management (which should not exceed 5% of the total allocated budget) and reminded that calls should be aligned as far as possible to FP7 rules.

Staff representatives stated their interest in being involved on this subject and underlined the need to comply with the recommendation expressed in D4 to allocate 5-10% of the budget for funding long term research activities.

The representative of the equipment manufacturers commented that the total allocated budget (40M€ for all the life of SJU) does not seem sufficient if compared with the estimated US investments of 40 M\$ annually in long and innovative ATM research. FP7 Work programme should consider some Long term and innovative ATM research contents in addition to those of the SJU and in a coordinated manner.

➤ **Decision:**

- The Board reiterated that long term research should be carried out as part of the SJU' activities and under its supervision. It decided to mandate the SJU, together with the Commission and ECTRL, to decide on a strategy on Long term and innovative Research stressing the importance of reducing management costs and avoiding delays in launching the related activities.

6. AOB

Publication of Board members' names on the SJU website like in the case of other JTIs and agencies.

➤ **Decision:**

- The Board agreed to authorise the publication of its members' names on the SJU website.

Calendar for 2009 BOARD meetings: 26/03 – 25/06 – 24/09 – 17/12

➤ **Decision:**

- The Board agreed in principle on the proposed dates. The meeting of 26 March is confirmed. For the subsequent dates, Board members shall confirm their availability.

New potential members - Letter of NL Ministry

The Executive Director informed the Board that he had received a letter dated 28 November 2008 from the Dutch Ministry.

➤ **Decision:**

- The Board decided not to discuss further candidacies before end 2009 (i.e., before the process with the first 15 pre-selected members is terminated and the ramp-up phase is launched).
- In principle a new round for membership can be organised in 2010.
- The Board mandates the Executive Director to explore other possibilities to associate interested organisations, other than membership, and report to the Board at its next meeting.