



**DECISION No MB/2018/7
of the Management Board
of the European Union Agency for Network
and Information Security (ENISA)
adopting Implementing rules concerning the function of adviser**

THE MANAGEMENT BOARD OF ENISA,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to the Staff Regulations of Officials (hereinafter 'Staff Regulations') and the Conditions of Employment of Other Servants of the European Union (hereinafter 'CEOS') laid down by Council Regulation (EEC, Euratom, ECSC) No 259/68¹, and in particular Articles 2, 4, 5, 7 and 29 of the Staff Regulations and Articles 6, 10(1) and 53 of the CEOS,

Having regard to Regulation (EU) No 526/2013 of the European Parliament and of the Council of 21 May 2013 concerning the European Union Agency for Network and Information Security and repealing Regulation (EC) No 460/2004 and in particular Article 5 (8) thereof,

Having regard to Communication C(2014)6543 final of 26 September 2014 from Vice-President Šefčovič to the Commission on the guidelines on the implementation of Article 110(2) of the Staff Regulations with regard to the implementing rules applicable in the agencies, and in particular Point 2.B thereof,

Having regard to ENISA Decision MB/2016/12 down general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2(f) of the CEOS (hereinafter "GIPs on temporary staff 2(f)"),

Having regard to the Commission decision of 16 December 2013 on types of posts and posts titles² applied by analogy in ENISA.,

Having regard to the agreement of the European Commission pursuant to Article 110(2) of the Staff Regulations C (2018) 2209 final of 11 April 2018,

After consulting the Staff Committee of European Union Agency for Network and Information Security ('ENISA').

Whereas:

- 1) On 8 July 2016, the Commission informed ENISA that it adopted Decision C(2016)3214 of 7 June 2016 concerning the function of adviser.
- 2) Pursuant to Article 110(2) of the Staff Regulations, implementing rules such as those referred to in Recital 1 shall apply by analogy to ENISA. By way of derogation, an agency may request the Commission's agreement to the non-application of certain implementing rules. The Commission may, instead of accepting or rejecting the request, require the agency to submit for its agreement implementing rules which are different from those adopted by the Commission.

¹ OJ L 56, 4.3.1968, p.1.

² C(2013)8979, Administrative Notice No 70-2013



- 3) Commission Decision C(2016)3214 is suitable to apply to ENISA if it is adapted to the peculiarities of ENISA. Those peculiarities concern in particular the parties involved in the selection procedure and the eligibility of temporary staff referred to in Article 2(f) CEOS.
- 4) The legal framework established by the present Decision offers a scope for the mobility of advisers who would like to work in a new environment.
- 5) It is also necessary to take account of the revised Staff Regulations, which entered into force on 1 January 2014.

HAS DECIDED AS FOLLOWS:

SECTION 1. GENERAL PRINCIPLES

Article 1: Subject matter and scope³

1. The purpose of this Decision is to establish a legal framework setting out the rules of ENISA concerning:
 - the duties of advisers;
 - the position of advisers in the organisational structure of the Agency;
 - the procedures for the selection and appointment of advisers;
 - the arrangements for reassigning advisers to functions not appearing in the organisation chart *or* to the function of senior expert in certain circumstances.
2. This Decision shall apply to all ENISA services.

Article 2: Definition

1. Adviser functions shall be those that meet all of the following criteria:
 - they involve duties that, in view of their horizontal nature (such as coordination, representation, analysis and advice), represent a high added value for the Agency or a service;
 - without prejudice to the exceptions provided for in Article 3(2), they do not involve the direct management of human or financial resources or middle-management tasks;
 - they require special qualities of the person concerned and in particular special expert knowledge and/or special experience and the capacity to provide guidance of high added value.
2. Adviser functions must correspond to a need of the service, which may be permanent or temporary.

³ Any reference in this Decision to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex, and vice versa, unless the context clearly indicates otherwise.



3. Advisers shall be appointed at grades AD 13/AD 14 (external publications are excluded).

Article 3: Administrative status

1. Advisers shall in principle be administratively attached to the Head of the Agency as referred to in the act(s) establishing the Agency ('The Executive Director'). In exceptional and duly justified cases, they may be attached to a Head of Department.
2. Advisers in principle don't exercise hierarchical authority over staff. However, a maximum of two staff members providing administrative support may be directly attached to an adviser. Moreover, advisers may head a small team during a specific mission or to implement a specific project.
3. Each adviser function must have a specific title and a full job description.

Article 4: The appointing authority, or the authority authorised to conclude contracts of employment ('AACC')

Unless otherwise provided for, the appointing authority, or the AACC powers for the provisions of this Decision shall be exercised by the Executive Director.

SECTION 2. FILLING ADVISER FUNCTIONS – INTERNAL, INTER-AGENCY MOBILITY

Article 5: Filling the functions

The function shall in principle be filled by publication (for officials: Article 29 of the Staff Regulations or Article 4 and/or 7 of the GIPs on temporary staff 2(f)). An official, or a temporary staff may be reassigned to an adviser function in the interests of the service (Article 7(1) of the Staff Regulations⁴) when the conditions set out in Article 7(1) of this Decision are fulfilled.

Article 6: Publication of a function

In the case of publication, the Human Resources Unit shall draw up a vacancy notice that is agreed by the Executive Director and then shall publish it.

Article 7: Eligibility

1. In the case of reassignment to an adviser function in the interests of the service within an Agency (in accordance with Article 7 of the Staff Regulations), the person must:
 - be an established official, or a temporary staff member referred to in Article 2(f) CEOS not serving their probationary period,

⁴ Applicable to temporary staff by virtue of Article 10(1) of the CEOS.



- be in grade AD 13 or AD 14,
- already occupy an adviser function or have occupied such a function.

2. Where a vacancy notice is published, candidates must, on the closing date for the receipt of applications:

- be established officials, or temporary staff member referred to in Article 2(f) CEOS not serving their probationary period. As regards inter-agency publication, Article 9 of the GIPs on temporary staff 2(f) shall apply;
- be in grade
 - AD 13 or AD 14, or
 - in case of an official or temporary agent of the same agency where the vacancy is to be filled, to be AD 12 and have a seniority of two years in that grade,
- possess the qualifications specified in the vacancy notice.

Article 8: Selection and appointment

1. Selection:

In the case of publication of a vacancy notice, the stages in selection to be followed by the appointing authority, shall be as follows:

(a) Definition of the job profile

The vacancy notice shall set out in detail the tasks and duties of the function to be filled, including those in the job description. It shall also specify the minimum qualifications which applicants must possess for their applications to be taken into consideration and any other desirable qualifications.

(b) Assessment of applications by the pre-selection panel.

The Executive Director shall set up a pre-selection panel comprising at least two members of a grade equal or superior to that of the function to be filled, including one member from another Department. Where there are no officials or temporary agents in the agency fulfilling the requirement of the grade, the Executive Director may decide to designate officials or temporary agents from another agency or institution who fulfil that condition. The Executive Director may invite other persons to the pre-selection panel as observers. The Executive Director must ensure whenever possible, that there is a balanced representation of men and women in the pre-selection panel.

Using assessment checklists, the pre-selection panel shall consider all applications received having regard to the vacancy notice and the CVs of the applicants. Where appropriate, it shall conduct interviews. It shall draw up a shortlist of the applicants who best correspond to the profile sought, giving reasons for its choices.

(c) Interviews by the Executive Director and one head of Department.

The Executive Director and the members mentioned above shall interview the applicants on the shortlist. The Executive Director may decide to interview other eligible applicants.



2. Appointment:

(a) The appointing authority or the AACC shall appoint the successful applicant. The selected candidate shall be appointed in his current grade, except for candidates in grade AD 12 who shall be appointed in grade AD 13.

(b) Articles 6(2) and Article 10 of the GIPs on temporary staff 2(f) shall apply respectively to the selected candidates of the same and a different agency.

SECTION 3: REASSIGNMENT OF ADVISERS

Article 9: Reassignment of advisers to a senior expert function

1. Reassignment in case of unsatisfactory performance

A procedure for reassignment to a senior expert function may be launched by the Executive Director if the performance of an adviser has been evaluated as unsatisfactory in the last annual report provided for in Article 43 of the Staff Regulations. It must be launched by the Executive Director if the performance has been evaluated as unsatisfactory in two of the last three annual reports. Furthermore, the procedure may be launched by the Executive Director in exceptional and duly justified cases.

Procedure to be followed:

Before a decision is taken, the case shall be further assessed by the rapporteur designated by the Executive Director. The rapporteur shall be chosen from the established heads of Department of the Agency who shall not be in any conflict of interest.

The rapporteur shall issue an opinion in which it may:

- whenever possible, suggest that the official, or the temporary staff member be offered another adviser function;
- confirm that the official, or the temporary staff member be reassigned to a senior expert function.

Final decision: following the opinion of the rapporteur, the Executive Director shall take the final decision, after hearing the official, or the temporary staff concerned.

2. Reassignment in case of revision of the organisation chart or the function of adviser ceases to exist

Where the function occupied by an adviser ceases to exist, the Executive Director may, after having examined the possibilities of transfer to a vacant adviser function in the Agency and after hearing the adviser, reassign him to a senior expert function.

3. Reassignment in other cases

In other cases, the Executive Director may, with the agreement of the adviser reassign him to a senior expert function.



SECTION 4 – SPECIFIC CASES AND FINAL PROVISIONS

Article 10: Seconded advisers

1. A function of 'seconded adviser' may be created to permit the secondment of an adviser in the interests of the service (under Article 37(a) and Article 38 of the Staff Regulations, or Article 51 of the CEOS).
2. The function of 'seconded adviser' shall be created in the Agency of origin of the person concerned. The function shall automatically cease to exist when, either at the end of the secondment or at the latest 12 months afterwards, the official is reassigned or appointed to a different function.
3. At the end of the secondment, the seconded adviser shall return to the Agency of origin and occupy the function of seconded adviser pending reassignment in the interest of the service or appointment (following the publication of a function) to an adviser function within 12 months.

If, at the end of that period, the official, or the temporary staff member has not been reassigned or appointed to an adviser function, the Executive Director shall, after hearing the official, reassign him to a senior expert function.

Article 11: Final provisions

1. Commission Decision Commission Decision C(2004) 3623⁵ shall no longer apply to ENISA.
2. Commission Decision C(2016)3214 does not apply by analogy to ENISA.

This Decision shall take effect on the day following that of its adoption.

Done by written procedure on 3rd August 2018

*For ENISA
On behalf of the Management Board*

[signed]

Jean Baptiste Demaison
Chair of the Management Board

⁵ Commission Decision C(2004) 3623 of 29 September 2004 concerning the function of adviser, as last amended by Decision C(2008) 5029 of 10 September 2008.