



MINUTES OF THE THIRD MEETING
OF THE ENISA MANAGEMENT BOARD
HELD ON 12TH NOVEMBER 2004

PARTICIPANTS

Commission Representatives

Fabio Colasanti (Member, Director General DG INFSO), Soenke Schmidt (Alternate, Head of Unit DG JAI), Francisco Garcia Moran (Member, Deputy Director General DG DIGIT), Michael Niebel (Alternate, Head of Unit A1 DG INFSO)

Member States representative

Tomasz Affet (Alternate, PL), Edgar de Lange (Alternate, NL), Rudi Smet (Alternate, BE), Luisa Franchina (Member, IT), Mait Heidelberg (Member, EE), Jan Hobza (Member, CZ), Neophytos Papadopoulos (Member, CY), Peter Biro (Alternate, SK), Kristiina Pietikäinen (Member, FI), Reinhard Posch (Member, AT), Aidan Ryan (Member, IE), Valdemaras Salauskas (Member, LT), Fredrik Sand (Member, SE), Alain Esterle (Alternate, FR), Geoffrey Smith (Member, UK), András Gerencsér (Alternate, HU), Joseph V. Tabone (Member, MT), Pascal Steichen (Alternate, LU), Christoph Verenkotte (Alternate, DE), Constantin Voudouris (Member, EL), Yih-Jeou Wang (Member, DK), Raimonds Bergmanis (Member, LV), Gorazd Bozic (Member, SI), Pedro Veiga (Member, PT)

Stakeholder's representatives

Markus Bautsch (Member, Consumer Rep.), Mark MacGann (Member, Industry Rep.), Prof. Kai Rannenberg (Member, Academic Rep.), Berit Svendsen (Alternate, Telenor)

Other participants

Andrea Pirotti (Enisa Executive Director), José Bastos (Commission, INFSO A1), Núria Comelles (Enisa Budget and Finance), Elena Alampi (Unit A1 DG INFSO).

ACTIONS POINTS AND RECORDS OF THE INFORMAL MEETING

1. INTRODUCTION AND APPROVAL OF THE AGENDA

The meeting took place at the Forth – Science and Technology Park of Iraklion, Crete.

Ms Pietikäinen, the chairperson, opened the informal meeting and proposed a draft agenda for the day which was adopted by the Members (Annex 1).

Participants were welcomed by Prof. Stephanidis, the Director of ICS-FORTH, and by Mr Anastasios Nerantzis, the deputy Minister of Transport and Communications of Greece who has confirmed the decision of the Greek government to seat the Agency in Heraklion, Crete.

The president of the Board of Director of Forth provided the participants with a short overview of the 21 years of activities of the research centre, which counts over 1,000 staff members.

Concerning possible Enisa facilities, two waves of office lending were proposed: first wave in January 2005 (370m²) and second wave in September 2005 (650m², yet to be built). The Director General of DG INFSO drew the attention to the fact that typical office space calculations make reference to the figure 35 m² per official, and that it would be important to clarify how office space was in fact calculated.

International schooling facilities and flight-connections to and from Heraklion were other points that have been raised, and will be further detailed and discussed between the Executive Director of Enisa, Mr Andrea Pirotti, and the Greek authorities. It was agreed at the meeting that these delicate, yet matters of high importance, will be explicitly addressed in the “seat” agreement of the Agency.

Concerning the Enisa premises, Mr Pirotti favours, due to security reasons, a solution based on a single building in which all of Enisa’s staff could be accommodated.

2. WORK PROGRAMME

Enisa’s draft Work Programme provided by Mr Pirotti in advance to the Board members was widely discussed. Final adoption is foreseen after consultation with the Commission.

There was general agreement to concentrate efforts in the administrative setting up of the Agency and, in parallel to this, in a limited number of operational tasks. The latter will substantially draw on the work of seconded national experts and on ad hoc working groups composed by leading industrialists, academics and consumer representatives.

The outsourcing of technical activities was, in general terms, encouraged so as to allow the Agency to perform operational tasks, while its newly recruited staff would concentrate their efforts in the administrative setting-up of the Agency. The administrative settlement is bound to the conditions

imposed by Community regulations¹, which include the financial circuits and supportive IT systems, transposition of staff regulations, logistics, and “seat” agreement arrangements.

The Members of the Board have favourably received the proposal of Mr Pirotti to give priority to “data collection” on Network and Security activities across Europe, and issues around raising awareness. The Board also discussed starting networks in the Member States and elsewhere to prepare the Agency’s work in the incoming years.

Several Members have also requested to strengthen the structure of the document by identifying the objectives to be attained, the tasks to be performed, the associated deliverables and indicators that will be used to measure performance against stated targets.

There was general agreement to focus the operational activities around two to three “flag-ship projects”, which could take stock of the best that has been done in the field and propose a limited number of visible actions for the year of 2005. Relevant expertise would be brought together in two to three ad hoc working groups coordinated by the Agency.

Finally, the advisory structure of the Agency should be in place by early 2005, and the Executive Director was encouraged to quickly select and nominate the experts that will comprise the Permanent Stakeholders Group.

ACTION POINTS:

- ✓ A new draft Work Programme, including the above mentioned structure and comments raised during the meeting, was agreed to be re-drafted and sent out to the Board members by the 26th of November.
- ✓ Board members will make their comments in writing *and these will be posted in Circa*. A revised version of the work programme will be distributed shortly before the meeting on 16th December 2004. After the Board’s approval, the Commission will launch an Inter-Service Consultation on the Work Programme, which would then be expected to be approved in January 2005.
- ✓ The Executive Director suggested that Board Members, or their alternates or other officials appointed by the Board Member, could act as liaison officers for Enisa within his/her own Country. The Liaison Officer would be a “facilitator” for Enisa activities within his/her Country.
- ✓ The Executive Director was asked to provide a new and updated document on Staff and recruitment.

¹ Financial Regulation 2343/2002 and Staff Regulation 05/2004

3. RULES REGARDING THE ESTABLISHMENT AND OPERATION OF AD HOC WORKING GROUPS OF ENISA

A revised version with track changes on the Ad Hoc Working Group's Rules is posted in circa.

Working Groups are expected handle some of the priorities of the Work Programme. Once the Work Programme is adopted, each WG could start its activities.

4. CALL FOR EXPRESSION OF INTEREST FOR MEMBERSHIP OF THE PERMANENT STAKEHOLDERS' GROUP OF ENISA

The Call for expression of interest of PSG was modified and approved in the meeting.

This Call for expression of interest was published on the 15th November 2004, and replies are expected in 4 weeks time after its publication. The Executive Director has to give feedback to the Board members on the type and number of applications of the Call.

Associations and Board Members may put forward candidate's names. The Executive Director shall select the members of the Permanent Stakeholders Group, and inform the Management Board, who will acknowledge the selection. Due to the limited number of SNE (six), selection of the PSG will be based upon skill and experience, not Country-balance.

5. ADMINISTRATIVE PROCEDURES

Temporary Agents

END's are envisaged to start latest by February-March 2005; concrete tasks will be defined and people selected by December 2004-January 2005.

6. NEXT MEETING

Next Management Board meeting is scheduled for the 16th December 2004 in Brussels.

Mr Mark MacGann, member of the Board, kindly invited the MB members for dinner on the 15th December.