



Minutes
of the ENISA 8th Management Board Meeting
29 September 2006
09.00 – 17.00

The House of Estates, Snellmaninkatu 9-11, FIN-00170 Helsinki

Attendants:

Management Board representatives from Member States: Reinhard POSCH (Member, AT); Rudi SMET (Alternate, BE); Antonis ANTONIADES (Alternate, CY); Vít LIDINSKY (Alternate, CZ); Flemming FABER (Member, DK); Mait HEIDELBERG (Member, EE); Kristiina PIETIKÄINEN (Member, FI); Patrick PAILLOUX (Member, FR); Anja DIEK (Alternate, DE); Nikolaos VLASSOPOULOS (Member, EL); Constantine STEPHANIDIS (Alternate, EL); Ferenc SUBA (Member, HU); Aidan RYAN (Member, EI); Luisa FRANCHINA (Member, IT); Raimonds BERGMANIS (Member, LV); Ingrida GAILUME (Alternate, LV); Valdemaras SALAUSKAS (Member, LT); Pascal STEICHEN (Alternate, LU); Joseph N. TABONE (Member, MT); Edgar R. DE LANGE (Member, NL); Krzysztof SILICKI (Member, PL); Manuel Filipe PEDROSA DE BARROS (Alternate, PT); Peter BIRO (Member, SK); Salvador SORIANO MALDONADO (Alternate, ES); Fredrik SAND (Member, SE); Pernilla SKANTZE (Alternate, SE); Geoff SMITH (Member, UK)

Management Board Commission representatives: Fabio COLASANTI (Member, Director General DG Information Society and Media); Fabio MARINI (Alternate, DG Justice, Liberty and Security);

Management Board Stakeholder representatives: Kai RANNENBERG, Mark MACGANN, Markus BAUTSCH

EEA-country representatives (observers) to the Management Board: Björn GEIRSSON (IS); Jörn RINGLUND (NO)

Additional Commission attendants: Andrea SERVIDA (DG INFSO); Rogier HOLLA (DG INFSO)

ENISA: Andrea PIROTTI (Executive Director); Tim MERTENS; Minutes: Silvie LITAJ, Sandra ZIAKAS

On call: Ronald DE BRUIN, Alain ESTERLE, Andreas MITRAKAS, Giorgos DIMITRIOU, Aristidis PSARRAS, Catia MARIGO, Marco THORBRUEGGE, Carsten CASPER, Isabella SANTA, Louis MARINOS, Ulf BERGSTRÖM, Liisi REMMELGAS-MALM

The Chairperson welcomed the meeting and stated that Gregory Paulger and Francisco Garcia Morán (Commission representatives), Niko Schlamberger (Stakeholder's representatives), Kurt Bühler (Liechtenstein) and Eivind Jahren (Norway) have sent their regrets. Slovenia will be represented by Poland.

The Chairperson also welcomed new Alternates as well as a new Observer to the Board, attending this meeting: Fabio Marini (Alternate, Commission, replacing Gisèle Vernimmen); Isabelle Valentini (Alternate, FR, replacing Stephanie Schaer); Constantine Stephanidis (Alternate, EL, replacing Nikolaos Vlassopoulos); Pernilla Skantze (Alternate, SE, replacing Charlotte Ingvar Nilsson); Björn Geirsson (Observer, IS).

1. Adoption of the Agenda

The Chairperson informed that two changes have been brought to the agenda previously circulated. The proposed changes are:

- to dedicate early in the day the point 6 (a, b and c) – “Points for discussion” to become the point 4;
- Point 4 - “Points for information” to become point 6.

The United Kingdom suggested that Point 5 – “Points for information – Evaluation of the Agency and next steps” becomes Point 4.d.

After those changes, the agenda was finally **adopted** (see annex I).

2. Minutes of last meeting

The minutes of last meeting have been adopted without changes. It was agreed that future minutes should not necessarily being that exhaustive and detailed. The Chairperson asked ENISA to produce concise and brief minutes. The Chairperson gave the floor to Ferenc Suba and Kai Rannenberg who, as Chairs of the morning and afternoon sessions, summarized the informal workshop which took place on 13 June 2006 in London with PSG & MB members. They concluded that, beyond some controversial debates, this meeting had been very productive and helped defining ENISA's strategy. They encouraged renewing this initiative.

The Board discussed the working climate of the Agency and Ferenc Suba, Anja Diek and Reinhard Posch told the board about their interviews with the ENISA staff on 25.9.2006. The Board decided to ask the Executive Director to perform a staff survey which indicates the satisfaction of the staff with their jobs and the working climate in ENISA.

The Chairperson signed the minutes of the last Management Board meeting.

3. Points for adoption

- a. Internal rules of operation on the practical arrangements implementing transparency and confidentiality rules for ENISA

After Mr. Colasanti had presented the Commission's proposal for internal rules of operation on the practical arrangements implementing transparency and confidentiality rules for ENISA, some concerns were expressed. Mr. Colasanti replied that following discussions in the Management Board on more elaborate earlier drafts and following the advice of the Commission's legal and security departments, it had been decided to restrict the proposal to the essential provisions in order to avoid future possible constraints. After these clarifications and after a request for the Executive Director to present, during the next regular Management Board meeting, a report explaining how to apply and to implement the confidentiality rules at ENISA, the regulation has been **adopted**. The Chairperson signed the decision of the Management Board.

- b. The internal rules of operation on working groups

The Commission had proposed an amendment to the internal rules of operation on working groups, following a request by the Executive Director for such a proposal. The proposed rules would enable the Executive Director to appoint the chair of the Working Groups from among ENISA staff. The Management Board **adopted** the amendment to the internal rules of operation on working groups. The Chairperson signed the decision of the Management Board.

4. Points for discussion

- a. **Work Programme 2007**

The Chairperson has informed the members of the Board that the new version of the Work Programme 2007, including all the changes suggested during the last meeting, has been sent to the Board Members two weeks ago. At the same time, the Chairperson apologised for having sent the resources allocation only at the beginning of this week.

Mr. Colasanti said that the Commission had already given its formal opinion on the Work Programme 2007.

Remarks were made about the strategic element of the work programme – the domains were not considered to be very well described and could be interpreted as going outside of the Regulation of the Agency. According to the remark, this lead to a lack of coherence and does not address important challenges in the Agency’s field.

Many members of the Board expressed their concerns about a number of topics: requests should be limited to one-time actions and not to long term activities, notably concerning the data collection on incidents and confidence building; more information on manpower allocation in the administrative department; inclusion of awareness raising; the interest on certification for certain type of users; the fact that day-to-day activities (PSG, NLO-days and technology cabinet) deserve to be presented in bulk as general operational management rather than with specific “deliverables”. There was also concerns raised as to the lack of plans for the HR work.

Board members also expressed that the drafting process of the work programme needs to be improved. Some members of the Board were of the opinion that their comments on the Work Programme never got any proper response at the Board meetings and that the feedback on written comments and the results of them were not appropriately communicated to members.

The UK did not consider that the draft Work Programme 2007 showed that the problems identified earlier in the meeting would be addressed.

It was stated that ENISA should balance the allocation of administrative and operational resources. The Board expressed the opinion that there are too many staff in the administration department in comparison with the operational departments. For that reason, the Management Board agreed to remove the organisational chart from the formal work programme document, as the Management Board does not endorse in principle the unbalanced allocation of staff resources.

Mr Colasanti explained that the high rate of staff in the administration department could also be considered as a result of the administrative rules that the Agency has to comply with.

The Chairperson has requested the Board to send their comments in writing by 13 October in order for ENISA to prepare a new version of the Work Programme including all the comments made during the meeting and send it to the Board by 27 October. The written procedure for approval of the Work Programme 2007 will take two weeks and could therefore be terminated by 10 November 2006. The Chairperson also stated that all comments collected on the Work Programme 2007 will already help defining the structure of the new Work Programme 2008 which will be prepared early January.

Mr. Colasanti also mentioned that the one million EUR which has been put under reserve for ENISA will be released only if the final version of Work Programme includes a clear description of new activities to be undertaken in 2007 and of the corresponding need for additional resources.

b. Budget 2007

After some concerns on the budget increase for missions, the Executive Director reminded that this amount is only a forecast and it can be adjusted depending on the needs of operational departments. The Chairperson also reminded that the Budget 2007 has already been approved by the Members of the Board and therefore it was important to agree on the main points and that only minor changes could be incorporated. The Commission will start the official approval of the budget to be sent to the Parliament by end of November.

c. Strategy Paper

Mr. Colasanti noted that the Strategy paper should be coherent with the conclusions and actions resulting from the mid-term evaluation of ENISA to be concluded by March 2007 the latest.

Some suggestions of the Board and the Permanent Stakeholder's group remain still to be introduced. The desire was expressed to see ENISA strategy focus more on the "why are the activities really needed, what are the expected impacts" rather than what is ENISA doing or not. The Chairperson confirmed that the ENISA strategy paper does not have to be adopted during this meeting.

It was **agreed** that ENISA will send an update of the Strategy paper by end of October and the Chairperson invited all members of the Board to send their comments, knowing that they will also have to give their view on the report of ENISA evaluation as soon as it will be available. The report will probably be available by January 2007.

**d. Points for information (Commission):
Evaluation of the Agency and next steps**

Mr. Colasanti informed about the evaluation process and about the next steps to be undertaken. The consultant has not yet been selected. The selection will be done soon and the report will be produced and submitted by Christmas time.

A survey will be sent to all the Members of the Management Board and some Members of the Board will be interviewed.

Following the work of the evaluation panel, the Commission will publish a Communication evaluating ENISA by 17 March 2007.

5. Points for information (ENISA)

Operational activities and Presentations of deliverables

ENISA senior experts gave brief presentations about the following topics:

- i. "Risk management / risk assessment" (Louis Marinos)
- ii. "Study on security and anti-spam measures" (Carsten Casper)
- iii. "A step-by-step approach on how to set up a CSIRT" (Marco Thorbruegge)
- iv. "A users' guide: How to raise information security awareness" (Isabella Santa)

The presentations were very well received by the Board in principle and content-wise.

The Chairperson thanked the experts for the very useful presentations.

The subtopics 'Directors' activities' and 'Administrative activities' have been skipped due to time constraints.

7. Dates for the next meeting

Due to time constraints, this point has been discussed prior to point 6 (Any other business).

The Chairperson expressed her will not to stand again for the election of the position of Chairperson of the Board.

Mr. Colasanti suggested having an additional meeting in in the first Quarter of 2007 because there would be a lot to discuss in that period. In addition to the Work Programme 2008 and the strategy paper, there would be in successive order: the report submitted by the evaluation panel, the Commission Communication evaluating ENISA, and the recommendations of the Management Board regarding eventual appropriate changes to the ENISA Regulation,. The Members of the Board have agreed on the following dates:

- **9th meeting** on 26 January 2007 in Brussels;
- **10th meeting** on 22 March 2007 in Heraklion;
- **Joint meeting MB/PSG** on 6 June 2007 in Berlin;
- **11th meeting** on 12 October 2007 in Heraklion.

The Commission will provide a meeting room for the 9th meeting in Brussels. Germany invited to the joint meeting on 6 June 2007 in Berlin.

6. Any other business

Portugal has requested to review the organisation of folders of the Management Board meetings on CIRCA website and to update the list of members and alternates.

For the Management Board,

Kristiina Pietikäinen
Chairperson

Annex I

Adopted Meeting agenda

29 September 2006
9.00 – 17.00

1. Adoption of the Agenda

2. Adoption of the minutes of the 7th Management Board meeting

3. Points for adoption

- a. Commission decision proposing internal rules of operation on the practical arrangements for implementing transparency and confidentiality rules for the European Network and Information Security Agency
- b. Amendment of the internal rules of operation on working groups

4. Points for discussion

- a. Work Programme 2007
- b. ENISA strategy
- c. Budget 2007
- d. Points for information (European Commission)
Evaluation of the Agency and next steps

5. Points for information (ENISA)

- a. Director's activities
- b. Operational activities and presentation of deliverables
 - i. "Risk management / risk assessment" (Louis Marinos)
 - ii. "Study on security and anti-spam measures" (Carsten Casper)
 - iii. "A step-by-step approach on how to set up a CSIRT" (Marco Thorbruegge)

iv. “A users’ guide: How to raise information security awareness”
(Isabella Santa)

v. “Information package 2006” (Isabella Santa)

c. Administrative activities

i. Financial activities

ii. Establishment Plan

iii. Results of last audits

6. Any other business

7. Dates of the next meetings