DECISION No MB/2015/9

of the Management Board of the
European Union Agency for Network and Information Security on

MULTI-ANNUAL STAFF POLICY PLAN 2016-2018

(adopted at the MB Meeting on 22 October 2015)

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1 The Agency's activities

The Multiannual Staff Policy Plan (MSPP) for 2016-2018 of the European Union Agency for Network and Information Security (ENISA) provides information concerning staff policy based on the Agency's own tasks and requirements, including staffing evolution over the next three years, as recommended in the Guidelines on Staff Policy in Regulatory Agencies (C(2005) 5304 of 16 December 2005).

The European Union Agency for Network and Information Security (hereinafter referred to as "ENISA"), was established by 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 (ENISA) and repealing Regulation (EC) No 460/2004.

This adopted Regulation aims at strengthening and modernising ENISA and establishes a new mandate for a period of seven years; it also includes some key changes as compared to Regulation (EC) No 460/2004.[1]

The new Regulation establishing a European Union Agency for Network and Information Security, which entered into force on 19 June 2013 (hereafter the Regulation), marks the confirmation as announced in the ENISA Work Programme 2013 change. This is characterised by the steady and gradual transformation of the Agency from a generalist public consultancy into a centre of essentially technical expertise, providing services to its stakeholders (mainly Member States and EU Institutions) to significantly contribute to the development of Network and Information Security (NIS) public policies at EU and national levels.

As for the reporting period of this MSPP, the exercise will follow the approach already taken in ENISA's previous MSPP (2014-2016), taking into account the constraints of the ENISA Regulation (EU) No 526/2013.

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[1] Key changes include the following: more flexibility, adaptability and capability to focus; better alignment of the Agency to the Union's policy and regulatory process; interface with the fight against cybercrime; strengthened governance structure; streamlining Procedures; gradual increase of resources; option of extending the term of office of the Executive Director.

Under Regulation (EU) 526/2013, the tasks entrusted to ENISA in its new form are as listed in Article 3 of the Regulation[2].

Regarding Art. 27 (4)b of ENISA Financial Regulation (MB decision 2009) ENISA consulted the Commission in January 2013 and received feedback in February 2013. As regards staff resources that are necessary to fulfil its new mission, ENISA bases its estimates on the information provided by the European Commission[3] on 10 July 2013. In this regard, it is worth noting that the Agency has grouped as a new tasks agency until 2016 after which it becomes a cruising speed agency in 2017. In reality, this attainment of 'cruising speed' is very unlikely due to the evolution of the market threats and challenges related to Cyber Security. It was stated in the *Commission communication* that for these new tasks, over the 2014-2017 period, ENISA will receive five additional temporary agents' posts. Combined with the 5% staff reduction and the annual level for the redeployment pool, this results in the total number of temporary posts increasing by one post during the 2014-2017 period, and then returning to the 2013 level of 47 posts in view of the compulsory 5% staff reduction[4], which is clearly insufficient for the mandate of ENISA.

It should also be noted that the Committee on Budgets of the European Parliament on 5th March 2014 adopted a report "On general guidelines for the preparation of the 2015 budget, Section III – Commission"[5], which, inter alia, addresses the issue of the staffing of the decentralised Agencies and emphasises, therefore, that the Communication (COM(2013)0519) **must not** form the basis for the draft budget with regard to agencies.

2   Staff population and its evolution

2.1   Overview of all categories of staff

The fundamental changes mentioned in the previous section are likely to have an impact both in terms of profiles needed and in terms of staffing needs. Since the mandate of the Agency has been renewed for a period of seven years, ENISA will have to assign and/or redeploy its staff resources in the short term to be able to deliver tangible results by the time it is evaluated in contemplation of another renewal in 2018. At this stage, it must be stressed that the main challenge for the Agency in the forthcoming years will essentially consist of addressing an increased number of tasks and responsibilities without respective increase of the number of experts (temporary agents) and a slight increase in contract agents. The table below gives an overview of staffing over the next three years.

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[2] See Annex I.

[3] Cfr. Communication from the European Commission to the European Parliament and the Council, Programming of human and financial resources for decentralised agencies 2014-2020, Brussels, 10.7.2013 COM(2013) 519. As specifically regards ENISA, cfr. Note of 19th July 2013 of Mr Robert Madelin, Director General of DG CONNECT.

[4] *Ibidem.*

[5] http://www.europarl.europa.eu/sides/getDoc.do?pubRef=-%2f%2fEP%2f%2fNONSGML%2bREPORT%2bA7-2014-0159%2b0%2bDOC%2bPDF%2bV0%2f%2fEN

Staff population		Staff population actually filled in 31.12.2013	Staff population in EU budget 2014	Staff population actually filled in 31.12.2014	Staff population in votes EU Budget 2015	Staff population in Draft EU Budget 2016	Staff population envisaged in 2017	Staff population envisaged in 2018
Officials	AD							
	AST							
	AST/SC							
TA	AD	27	34	30	32	34	34	34
	AST	16	14	16	16	14	14	13
	AST/SC							
Total		**43**	**48**	**46**	**48**	**48**	**48**	**47**
CA GFIV			2		7	28	28	28
CA GF III		11	11	12	15	5	5	5
CA GF II		1	1	1	1	0	0	0
CA GFI		1	1	1	1	0	0	0
Total CA		**13**	**15**	**14**	**24**	**33**	**33**	**33**
SNE		**3**	**5**	**2**	**3**	**3**	**3**	**3**
Structural service providers						31	31	31
TOTAL		**59**	**68**	**62**	**75**	**84**	**84**	**83**
External staff for occasional replacement					3	1	1	1

Two main factors govern this evolution. The first and most important one is the change under the new mandate, which requires the recruitment of highly qualified staff whose profiles are relatively rare on the labour market and where the sector is undergoing continuous change. This is the reason why ENISA in its new form must make the best use of its staff resources in order to be a centre of technical knowledge and expertise.

The second factor, being a consequence of the first one, is the need to retain this type of qualified staff, in an Agency located in a country where it is very difficult for spouses to find employment in line with their legitimate career expectations. The issue does not require further explanation in light of the current deteriorated economic situation, including the significant downgrade of the salary coefficient, the limited school facilities in Heraklion and very expensive international schools in Athens are a very important factor that could limit the number of professionals who are willing to work for ENISA.

2.2 Establishment plan evolution 2014-2018

The establishment plan of the Agency did not foresee any increase in resources for 2015 (only 9 Contract Agents are added to the workforce). In tackling new challenges and fulfilling new tasks under its new mandate, the Agency will need to request additional resources in combination with existing ones. This will involve further aligning the skill-base of the Agency to technical needs, through redundancy of other posts, termination and/or non-renewal of employment contracts and other flexible means, all within the constraining limits of the regulatory framework of an EU Agency). This will enable ENISA to come up to speed in the most efficient way.

Category and grade	Establishment plan in EU Budget 2014		Establishment plan in voted EU Budget 2015		Establishment plan Budget 2016		Establishment plan 2017		Establishment plan 2018	
	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA
AD 16	-		-		-		-		-	
AD 15	-	1	-	1	-	1	-	1	-	1
AD 14	-		-		-		-		-	
AD 13	-		-		-		-		-	
AD 12	-	3	-	3	-	3	-	3	-	3
AD 11	-		-		-		-		-	
AD 10	-	5	-	5	-	5	-	5	-	5
AD 9	-	9	-	9	-	10	-	10	-	10
AD 8	-	7	-	7	-	15	-	15	-	15
AD 7	-		-		-		-		-	
AD 6	-	6	-	6	-		-		-	
AD 5	-	3	-	1	-		-		-	
Total AD	**-**	**34**	**0**	**32**	**0**	**34**	**0**	**34**	**0**	**34**
AST 11	-		-		-		-		-	
AST 10	-		-		-		-		-	
AST 9	-		-		-		-		-	
AST 8	-		-		-		-		-	
AST 7	-		-		-	2	-	2	-	2
AST 6	-	2	-	2	-	5	-	5	-	5
AST 5	-	6	-	6	-	5	-	5	-	5
AST 4	-	1	-	3	-	2	-	2	-	1
AST 3	-	2	-	3	-		-		-	
AST 2	-	3	-	2	-		-		-	
AST 1	-		-		-		-		-	
Total AST	**-**	**14**	**0**	**16**	**0**	**14**	**0**	**14**	**0**	**13**
TOTAL	**-**	**48**	**0**	**48**	**0**	**48**	**0**	**48**	**0**	**47**

3   Annual staff-related expenditure in 2014, in absolute terms and as a percentage of the overall administrative expenditure

(See table on the following page)

	Executed budget 2014[6] per source of revenue			Executed budget 2014[7] broken down by titles			
	EU Budget (1)	Other sources[8] (2)	Total (3=1+2)	Title 1[9] (4)	Title 2 (5)	Title 3 (6)	Total (7) = 4+5+6 (7)=(3)
Salaries & allowances (1)	**4.531.012,25**	**0,00**	**4.531.012,25**	**5.047.302,27**	**0,00**	**0,00**	**5.047.302,27**
Of which establishment plan posts (officials, TA)	3.684.624,18	0,00	3.684.624,18	3.684.624,18	0,00	0,00	3.684.624,18
Of which external personnel (CA, SNE and External staff for occasional replacement)	846.388,07	0,00	846.388,07	846.388,07	0,00	0,00	846.388,07
Of which structural service providers	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Other support/administrative expenditure (2)	**3.165.687,24**	**616.378,68**	**3.448.378,78**	**1.030.064,21**	**1.861.803,28**	**723.878,76**	**3.448.378,78**
Expenditure related to staff recruitment	198.135,48	0,00	198.135,48	198.135,48	0,00	0,00	198.135,48
Socio-medical infrastructure	46.424,61	0,00	46.424,61	46.424,61	0,00	0,00	46.424,61
Training costs	147.569,49	0,00	147.569,49	147.569,49	0,00	0,00	147.569,49
Mission costs	615.424,82	0,00	615.424,82	0,00	0,00	615.424,82	615.424,82
Information and publishing	29.060,50	0,00	29.060,50	0,00	0,00	29.060,50	29.060,50
Studies / Surveys / Consultations	0,00	0,00	0,00	0,00	0,00	0,00	0,00
IT costs	842.605,73	0,00	842.605,73	0,00	842.605,73	0,00	842.605,73
Experts costs	436.194,28	0,00	436.194,28	436.194,28	0,00	0,00	436.194,28
Postage / telecommunications	15.981,53	0,00	15.981,53	0,00	15.981,53	0,00	15.981,53
Translation and interpretation costs	62.497,95	0,00	62.497,95	0,00	0,00	62.497,95	62.497,95

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[6] Final executed budget (in commitment appropriations) including carry-overs to 2015, EFTA and third and candidate countries contributions

[7] *Ibid.*

[8] Subsidy received from the Government of the Hellenic Republic for the lease of the offices of the Agency in Greece.

[9] The total of figures presented under columns "Title 1", "Title 2"and "Title 3" adds up and equals the execution on each title of the budget

	Executed budget 2013 per source of revenue			Executed budget 2013 broken down by titles			
	EU Budget (1)	Other sources (2)	Total (3=1+2)	Title 1 (4)	Title 2 (5)	Title 3 (6)	Total (7) = 4+5+6 (7)=(3)
Meetings / Conferences / Receptions / Events	183.215,16	0,00	183.215,16	0,00	0,00	183.215,16	183.215,16
Auditing and evaluation	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Running costs	37.224,36	0,00	37.224,36	0,00	37.224,36	0,00	37.224,36
Rental of buildings and associated costs	318.186,36	616.378,68	934.565,04	0,00	934.565,04	0,00	934.565,04
Research and Development / Innovation	0,00	0,00	0,00	0,00	0,00	0,00	0,00
Movable property and associated costs	31.426,62	0,00	31.426,62	0,00	31.426,62	0,00	31.426,62
Other (PMO management costs etc.)	201.740,35	0,00	201.740,35	201.740,35	0,00	0,00	201.740,35
% share of salaries, allowances expenditure (1)/(2)	**1,43**	**0,00**	**1,20**	**4,40**	**0,00**	**0,00**	**1,20**
Other operational costs (3)	**1.395.218,49**	**0,00**	**1.395.218,49**	**0,00**	**0,00**	**1.395.218,49**	**1.395.218,49**

4   Organisation and Organizational chart at 31.12.2014

The Agency carried out an organization adjustment in order to align with the new available resources for the next years and with the new founding regulation 2013.
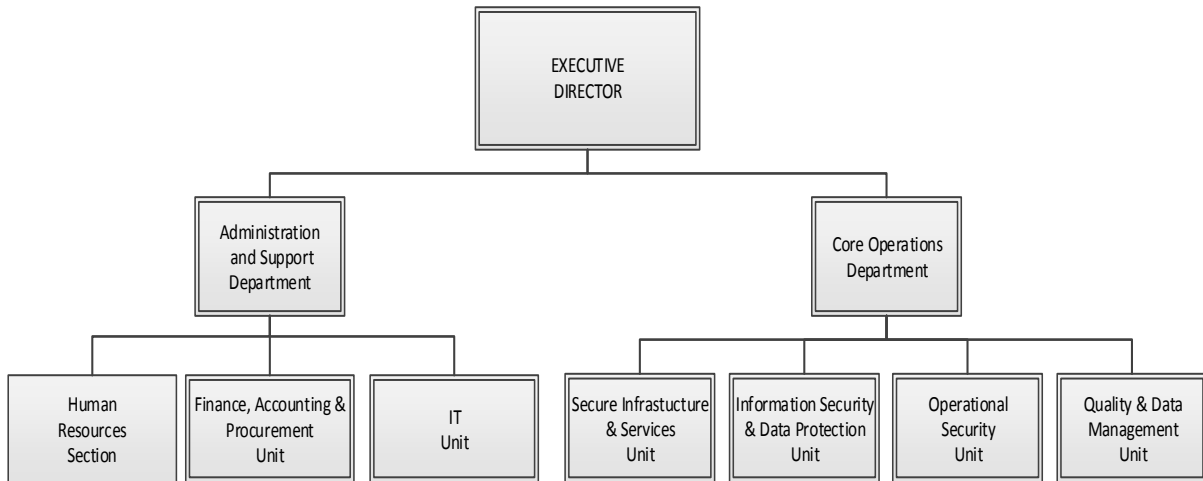
1) Total number of Staff (posts occupied) as of 31/12/2014 was 62 (30 TA AD, 16 TA AST, 14 CA and 2 SNEs)

2) On 31/12/2014, several vacancies were still open:

Total vacancies	Name of the post
1	Financial Officer (temporary replacement for long term Absenteeism)
1	Corporate Communications Officer and Spokesman
1	SNE
4	NIS experts
several	Traineeship program

It is relevant to take into consideration that the vacancies rate of the year is lower than the figures mentioned above as they only represent a snapshot of the open vacancies at 31/12/2014. The open vacancies are related to the normal turnover of staff (where is also included move to other agencies) and the difficulty to recruit seconded national experts (SNE) in operations due to unavailability of these professionals in Member States.

4.1 Staff Benchmarking and Screening

The Agency aim to benchmark and screen using the Article 29 of the Framework Financial Regulation using the methodology used by the Commission.

In line with this, the Agency will continue to work on internal efficiency and the organization chart presented above will evolve to assure compliance with the objective of overhead no more than 25% of the all staff in the organization in 2015 and 22% in 2016 onwards.
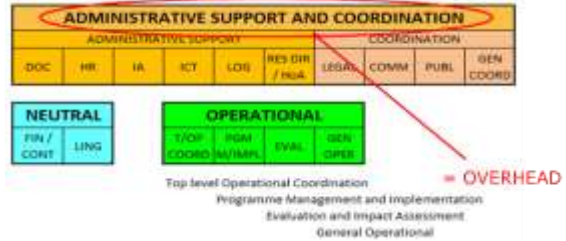
Status in 2015 is the following; Overhead 19%; Operational 72%; Neutral 9%. ENISA may need to balance the number of staff assigned to Overhead if the Agency's risk assessment show fragilities due to the lack of staff affected to this activities. This risks assessment will be discussed with the Internal Audit Services and the Court of Auditors.

Screening Type	2015	%	Target
ADM SUP+COORD	14	19%	<25%
OPER	54	72%	
NEUTRAL	7	9%	
TOTAL	75	100%	

ENISA is been re-engineering the internal procedures and electronic tools to reduce the overhead from 40% in 2008 until today 19% (internal objective was set as 23% for 2015 as can be seen in graphic at right).
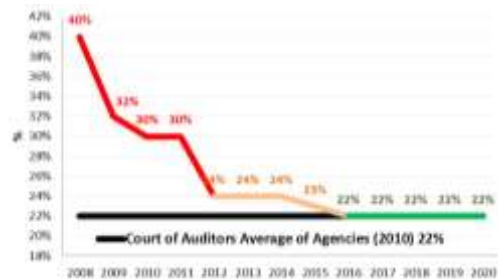
A Communication from the Commission to the European Parliament and the Council of 10th July 2013 on the Programming of human and financial resources for decentralised agencies 2014-2020 [10] ("Communication") and the subsequent note from the Directorate General CONNECT of 19th July 2013 addressed to ENISA as to the planning of its staff resources over the next 7 years and informing about the mandatory 5% staff reduction, necessitated a rethink on how to better utilise the existing staff resources while at the same time properly addressing the expanded tasks assigned to the Agency as a consequence of its new Regulation. The 5% cut is compensated by the EU Agencies redeployment pool that will be created which it has already incorporated in the figures.

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[10] COM (2013) 519

Challenges that needed to be taken into account included the fact that the *"Commission Communication"* provide for an increase of technical staff (contract agents) and the increase of only one additional temporary agent for the period 2014 – 2017.

Limited availability of staff resources constrains the Agency to streamline its structure so as to make as much technical staff and temporary agents available for its operations as possible, and to optimise its processes through distributing support activities across the organisation.

To this end, a strategic review by ENISA's Management Team was conducted in order to create the most optimal resource allocation to operational activities and find synergies within support services (including those of IT operations). It was considered appropriate to make necessary arrangements to enhance through communication the Agency's reputation among stakeholders.

The Core Operations Department shall carry out the tasks related to its main areas of activities as approved by the Management Board in the annual work programme and in line with the Agency's mandate.

The four operational units of this Department have been established as follows:

Unit COD-1	"Secure Infrastructure & Services"
Unit COD-2	"Information Security and Data Protection"
Unit COD-3	"Operational Security"
Unit COD-4	"Quality & Data Management"

The Core Operations Department is headed by a Head of Department directly reporting to the Executive Director and its operational Units by Heads of Units reporting to the Head of Department.

The Administration and Support Department is established as follows:

IT Unit	"Information Technologies"
HR Section / Legal	"Human Resources" / Legal
FAP Unit	"Finance Accounting and Procurement"
Secretarial pool	Administrative support to the department & Internal Communications

The Administration and Support Department is headed by a Head of Department directly reporting to the Executive Director.

The Administration and Support Department is supported by a secretarial pool and an Administrative and Communications Assistant, both directly reporting to the Head of Department.

The Head of HR section and Legal Officer report directly to the Head of the Administration and Support Department, with a second reporting line to the Executive Director in an advisory role.

The Head of Finance, Accounting and Procurement Unit reports to the Head of Administration and Support Department. However, he shall report directly to the Executive Director concerning his tasks linked to the function of Accounting Officer of the Agency.

During 2014, FAP was classified as a Unit to be in line with the internal policies.

The following table demonstrates the posts and organisation of ENISA on 01/01/2015. This table is based on a template provided by the European Commission

Job title	Type of contract (Official, TA, CA, SNE)	Department	Unit	Indication whether the function is dedicated to administrative support or operations	Screening Category
Executive Director	TA	EDO	EDO	OPERATIONS	
Head of Administration and Support Department	TA	ASD	ASD	ADMINISTRATIVE	GEN OPER
Head of Core Operations Department	TA	COD	COD	OPERATIONS	GEN OPER
Head of Finance, Accounting and Procurement Unit	TA	ASD	FAPU	NEUTRAL	FIN/ CONT
Head of Information and Technology Unit	TA	ASD	ITU	ADMINISTRATIVE	ICT
Head of Information Security and Data Protection Unit	TA	COD	COD2	OPERATIONS	GEN OPER
Head of Operational Security Unit	TA	COD	COD3	OPERATIONS	GEN OPER
Head of Secure Infrastructure and Services	TA	COD	COD1	OPERATIONS	GEN OPER
Head of Quality and Data Management	TA	COD	COD4	OPERATIONS	GEN OPER
Expert in Network and Information Security	TA	COD	COD2	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD1	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD3	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD3	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD3	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD1	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD3	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD1	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD1	OPERATIONS	PGM M/ IMP

Expert in Network and Information Security	TA	COD	COD3	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD2	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	CA	COD	COD1	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	CA	COD	COD3	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	CA	COD	COD1	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD2	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD3	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	COD3	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	CA	COD	TBA	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	CA	COD	TBA	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	CA	COD	TBA	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	CA	COD	TBA	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	CA	COD	TBA	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	TBA	OPERATIONS	PGM M/ IMP
Expert in Network and Information Security	TA	COD	TBA	OPERATIONS	PGM M/ IMP
Network and Information Security - Research and Analysis Expert	TA	COD	COD3	OPERATIONS	PGM M/ IMP
Network and Information Security - Research and Analysis Expert	TA	COD	COD2	OPERATIONS	PGM M/ IMP
ICT Solutions Architect Expert	TA	COD	COD4	OPERATIONS	PGM M/ IMP
Expert in Security Tools and Architecture	TA	COD	COD4	OPERATIONS	PGM M/ IMP
Expert in Security Tools and Architecture	TA	COD	COD2	OPERATIONS	PGM M/ IMP
Senior ICT Systems Officer	TA	ASD	ITU	ADMINISTRATIVE	ICT
Senior Procurement Officer	TA	ASD	FAPU	NEUTRAL	FIN/ CONT
Senior Safety and Security Officer	TA	COD	COD4	ADMINISTRATIVE	PGM M/ IMP

Security and Resilience of Communication Networks Officer	CA	COD	COD1	OPERATIONS	PGM M/ IMP
Security and Resilience of Communication Networks Officer	CA	COD	COD1	OPERATIONS	PGM M/ IMP
ICT Systems Officer	CA	ASD	ITU	ADMINISTRATIVE	ICT
Software Developer Officer	CA	ASD	ITU	ADMINISTRATIVE	ICT
Legal Officer	TA	ASD	ASD	COORDINATION	LEGAL
Administrative Officer to the Management Board	TA	EDO	EDO	OPERATIONS	
Senior Financial Assistant	TA	ASD	FAPU	NEUTRAL	FIN/ CONT
Financial Assistant	TA	ASD	FAPU	NEUTRAL	FIN/ CONT
Financial Assistant	CA	ASD	FAPU	NEUTRAL	FIN/ CONT
Financial Control Assistant	TA	ASD	FAPU	ADMINISTRATIVE	IA
Finance and Procurement Assistant	CA	ASD	FAPU	NEUTRAL	FIN/ CONT
Project Assistant	CA	COD	COD4	OPERATIONS	PGM M/ IMP
NIS Assistant	TA	COD	COD4	OPERATIONS	PGM M/ IMP
HR Assistant	TA	ASD	HR	ADMINISTRATIVE	HR
HR Assistant	TA	ASD	HR	ADMINISTRATIVE	HR
HR Assistant	CA	ASD	HR	ADMINISTRATIVE	HR
Administrative Assistant	TA	COD	COD2	OPERATIONS	PGM M/ IMP
Administrative Assistant	TA	ASD	FAPU	NEUTRAL	FIN/ CONT
Administrative Assistant	TA	COD	COD1	OPERATIONS	PGM M/ IMP
Administrative Assistant to the Core Operations Department	TA	COD	COD	OPERATIONS	PGM M/ IMP
Administration and Internal Communications Assistant	CA	ASD	ASD	COORDINATION	GEN COORD
Assistant to the Head of Administration and Support Department	TA	ASD	ASD	ADMINISTRATIVE	GEN OPER
Personal Assistant to the Executive Director	TA	EDO	EDO	OPERATIONS	
Facilities Management Assistant	CA	ASD	ASD	ADMINISTRATIVE	LOG
Corporate Communications Assistant	CA	COD	COD4	OPERATIONS	PGM M/ IMP
IT and Facilities Support Assistant	TA	ASD	ITU	ADMINISTRATIVE	ADM SUP

Seconded National Expert	SNE	COD	COD2	OPERATIONS	PGM M/ IMP
Seconded National Expert	SNE	COD	COD3	OPERATIONS	PGM M/ IMP
Seconded National Expert	SNE	COD	TBA	OPERATIONS	PGM M/ IMP
Corporate Communications Officer and Spokesman	TA	EDO	EDO	COORDINATION	COMM

5   Overview of the situation over the years 2016-2018

In line with its 2015 Work Programme and the strategic orientation, the Agency, for the period 2016-2018, will continue with its policy initiated in 2013 and will engage in a redeployment of human resources with a view to better staffing operational units which are of a higher strategic importance. This approach is also in line with the mandate duration of seven years with an evaluation of the Agency taking place after five years (2018), which will requires that the Agency provide tangible results using its expertise in technical fields.

In addition to the above, the prospects outlined in the Communication of the European Commission of 10 July 2013 as they specifically concern ENISA, put a severe constraint on the Agency in relation to exploring reassignment possibilities for staff whose positions have been made redundant as mentioned in the previous MSPP.

With the ENISA's social media presence on the web, with channels such as Facebook, Twitter, LinkedIn etc., the Agency has taken another step towards putting the responsibility for awareness raising squarely in the hands of each Project Manager, in relation to his/her subject matter. This 'real time' update of social media sites by ENISA Project Managers is seen as being a more effective way of communicating core messages and will enable the Agency to further develop its core competencies.

After a strategic review by ENISA's Management Team, it was observed that important synergies within support services (including IT operational) where lost because they were split across two different departments. The deployment of the Agency over two locations now requires a new way of working, with an important focus on electronic workflows and optimization of administrative and support functions. Also the fact that ENISA aims, in the near future to bring its support functions (overhead, using the Commission methodology) below the benchmark of 25% for small agencies, makes the need to optimize resources a priority. All of these operational and strategic objectives contributed to a decision to merge the former Administration and Technology Communications and Infrastructure Departments into one Administration and Support Department (ASD). Due to the limitation of resources in support functions, the ASD will continue to explore the internal optimization of processes and will also explore the possibility to outsource specific functions to external providers and/or the Commission services. (Example: Missions management, Salaries, IT support, etc.)

It was also decided to continue with the functions that were performed by the Public Affairs Unit, which has been incorporated within the Core Operations Department and the Administration and Support department with the objective of better supporting the dissemination of ENISA's work. A minimal structure of one Spokesman is located within the Director's office.

In line with the above, the Administration and Support Department, with a view to addressing the recommendations of the Internal Audit Service[11], has established a standard procedure for the internal planning of operational and administrative activities, and is implementing Activity Based Budgeting (ABB). The Agency is pursuing the optimization of the project management methodologies by using a modern projected management tool, integrated with support function. This will contribute to the improvement of project management and resource efficiency, while also helping in the development of a culture of proactive management and accountability within the Agency. Further developments of ENISA's systems are expected with the introduction of a new integrated Employee Relationships Management (ERM) software that that will improve efficiency.

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[11] Final Audit Report on Planning, Reporting and Monitoring of Operations in European Network and Information Security Agency, IAS.A-2011-W ENISA-001, 12-09-2011.

In order to cover these needs, staff resources will be used and deployed in the most efficient way taking into account their scarcity in order to cope with this workload, as the aim of the Agency is to maximise the use of its resources and leverage upon the authorised establishment plan.

With the authorized establishment plan, the Agency in the support function does not have enough staff to have adequate backup for essential functions. This is an operational risk that will be overcome by internal gains of efficiency and / or outsourcing specific functions however with the grow of operations staff the administration will grow in a proportional way to keep within the 25% acceptable ratio.

The Internal Coordinator functions are performed by the Head of ASD, however ENISA will explore the internal audit capability function to strength the internal control framework. ENISA is working with other Agency by sharing this specific function.

5.1   New tasks

The new ENISA regulation extends the scope of many of ENISA's tasks carried out before 2013 and introduces a number of new tasks.

ENISA tasks are set in the Regulation (EU) 526/2013 Article 3 and Framework Directive Art.13a and ePrivacy directive Art.4[12].

Examples of new tasks that have been introduced in the new mandate include:
- 'The Agency shall assist the Member States and the Union's institutions, bodies, offices and agencies in implementing the policies….'. This role in assisting implementation is new.
- Task (a), item (iii) states that ENISA should 'Analyse publicly available network and information security strategies and promoting their publication.'
- Task (aa) of the new regulation takes over many of the items already in the old current regulation. However, it uses the term 'support capability building' for the first time and includes a number of new activities:
  - Item (iii) gives ENISA a role in supporting the EU CERT.
  - Offering network and information security training for relevant public bodies, where appropriate in cooperation with stakeholders.
  - Supporting the development of a European early warning mechanism that is complementary to Member States' mechanisms

  Several activities are rendered explicit, which was not the case in the old regulation.
- Task (ab) is interesting in that it gives the Agency a role in raising the level of awareness of the end users.
- Task (ad) builds on the EU Internal Security Strategy and mentions collaboration with 'those dealing with cybercrime' and also with 'the protection of privacy and personal data', which is an obvious link to the Data Protection Legislation.

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[12] As amended by Telecom Package 2009

- Task (j) includes the new activity 'Being engaged, where appropriate, as an observer and in the organisation of international exercises, and analysing and reporting on the outcome of such exercises;'

Also, the Joint Communication to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions "Cybersecurity Strategy of the European Union: An Open, Safe and Secure Cyberspace" (Join(2013)1 final) asks ENISA to:

- Assist the Member States in developing strong national cyber resilience capabilities.
- Continue supporting the Member States and the EU institutions in carrying out regular pan-European cyber incident exercises.
- Support the organisation of a yearly cybersecurity month.
- Develop, in cooperation with relevant stakeholders, technical guidelines and recommendations for the adoption of NIS standards and good practices in the public and private sectors.
- Collaborate with Europol to identify emerging trends and needs in view of evolving cybercrime and cybersecurity patterns so as to develop adequate digital forensic tools and technologies.

5.2   Growth of existing tasks

Whilst it is not possible to provide a complete summary of changes of the growth of the exiting tasks without entering into a level of detail that would not be appropriate for a summary such as this, the following examples illustrate the changes:

Examples of tasks that have been extended in the new mandate include:

- In the new regulation, assistance in developing policies for the Union's institutions, bodies, offices and agencies (only COM is mentioned in the current regulation). The old regulation limited the role of ENISA in this process to technical preparatory work – this restriction no longer applies in the new regulation.
- The role of the Agency in the new regulation in the area of standards is stated in item (i) of task (ac) and states 'Facilitating the establishment and take up of European and international standards" …. In the old regulation, our role was to 'track the development of standards'.
- Task (h) of the old regulation limits the role of ENISA in research to 'advising the Commission'. Task (ab) of the new regulation mentions a much wider range of stakeholders (competent public bodies, public and private stakeholders, including universities and research centres in the Union). Tasks are also much wider.
- Task (j) of the old mandate on cooperation with third countries has been expanded in the new mandate. Note that exercises are explicitly mentioned : 'Being engaged, where appropriate, as an observer and in the organisation of international exercises, and analysing and reporting on the outcome of such exercises'

5.3 Efficiency gains

To maintain and enhance the services necessary to support this new situation, the Administration and Support Department and the Core Operations Department are redesigning ENISA's internal workflows and procedures. The aim is firstly to develop optimized electronic workflows that will enable the Agency to cope with the organization evolution without increasing the ratio of non-operational staff in relation to operational and secondly to rationalise operational procedures so as to be more tightly linked to ENISA's business goals.

The strategy for support functions, as mention before, will be explored by a redesign of internal procedures, internal decentralization of administrative functions and possible outsourcing.

It is also been considered to have a support team of administration in the Athens office. The complete separation of Operations and Administration is not ideal and brings additional issues to the agency management. ENISA will explore possibilities to minimize this risks, optimize internal procedures and communication and also how to integrate Heraklion and Athens offices with the same culture and values.

5.4 Decrease of existing tasks

The Agency has already carried out a restructuring of its tasks and resources and is now operating at a rate of efficiency of 100% delivery on budget utilization, with all deliverables produced on time.

5.5 Redeployment of resources in view of budgetary constraints

For the years 2016-2018, ENISA will continue its policy of aiming to maximize the human resources force in operations, in order to be able to fulfil all of its new tasks. In the specific context of the Agency's planned staff population growth for these years, the 5% staff cuts are not expected to have a visible impact on staffing but will instead slow its rate of increase over this period.

As mentioned above in this document from 1 January 2015 the Agency has available the total of 48 Temporary Agents (TAs), 24 Contract Agents (CAs) and 3 Seconded National Experts (SNEs).

However, since the staffing needs of the Agency will remain almost stable, redeployment and proper assignment of staff resources should take place in line with the Work Programme and the priorities determined by the Agency's Management Board.

New posts to be published in 2016-2018 will be essentially assigned to new tasks devolved to the Agency (including those tasks that have been given to ENISA through EU policy statements, such as the Cyber Security Strategy for the EU and the proposed NIS Directive). TAs and CAs posts will cover operational needs, with a specific and continuous stress on technical profiles (staff with technical background and professional experience such as computer science, exact sciences, and IT profiles).

6 Staff policy followed by the agency

6.1 Recruitment policy

In order to meet its objectives, ENISA has identified the following generic job profiles:

- **Executive Director**, post of Temporary Agent (2a) in the bracket AD14-15.

- **Senior Managers (Head of Departments):** provide strategic and financial management and supervise the Units and Sections within their respective fields covering different areas of ENISA activities. Advice and support the Executive Director, Executive Board and Management Board. Typically these posts would be filled by Temporary Agents (2f) in the bracket AD11 to AD12

- **Middle Managers (Head of Units):** provide strategic and financial management and supervise the operational management within their respective fields covering different areas of ENISA activities in respect of sound financial management. Typically these posts would be filled by Temporary Agents (2f) in the bracket AD9 to AD10.

- **Head of Section:** provide strategic and financial management and supervise the operational management within their respective fields covering different areas of ENISA activities in respect of sound financial management. Typically these posts would be filled by Temporary Agents (2f) in the bracket AD7 to AD8.

- **Advisors**: are typically engaged in drafting reports, analysing and advising the Executive Director and/or Heads of Department in specific areas. Advisors may play a key role in general, legal, technical and budgetary processes and assist the organization in ensuring business continuity. Typically these posts would be filled by Temporary Agents (2f) in the bracket AD9 to AD11

- **Senior Officers**: are typically engaged in drafting reports, analysing and advising the hierarchy in specific areas such as communications, research, planning, human resources, procurement and finance. Senior Officers may play a key role in general and budgetary processes and assist the organization in ensuring business continuity. Typically these posts would be filled by Temporary Agents (2f) in the bracket AD7 to AD9 and exceptionally by AST5 to AST7.

- **Officers**: play a key role in general processes in operational and non-operational areas, draft reports, implement policies, coordinate specific areas of work or a team's work content, or represent ENISA in external activities. Typically these posts would be filled by Temporary Agents in the bracket AD5 to AD7, Contract Agents FG III to IV, Seconded National Experts and exceptionally by AST3 to 7. All Officers will be under direct supervision and they will contribute to the completion of the above-mentioned tasks and may play a supporting and active role in the development of overall tasks and work.

- **Experts**: play a key role in specific processes in the operational areas only, draft reports, implement policies, coordinate specific areas of work or a team's work content, or represent ENISA in external activities. Typically these posts would be filled by Temporary Agents (2f) in the bracket AD5 to AD9, Contract Agents FGIV and Seconded National Experts. Temporary Agents (2f) at grades AD5 to 9 and Contract Agents at FG IV under direct supervision will contribute to the completion of the above-mentioned tasks and may play a supporting and active role in the development of overall tasks and work.

- **Assistants:** working in operational and non-operational roles, these staff members play a supporting role in areas such as administration, procurement, finance, human resources, research, operations and communication, under the supervision of a Senior Assistant and/or a higher-level function. These posts would be filled by Temporary Agents (2f) in the bracket AST1-AST5 and with Contract Agents Function Group I to III.

In addition to the above-mentioned generic profiles, the Agency in order to increase its efficiency and effectiveness in 2014 adopted an Executive Director's Decision (Decision 81/2013 of the Executive Director of the Agency of 1st October 2013 on the organisation of ENISA). This relates to the Head of Department, whose role is to co-ordinate and supervise specific activities undertaken by staff in the department.

In terms of type of contract and recruitment grade for the different type of functions presented above, ENISA has identified all temporary agent posts, with the exception of the Director, as posts of long-term duration.

- **Temporary Agents on long term employment**
  The Agency's criteria for identifying TA posts as being of a long-term duration are the following:

  - for posts covering tasks of a permanent nature as resulting from the regulation and Work Programme of the Agency as well as core Support Functions ; and

  - to safeguard and develop expertise in the specific areas of network and Information Security (NIS)

Long-term Temporary Agents will be recruited at the levels indicated below in order to permit a long term career development:

- AST 1 to AST 4 for the AST category
- AD 5 to AD 8 for the AD category

Long-term Temporary Agents will also be recruited at the level of AD 9 to AD 11 and in exceptional cases at grade AD 12. In all cases and before publishing any post, the Agency will carefully evaluate all options in order not to recruit at an excessive level. Recruitment of experts at grades AD9 to AD11 shall remain within the limits of 20% of recruitments per year, over a rolling period of five years for long term employment within the Agency.

Temporary Agents are currently offered a contract for a definite period of three years, renewable for another definite period up to five years. Renewals for a second prolongation will be made for an indefinite period, subject to the duration of the mandate of the Agency. The Agency requires technically qualified staff with specialist knowledge and experience for most of its activities, especially in the areas of competence linked to its regulation. This is, however, also valid for staff working in communications, administration, finance, human resources, accounting, procurement and information communication technology since, in many cases, there is an extremely limited number of members of staff to cover each specific activity. In many cases, it is of utmost importance to have staff with broad knowledge and expertise in the respective fields of work. The Agency continues to face difficulties in recruiting staff.

The Agency intends to update its staff policy when appropriate. This measure will help ENISA to: meet its organisational objectives, taking into account prevailing constraints such as current size; meet the need to maintain a flexible and adaptable organisation; and face the challenge of the increasing size and tasks entrusted under its Regulation. The measure will also help ENISA to create an adequate range of benefits, so as to be able to attract and keep the best professional staff over the long-term.

- **Temporary Agents on short/medium term employment**
  The post of the Director is of a fixed period of five years and can be extended once for a period of no more than five years (according to the Agency regulation No 526/2013 of 21 May 2013, Article 24(4)) and hence is considered short term.

- **Contract Agents on long term employment**
  The criteria used to identify Contract Agents for long-term employment are the following:
  - Reinforcement of capacities in specific areas of expertise where there is a need of additional resources.
  - Reinforcement of existing capacities in support functions as necessary.

  Contract Agents are initially offered a contract of three years renewable for another limited period up to three years. A second renewal is for an indefinite contract provided the first two contracts covered a period of minimum five years without interruption.

- **Contract Agents on short/medium term employment**
  The criteria used to identify Contract Agents for short-term employment are the following:

  - To work with specific, time limited projects.
    To cover needs such as staff going on maternity and parental leave and staff on long sick leave.

  They are offered an initial fixed-term contract whose duration is based on the duration of the tasks to be performed. The contract may be renewed for a second fixed-term should the duration of the specific project is extended. All renewals of contract will depend on the business needs for the function occupied and available budgetary provisions. These are short-term contract agents will not be accounted in ENISA staff population table and/or in the establishment plan of the agency.

  With this decision ENISA will limit the use of Interim Agents to the minimum possible, the criteria to use short time contract agent or interim agents is the cost benefit analyse related to the duration of the contact and competences required.

- **Seconded National Experts (SNEs)**
  Four National Experts were seconded to ENISA on 31 December 2012 supporting ENISA's aim to develop active networking and strengthen co-operation with Member States in core operations or administration support functions. However, on two occasions in 2013, ENISA was unable to recruit suitably qualified National Experts with operational expertise. In case of failure of two consecutive recruitment procedures for SNE for the same type of post, ENISA can decide to convert the SNE post into Contract Agents.

The Agency publishes its vacancy notices generally but not systematically at lower levels than the authorised posts in its establishment plan, in order to accommodate promotions through the annual reclassification exercise.

Renewals of contract will depend on the future business needs for the function occupied, performance and budgetary availability.

6.2 Benchmarking of the key functions in the agencies

This table shows the grades assigned to designated functions in the Agency. The information is provided for benchmarking purposes among agencies as requested by DG HR. The information provided describes the situation as it is today without pre-empting possible changes due to the future growth of the Agency under its new mandate/tasks.

Key functions (examples)	Type of contract (official, TA or CA)	Function group, grade of recruitment (or bottom of the brackets if published in brackets)	Indication whether the function is dedicated to administration support or policy (operational)
CORE OPERATIONS FUNCTIONS			
Head of Department Level 2	TA	AD 11	Policy (operational)
Head of Unit Level 3	TA	AD 9	Policy (operational)
Head of Section Level 4	TA	AD 7	Policy (operational)
Senior Officer[13]	TA	AD 7-9	Policy (operational)
Officer	TA	AD 5-AD 7, CA IV	Policy (operational)
Junior Officer	n/a	n/a	n/a
Senior Assistant	TA, CA	AST 10- 11,	Policy (operational)
Assistant	TA, CA	AST 1- 9, CA FGI -IV	Policy (operational)

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[13] ENISA does not use the term "Junior". The terminology used at ENISA for AD staff without managerial responsibilities is "Expert", "Officer" or "Senior Officer".

Key functions (examples)	Type of contract (official, TA or CA)	Function group, grade of recruitment (or bottom of the brackets if published in brackets)	Indication whether the function is dedicated to administration support or policy (operational)
CORE SUPPORT FUNCTIONS			
Head of Administration	TA	AD 11	Administration support
Head of Human Resources	TA	AD 9	Administration support
Head of Finance	TA	AD 9	Administration support
Head of Communication	n/a	n/a	n/a
Head of IT	TA	AD 9	Administration support
Senior Officer	TA	AD 7-9, AST5-7	Administration support
Officer	TA	AD 5-AD 8	Administration support
Junior Officer	n/a	n/a	n/a
Webmaster- Editor	n/a	n/a	n/a
Assistant	TA/CA	AST 1to 9, FG II-IV	Administration support
Mail Clerk	n/a	n/a	n/a
SPECIAL FUNCTIONS			
Data Protection Officer	TA	AD 5-AD 9	Administration support
Accounting Officer	TA	AD 8-AD 9	Administration support
Internal Auditor	TA	AD5-AD8	Administration support
Personal Assistant to the Director	TA	AST 2-AST 5	Administration support

6.3 Appraisal of performance and promotion/reclassification. -

The Agency's policy as regards performance appraisal and promotion/reclassification

ENISA's career development programme follows an annual cycle. An individual development plan (Career Development Plan – CDP) is drawn up in the beginning of a given year, laying down the objectives and the performance indicators of the staff member in relation to the Work Programme and/or the tasks related to the staff member's job description. A performance appraisal (Career Development Report - CDR) is carried out on the basis of performance indicators set, at the beginning of the following year. The staff appraisal cycle applies to Temporary Agents and Contract Agents.

The annual appraisal exercise is followed by a reclassification exercise.

With the new staff regulations and new implementing rule for appraisals is implemented by the Commission. ENISA plans to adopt this implementing rule by analogy starting from 2014.

Reclassification of temporary staff/promotion of officials

Category and grade	Staff in activity at 1.01.2014		How many staff members were promoted/reclassified in 2014		Average number of years in grade of reclassified/promoted staff members
	officials	TA	officials	TA	
AD 16	0	0	0	0	0
AD 15	0	0	0	0	0
AD 14	0	1	0	1	5
AD 13	0	0	0	0	0
AD 12	0	2	0	0	0
AD 11	0	1	0	0	0
AD 10	0	4	0	0	0
AD 9	0	3	0	0	0
AD 8	0	3	0	0	0
AD 7	0	4	0	2	3
AD 6	0	8	0	0	0
AD 5	0	0	0	1	3
Total AD	0	26	0	0	0
AST 11	0	0	0	0	0
AST 10	0	0	0	0	0
AST 9	0	0	0	0	0
AST 8	0	0	0	0	0
AST 7	0	0	0	0	0
AST 6	0	1	0	0	0
AST 5	0	3	0	0	0

| AST 4	0	**3**	0	0	0
AST 3	0	**6**	0	0	0
AST 2	0	**3**	0	1	3
AST 1	0	**0**	0	0	0
Total AST	0	**16**	0	0	0
Total	0	**42**	0	5	0

Reclassification of contract staff

Function Group	Grade	Staff in activity at 1.01.2014	How many staff members were reclassified in 2014	Average number of years in grade of reclassified staff members
CA IV	18	**0**	0	0
	17	**0**	0	0
	16	**0**	0	0
	15	**0**	0	0
	14	**0**	0	0
	13	**0**	0	0
CA III	12	**0**	0	0
	11	**0**	0	0
	10	**0**	0	0
	9	**4**	0	0
	8	**6**	0	0
CA II	7	**0**	0	0
	6	**1**	0	0
	5	**1**	0	0
	4	**0**	0	0
CA I	3	**0**	0	0
	2	**1**	0	0
	1	**0**	0	0
Total		**13**	0	0

Reclassification exercise of 2014 (reference CDR 2013) for TA (temporary agents) and CA (contract agents), (reference CDR 2013) was finalized in 2014.

6.4 Gender Balance

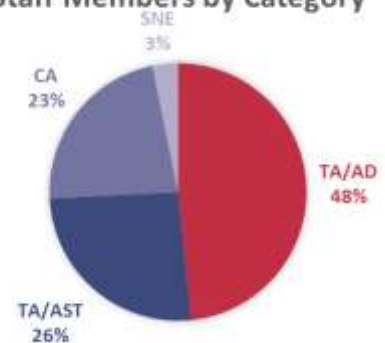On 31 December 2014 ENISA's total number of staff was 62 Staff Members:

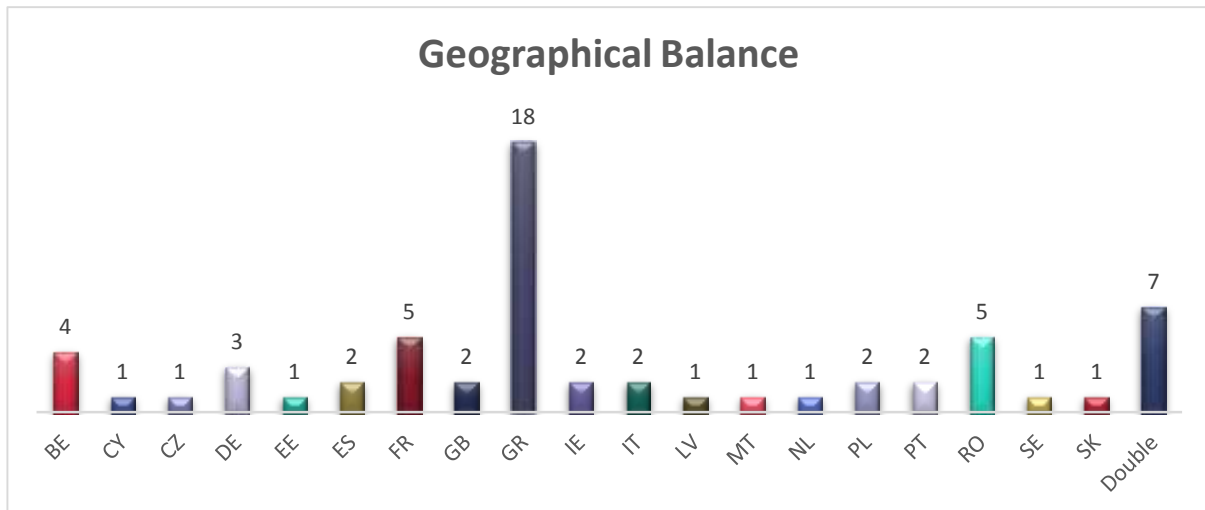- 46 Temporary Agents (30 TA AD's, 16 TA AST's), 14 Contract Agents, 2 Seconded National Experts.

Age Analysis
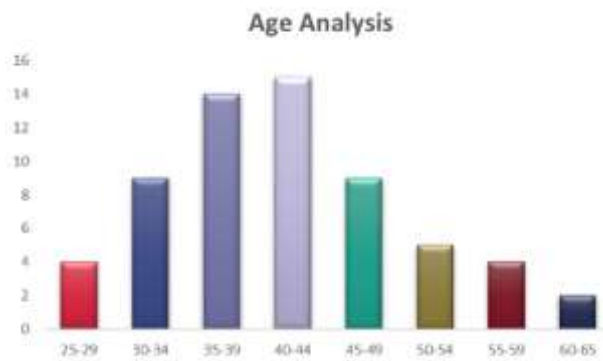
Gender Balance

Staff Members by Category

6.5   Geographical balance

Geographical Balance

The Agency has advertised technical positions on the main job seeking web sites of all member states in an attempt to encourage more applications from other countries.

Note: 7 Staff members have double nationality: 2 GR/NL, 1 IT/AU, 1GB/IT, 1 CY/GR, 1 NL/CH, 1 GR/DE.

6.6   Mobility (internal mobility, between the agencies and between the agencies and the institutions)

The Agency does not have an internal mobility policy due to its size. It has joined the inter-agencies job market but did not publish vacancies specifically for this market in 2014.

7   Schooling

The school situation remains a matter of great concern for the Agency, since no stable framework has been provided for staff members' children by the existing School of European Education in Heraklion(SEE). This situation has its roots in a number of legal impediments, which need to be removed in order for teachers to be hired on a long-term basis. The table below presents the situation on 31th December 2014:

	Children < 12		Children from 12 to 18	Children > 18
	< 6	6 to 12		
Not attending school	8	0	0	0
SEE in Greece	0	9	0	0
SEE abroad	0	1	2	0
Other School in Greece	9	13	5	1
Other School Abroad	0	0	2	3
TOTAL	17	23	9	4
	40			
GRAND TOTAL	53			

Given that ENISA is called upon to recruit temporary staff of the highest ability, efficiency and integrity from the broadest possible geographical basis among nationals of Member States, as laid down in Article 27 of the Staff Regulations and Articles 12 and 82 of the Conditions of employment for temporary officials and contract staff, as well as in the recitals of Founding Regulation 526/2013 measures are needed to match the unequal working conditions to which the staff of ENISA are subject, compared to other staff working for the European Union in locations where European Schools exist. Local solutions based on existing best practice should have been found to provide schooling for staff children — solutions that reconcile the work and private life of ENISA staff by facilitating their children's.

ENISA's Seat Agreement, signed in 2005 with the Hellenic Government, provides for the: *"… founding of a European School based on the "Parma Model" for the European Food Safety Authority, which will follow the curricula of the English and the Greek sections of European schools."*

7.1 Problems with the School of European Education (SEE) in Heraklion

The most serious and urgent matters that have direct impact on ENISA staff and the capacity of the agency to keep professionals in Heraklion are as follows:

1. The lack of recognition of the EU Baccalaureate is forcing many parents to remove their children from the SEE.
2. Operational problems due to lack of teachers and/or delayed recruitment and inappropriate facilities like laboratory, ICT, library, etc.
3. Questions raised by parents indicate that the terms of employment offered to non-Greek teachers are not attractive, and damage the school's ability to attract high-qualified staff.
4. Gymnastics and sports facilities are non-existent.
5. Canteen and dining facilities are totally inadequate.

All of these problems cause daily difficulties for ENISA and its staff, with work and family lives disrupted. In addition, the lack of adequate school facilities in Heraklion is a major negative factor for any new staff considering working for ENISA in Heraklion.
ENISA on a case by case will examine the possibility of minimising the impact on the staff members that may need to have their children study in other schools.

7.2 Schooling in Athens

There is no European or accredited school that can be attended free of charge in the area of Athens where ENISA has its operational staff. Education is available only in English, French, German and Spanish, on a private basis which is more expensive than the cost staff members can cover with the double education allowance foreseen under Annex VII of the Staff Regulations.

To address this issue, ENISA management has brought forward an action of schooling support by organizing agreements with private schools to archive better prices and to support the additional costs incurred by the staff members subject to budget availability.

8 State of play of implementing rules adopted by the Agency consistent with the staff policy

Description	ENISA/Commission Document Reference	Status on 31/12/2014	New Commission Document Reference (2013/2014)	Status on 30/01/2015
Art. 4 of Annex VIII SR Taking into account, for purposes of calculating pension rights, of periods of activity previously completed by staff before they resume active employment	C(2004)1364 61-2004	Adopted		
Art. 9 of the SR Staff Committee		Approved by the Commission		
Art. 12 of the SR Anti-harassment policy.	ED Decision 72/2013 of 31/07/2013	Adopted		
Art. 11 and 12 of Annex VIII SR Transferring pension rights	C(2004)1588 60-2004	Adopted		
Art. 26 of Annex XIII SR Transferring pension rights – transitional provisions	C(2004)1588 62-2004	Adopted		
Art. 22 (4) of Annex XIII SR Purchase of additional pension rights	C(2004)1588 59-2004	Adopted		
Art. 67 SR and Art. 1(2)(d) of Annex VII SR Household allowance	C(2004)1364 51-2004	Adopted		
Art. 2(4) of Annex VII SR Persons to be treated as dependent children	C(2004)1364 50-2004	Adopted		
Art. 67 and 68 SR and Art. 1, 2 and 3 of Annex VII SR Family allowances to persons other than the official who have custody	C(2004)1364 52-2004	Adopted		
Art. 42a SR Parental leave	C(2010) 7572 of 05.11.2010	Adopted		

Art. 42b SR Family leave	C(2010) 7494 of 05.11.2010	Adopted		
Transitional measures	C(2004) 1613 88-2004	Adopted		
Art. 1d (4) SR Facilities for disabled persons	C(2004)1318 69-2004	Adopted		
Art. 59 and 60 SR and Art. 16, 59, 60 and 91 CEOS Introducing IR on absences as a result of sickness or accident	C(2004)1597 92-2004	Adopted		
Art. 7(3) of Annex VII of SR (now Art. 7(4) Determining the place of origin	C(2014) 1364 57-2004	Adopted	C(2013) 8982 of 16/12/2013	Adopted (Adoption by analogy approved by Management Board (Written procedure on 19/08/2014).
Art. 3 of Annex VII SR Grant of the Education allowance	C(2004)1313 53-2004	Adopted	C(2013) 8971 of 16/12/2013	Adopted (Adoption by analogy approved by Management Board (Written procedure on 19/08/2014).
Art. 8 of Annex VII SR Payment of travel expenses; place of work – place of origin	C(2004)1588 56-2004	Adopted	C(2013) of 16/12/2013 8987	Adopted (Adoption by analogy approved by Management Board (Written procedure on 19/08/2014).
SR and CEOS Regulation No 31 (Art. 32 SR's) Criteria applicable to classification in step on appointment or engagement	C(2004)1313 55-2004	Not adopted	C(2013) 8970 of 16/12/2013	Adopted (Adoption by analogy approved by Management Board (Written procedure on 19/08/2014).
Art. 2 (3) and Art. 30 of Annex IX SR Conduct of administrative inquiries and disciplinary procedures		Adopted	DECISION N. MB/2013/9	Adopted (Adoption by analogy approved by Management Board (Written procedure on 17/10/2013
Art. 71 SR and Art. 11 to 13a of Annex VII	C(2008) 6215	Adopted	DECISION N. MB/2013/10	Adopted (Adoption by analogy approved

				by Management Board (Written procedure on 17/10/2013.
Art. 5 and Annexes I and XIII SR Types of posts and post titles	C(2004)1314 68-2004	Not adopted	C(2013) 8979 of 16/12/2013	Adopted (Adoption by analogy approved by Management Board (Written procedure on 19/08/2014)
Art. 9 of Annex VIII SR and Art. 39 CEOS Early retirement of officials and temporary agents without reduction of pension rights	C(2004)1588 63-2004	Adopted	C(2013) 9039 of 16/12/2013	Adopted (Adoption by analogy approved by Management Board (Written procedure on 19/08/2014).
Art. 57, 58 and 61 and Annex V SR and Art. 16, and 91 of CEOS Introducing IR on Leave	C(2010) 7495 of 05.11.2010	Adopted	C(2013) 9051 of 16/12/2013	Adopted (Adoption by analogy approved by Management Board (Written procedure on 19/08/2014).
Art. 8 of Annex X of SR Rest leave			C(2013) 9027 of 16/12/2013	Adopted (Adoption by analogy approved by Management Board (Written procedure on 19/08/2014)
Art. 17 and 91 of CEOS Maternity leave and Maternity pay			C(2013) 9020 of 16/12/2013	Adopted (Adoption by analogy approved by Management Board (Written procedure on 19/08/2014)
Art. 10(3) of Annex XIII Attestation procedure	C(2006) 5788 of 23/11/2006		C(2013) 9022 of 16/12/2013	Adopted (Adoption by analogy approved by Management Board (Written procedure on 19/08/2014)
Art. 55a and Annex IVa SR Part-time work	C(2010) 7573 of 05.11.2010	Adopted	C(2013) 9046 of 16/12/2013	Adopted (Adoption by analogy approved by Management Board (Written

				procedure on 19/08/2014
Maximum duration for the recourse to non-permanent Staff	C(2011) 7071 Final		C(2013) 9028 of 16/12/2013	Adopted (Adoption by analogy as of 01/10/2014, approved by Management Board (Written procedure on 28/10/2014).
Reimbursement officials assigned to non-EU member countries.			C(2013) 8990 of 16/12/2013	Adopted (Adoption by analogy as of 01/10/2014, approved by Management Board (Written procedure on 28/10/2014).
Art. 7 of Annex V of SR Home leave non-EU (Annex X of SR)			C(2013) 9035 of 16/12/2013	Adopted (Adoption by analogy as of 01/10/2014, approved by Management Board (Written procedure on 28/10/2014).
Annex X of SR Housing policy			C(2013) 8965 of 16/12/2013	Adopted (Adoption by analogy as of 01/10/2014, approved by Management Board (Written procedure on 28/10/2014).
Art. 10 - Annex X of SR ICV – Living conditions allowance			C(2013) 9032 of 16/12/2013	Adopted (Adoption by analogy as of 01/10/2014, approved by Management Board (Written procedure on 28/10/2014).
Art. 45 of the SR Promotion and Reclassification of Temporary Agents	ED Decision HR/CM/DEC/2008 /019 (Art. 10 of the CEOS).	Adopted	C(2013) 8968 of 16/12/2013	Pending for final version by the Commission/Work in progress

Art. 1c, 11 (2), 11a, 12, 12b, 15 (2), 16, 17, 17a, 19, 55 (1), Art. 13 and 44 of Annex VIII SR and Art. 11, 16, 54, 57, 81 and 91 of CEOS Outside activities and assignments	ED Decision ENISA/HR/UH/2010/012	Adopted	C(2013) 9037 of 16/12/2013	Adopted (Adoption by analogy as of 01/10/2014, approved by Management Board (Written procedure on 28/10/2014).
Art. 43 and implementing Art.44(1) SR and 15(2) and 87(1) of the CEOS Appraisal exercise for Temporary Agents	ED Decision HR/CM/DEC/2008/018	Adopted	C(2013) 8985 of 16/12/2013	Pending for final version by the Commission/Work in progress
Implementation of Teleworking	ED Decisions 54/2011 and 50/2012	Adopted	C(2013) 9045 of 16/12/2013	Adopted (Adoption by analogy as of 01/10/2014, approved by Management Board (Written procedure on 28/10/2014).
Art. 43 and implementing Art.44(1) SR and 15(2) and 87(1) of the CEOS Appraisal exercise for Contract Agents	ED Decision HR/CM/DEC/2008/018	Adopted	C(2014) 2226 of 07/04/2014	Pending for final version by the Commission/Work in progress
Art. 87(3) of the CEOS **Reclassification of Contract Staff**			C(2014) 2222 of 07/04/2014	Pending for final version by the Commission/Work in progress
Art. 12b, 15, 37 and 40, and Art. 33 of Annex XIII1 SR and Art. 11, 17, and91 CEOS Leave on personal grounds for officials and unpaid leave for temporary and contract staff (CCP)	C(2004)1597 82-2004	Not adopted	C(2013) 9054 of 16/12/2013	Pending for final version by the Commission/Work in progress
Decision on Working Time			C(2014) 2502 of 15/04/2014, entering into force at the EC 01/06/2014 (Info received by EC 15/05/2014)	Work in progress for implementation at ENISA (ongoing)
Art. 8 CEOS Policies for the engagement and use of temporary agents	C(2004)1597 74-2004	Not adopted	C(2013) 9049 of 16/12/2013	Pending for final version by the Commission/Work in progress

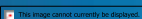|				
Art. 9 Annex VII of SR Removal expenses			C(2013) 9040 of 16/12/2013	Adopted. (Adoption by analogy as of 01/10/2014, approved by Management Board (Written procedure on 28/10/2014). (Adoption by analogy as of 01/10/2014, approved by Management Board (Written procedure on 28/10/2014).
Art. 82 (6) CEOS Procedure governing the engagement and use of Contract staff at the Commission	C(2004)1313 49-2004	Not adopted	C(2013) 8967 of 16/12/2013	Adopted (Adoption by analogy as of 01/10/2014, approved by Management Board (Written procedure on 28/10/2014).
Interim Applicability Ta 2a to 2f			Model of the Commission/PWG	Work in progress
Art. 2, 4, 5, 7 and 29 SR Middle management staff	C(2004)1597 73-2004	Not adopted		Work in progress
Art. 7 (2) SR Temporary occupation of management posts	C(2004)1597 83-2004	Not adopted		Work in progress
Art. 51 SR Maintaining individual professional standards	C(2004)1597 87-2004	Not adopted		Work in progress
Art. 55b SR Job-sharing	C(2004)1314 67-2004	Not adopted		Work in progress

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