



Ref.: ENISA MB (10/10/2007)

**DECISION OF THE MANAGEMENT BOARD
of 10.10.2007
on Minimum Standards**

THE MANAGEMENT BOARD OF ENISA,

Having regard to Regulation (EC) No 460/2004 of the European Parliament and of the Council of 10 March 2004¹ establishing the European Network and Information Security Agency (hereinafter referred to as “the Agency”) and in particular Articles 6(6) thereof

Having regard to the Financial Regulation of the Agency adopted by the Management Board and in particular Article 38(4) thereof.

Whereas the Management Board adopts the minimum standards of the Agency

Whereas these standards are drafted on the basis of equivalent standards laid down by the Commission for its own departments.


HAS DECIDED AS FOLLOWS:

Article 1

The standards annexed hereto are adopted as minimum standards of the European Network and Information Security Agency.

Done at Porto on 10 October 2007

For the ENISA Management Board

Signature Value	xartGapt9ZU5BvgCMR3iZUlbkTi5Cvfk66NWhnxQQgaS+E3F8Cu9lMjiB9Uft3rS	
	Signatory	Prof. Reinhard Posch, CHAIRMAN OF THE MANAGEMENT BOARD
	Date/Time-UTC	2007-10-29T17:43:44Z
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¹ OJ L 77, 13.3.2004, p.1.

Minimum Standards

of the

European Network and Information Security Agency

1. ETHICS & INTEGRITY

The Agency shall ensure that staff is fully aware of the rules governing staff conduct and prevention and reporting of fraud and irregularities.

2. MISSION, ROLE & TASKS

The Agency shall communicate to all staff on an up-to-date and written basis:

- The mission statement of their department;
- Their role in their department (job description);
- Their tasks assignment (individual objective) and expected results.

3. STAFF COMPETENCE (RECRUITMENT, TRAINING AND MOBILITY)

The Agency shall ensure on a permanent basis the adequacy between staff competence and their tasks.

4. STAFF PERFORMANCE

The Agency shall review the performance of all of its staff at least annually. All staff shall have the opportunity to discuss their individual performance with their reporting officer at least once a year. Where specific performance issues are identified these shall be addressed by managers as early as possible.

5. DELEGATION

Responsibilities and authority limits shall be clearly defined, assigned and communicated in writing. Delegation shall be appropriate to the importance of the decisions to be taken and the risks involved.

6. OBJECTIVE SETTING

The Agency shall communicate to its staff general objectives and expected results established by the Agency by policy area and activity.

The Agency shall translate general objectives into specific objectives and expected results for each activity and communicate them to its staff.

Specific objectives shall be verifiable and include meaningful and practical measurement criteria.

7. MULTI-ANNUAL PROGRAMMING (STANDARD APPLICABLE ONLY TO ACTIVITIES WITH MULTIANNUAL BUDGETS)

At the time of the adoption of a decision or legal base establishing an activity and its multiannual financial programming, the Agency shall establish a 'road-map' of measures to be set in hand to achieve this programming.

8. ANNUAL MANAGEMENT PLAN

The Agency shall prepare an annual management plan which incorporates appropriate objectives and indicators and the resources (financial and human) necessary to achieve them.

9. MONITORING PERFORMANCE AGAINST TARGETS

Key performance indicators, including indicators for economy, efficiency and effectiveness, shall be established and monitored for each Policy Area and Activity. Management should regularly receive reports on each Activity which compare the output and impact achieved with the objectives set. Management shall take action to address any identified shortfall against objectives.

10. RISK ANALYSIS AND MANAGEMENT

The Agency shall systematically analyse risks in relation to its main activities at least once a year, develop appropriate action plans to address them and assign staff responsible for implementing those plans

11. ADEQUATE MANAGEMENT INFORMATION

Managers and other staff shall receive regular, reliable and easily accessible management information on budget execution, use of resources and progress of their management plan.

12. MAIL REGISTRATION AND FILING SYSTEMS

The Agency shall systematically register incoming and outgoing mail to enable efficient monitoring of deadlines and maintain a comprehensive and up to date filing system which is accessible to all appropriate staff.

13. REPORTING IMPROPRIETIES

Appropriate procedures, in addition to reporting to the direct superior, shall be established and communicated to staff covering the reporting of suspected improprieties. Persons complying with the above obligations must not suffer inequitable or discriminatory treatment as a result of communicating such information.

14. DOCUMENTATION OF PROCEDURES

The procedures used in the Agency for its main processes shall be fully documented, kept up to date and available to all relevant staff and shall be compliant with the Financial Regulation and all relevant Executive Director's decisions.

15. SEGREGATION OF DUTIES

The operational and financial aspects of each transaction shall be checked by two people who are independent of each other [i.e. not subordinate to each other]. The functions of initiation and verification of each transaction shall be kept separate.

16. SUPERVISION

The Agency shall establish appropriate supervision arrangements including, where appropriate, ex post control of a sample of transactions to ensure that the procedures set up by management are carried out effectively.

17. RECORDING EXCEPTIONS

The Agency shall establish appropriate arrangements to ensure that all instances of overriding of controls or deviations from established policies and procedures under exceptional circumstances are documented, justified and approved at an appropriate level before action is taken.

18. CONTINUITY OF OPERATIONS

The Agency shall establish appropriate arrangements to ensure the continuity of operations at any moment [i.e. absence of an official, substitution of an official, migration to new information systems, change of procedures, mobility, retirement, etc]

19. RECORDING AND CORRECTION OF INTERNAL CONTROL WEAKNESSES

A clearly defined procedure shall be established for the proper reporting and subsequent correction of internal control weaknesses and for any related updating of procedures.

20. AUDIT REPORTS

The Agency shall review annually the recommendations made and action taken in response to audit reports by the Internal Audit Service, its own internal audit capability and the European Court of Auditors, define appropriate action plans to remedy weaknesses and monitor the implementation of those plans.

21. INTERNAL AUDIT CAPABILITY

The Agency shall establish or have access to a competent and properly staffed internal audit capability with an annual work programme based on risk assessment.

22. EVALUATION

The Agency shall establish or have access to a properly staffed evaluation function responsible for carrying out or commissioning ex ante and ex post evaluation of all its activities. It shall prepare an evaluation plan which sets out the timing of the planned evaluations and against which progress is regularly reviewed. It shall ensure the systematic follow up of the conclusions of evaluation reports.

23. ANNUAL REVIEW OF INTERNAL CONTROL

The Agency shall conduct an annual review of its internal control arrangements to act as a basis for the Agency's statement on internal control in the annual activity report.