

**DECISION No MB/2020/9  
of the Management Board  
of the European Union Agency for Cybersecurity (ENISA)  
on the establishment of ENISA's internal structures**

THE MANAGEMENT BOARD OF ENISA,

Having regard to the Regulation (EU) 2019/881 of the European Parliament and of the Council of 17 April 2019 on ENISA (the European Union Agency for Cybersecurity) and on information and communications technology cybersecurity certification and repealing Regulation (EU) No 526/2013 (hereinafter referred to as CSA), in particular Article 15.1(p);

Having regard to the Staff Regulation of Officials of the European Union (hereinafter referred to as the SR) and the Conditions of Employment of Other Servants of the European Union (hereinafter referred to as CEOS) laid down by Council Regulation (EEC, Euratom, ECSC) No 256/68 and in particular Article 7 of the SR and Article 10 of the CEOS;

Having regard to the Decision No MB/2020/5 of the Management Board of the European Union Agency for Cybersecurity (ENISA) on principles for ENISA's Organisation;

Having regard to the Decision No MB/2019/8 of the Management Board of the European Union Agency for Cybersecurity (ENISA) on the Financial Rules applicable to ENISA in conformity with the Commission Delegated Regulation (EU) No 2019/715 of 18 December 2018 of the European Parliament and of the Council;

Having regard to the Decision No MB/2019/13 of the Management Board of the European Union Agency for Cybersecurity (ENISA) delegating the relevant appointing authority powers to the Executive Director;

Having regard to the Decision No MB/2018/14 of the Management Board of the European Union Agency for Network and Information Security (ENISA) on middle management staff;

Having regard to the 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;

Having regard to the Decision No MB/2014/6 WP of the Management Board of the European Union Agency for Network and Information Security (ENISA) adopting Rules Implementing Staff Regulation, in particular Commission Decision of 16.12.2013 on types of post and post titles (C(2013)8979);

Whereas:

- (1) The Cybersecurity Act gives ENISA a permanent mandate with new tasks, which has required the Agency to review whether its organisational architecture and internal structure is fit for purpose;

- (2) the Management Board of ENISA has, during its meeting on 3<sup>rd</sup> of February 2020 endorsed the problem areas as defined during the course of the Agency's review and with its decision No MB/2020/5 set a number of principles, objectives and aims which the new organisation of the Agency should achieve;
- (3) On the basis of this framework the Executive Director has – after a broad and structured consultations with the Management Team, the Staff Committee and staff, as well as members of the Executive Board – put forward a proposal for ENISA's internal structures, which the Executive Board, during its meeting on 29<sup>th</sup> of May 2020 has endorsed in principle;

HAS DECIDED TO ADOPT THE FOLLOWING DECISION:

#### Article 1 Organisation of the Agency

1. The mandate of the Agency shall be executed by the coordinated work of its staff, organised through:
  - a. Units and teams executing the objectives and tasks of the Agency;
  - b. offices and services supporting the functioning of the Agency;
2. The work of the Agency shall be managed by the Executive Director assisted by the Management Team and:
  - a. Heads of Units;
  - b. Team Leaders and Heads of Sectors.
3. The Executive Director may appoint Senior Experts or Advisers in line with MB/2018/7.
4. The Executive Director may appoint staff members into coordinating or controlling functions and take other organisational measures to ensure efficient performance of the Agency's tasks and functions.

#### Article 2 Units

1. The Units shall maintain and develop the capabilities, in line with Art 3(4) of the CSA, which are necessary to perform the tasks outlined in Title I Chapter II of the CSA. Units implement tasks given to the Agency through Union law and policies in the field of cybersecurity, except on matters covering the mandate of the teams as set out in Article 4 of this decision.
2. Policy development and implementation unit will ensure the performance of the tasks of the Agency as set out in Art. 5 of the CSA and the maintenance and development of the necessary capabilities.
3. Capacity building unit will ensure:
  - a. the performance of the tasks of the Agency as set out in Art. 6 and 7(5) of the CSA, and;
  - b. the maintenance and development of the capabilities necessary to ensure the tasks set out in Art. 9 and 10 of the CSA, as well as for the tasks listed in point (a) above.
4. Operational cooperation unit will ensure

- a. the performance of the tasks of the Agency as set out in Art. 7 of the CSA (except the organisation of exercises as outlined in Art. 7(5) of the CSA), and
  - b. the maintenance and development of the capabilities necessary to ensure the tasks set out in Art. 12 of the CSA, as well as for the tasks listed in point (a) above.
5. Market, certification and standardisation unit will ensure
  - a. the performance of the tasks of the Agency as set out in Art. 8 and 22 and under Title III of the CSA, and
  - b. the maintenance and development of the capabilities necessary to ensure the tasks set out in Art. 11 of the CSA, as well as for the tasks listed in point (a) above.
6. In addition to the above, the Executive Director will detail functions and obligations of each unit, including the list of Union and national bodies, communities and stakeholder groups the Units are obliged to liaise with. The Executive Director may also, having regard to the needs outlined in the Single Programming Document of the Agency and in order to ensure the relative balance between the units in terms of their size, obligations and resources managed, temporarily redistribute parts of the tasks outlined between units.
7. The Executive Director may establish sectors within a unit, office or service to coordinate and implement specific sub-tasks in a defined field of expertise or area within the tasks of the unit, office or service.
8. The Heads of Units shall report directly to the Executive Director.

### Article 3 Offices and services

1. The Executive Director's Office (EDO), shall support the attainment of the objectives of the Agency as set out in Art 4(1) of the CSA and the functions of the Executive Director as set out in Art. 20(3) of the CSA including:
  - a. coordinating the work of the Agency including tasks necessary to prepare, implement and assess the quality of the execution of the Single Programming Document as set out in Art. 24 of the CSA;
  - b. impartially ensure the implementation of compliance and internal control mechanisms throughout the Agency, including ensuring the tasks outlined in Art. 25, 26, 27, 28, 33 of the CSA and in the relevant MB decisions;
  - c. planning, coordinating and implementing communication and outreach activities of the Agency and supporting the necessary activities to fulfil tasks as set out in Art. 21 and 23 of the CSA;
  - d. functioning as the administrative secretariat of the Agency and fulfilling the task of the secretariat of the Management Board as set out in Art. 17(6) of the CSA.
2. The Corporate Support Service (CSS), shall assist with the functions of:
  - a. Appointing Authority as defined by the Staff Regulations by virtue of Art. 34 of the CSA and carry out tasks stemming from Art. 3(4) of the CSA;
  - b. establishing and implementing the budget as set out by Art. 29, 30 and 31 of the CSA and the tasks stemming from ENISA financial rules by virtue of Art. 32 of the CSA;
  - c. ensuring the daily functioning and operations of the Agency's premises and IT systems, including tasks stemming from implementing the Art. 44 of the CSA;

3. The Executive Director will also lay out in detail any additional specific functions and obligations of EDO and CSS. The Executive Director will furthermore ensure that the average number of staff members assigned to the EDO and CSS shall not exceed the average number of staff members assigned to units. Any derogation to this requirement must be endorsed by the Management Board in the Single Programming Document.
4. The Head of EDO and the Head of CSS are members of the middle management and shall be considered as Heads of Units.

#### Article 4 Teams

1. Teams perform tasks, which require contributions and coordinated efforts from several units. The Executive Director will detail specific roles, functions and the composition of each permanent team, with the understanding that:
  - a. Knowledge and information team will primarily ensure the performance of the tasks of the Agency related to Art. 9 of the CSA;
  - b. Awareness raising and education team will primarily ensure the performance of the tasks of the Agency related to Art. 10 of the CSA;
  - c. Research and innovation team will primarily ensure the performance of the tasks of the Agency related to Art. 11 of the CSA;
  - d. International cooperation team will primarily ensure the performance of the tasks of the Agency related to Art. 12 of the CSA and under Art. 42 of the CSA;
2. The Executive Director can establish other cross structural teams tasked with implementing a specific assignment or goal(s) foreseen in the Single Programming Document. The Executive Director shall notify the Management Board in advance, explaining the scope of and the tasks covered by the team(s), their membership and specific functions and duration.

#### Article 5 Management Team

A regular Management Team meeting will be convened at least once per month to assist the Executive Director in his or her functions, in particular as regards to Art. 20(3)d of the CSA, by helping to coordinate the work of the Agency in implementing the Single Programming Document. It will be chaired by the Executive Director who will set its agenda, operating procedures and composition including but not limited to all Heads of Units.

#### Article 6 Brussels Office

Following the procedure set out in the Art. 20(5) of the CSA, the Executive Director may establish an Office in Brussels, Belgium, in particular to support the Agency to efficiently and effectively perform the tasks outlined in Art. 7(2) and Art. 20(3)m of the CSA. If established, the Office would operate as a permanent team according to Article 4(1) of this decision.

Article 7  
Final and implementing provisions

1. This decision shall take effect on 01.01.2021.
2. The Executive Director will, put in place internal measures to promote and support the mobility of middle managers foreseen under Article 18 of the Management Board decision No MB/2018/14 of 11 October 2018.
3. The Executive Director will in due time submit to the Management Board all other proposals which are required to implement this decision.
4. The Executive Board shall be notified without delay on all measures, which are adopted by the Executive Director in order to implement this decision.

Done by written procedure on 25 June 2020.

On behalf of the Management Board,

[Signed]  
Jean-Baptiste Demaison  
Chair of the Management Board of ENISA

