European Union Agency for Cybersecurity (ENISA)

Minutes of the Management Board meeting held on 25 - 26 June 2020 remotely as a videoconference

**Member States’ Representatives:** Reinhard POSCH (AT), Herbert LEITOLD (AT), Miguel DE BRUYCKER (BE), Vasil GRANCHAROV (BG), Mario POSAVEC (HR), Antonis ANTONIADES (CY), Jaroslav SMID (CZ), Thomas LUND-SORENSEN (DK), Thomas WULFF (DK), Raul RIKK (EE), Olli LEHTILÄ (FI), Jean-Baptiste Demaison (Chair, FR), Horst SAMSEL (DE), Theofanis ANAGNOSTOPOULOS (EL), Kevin FOLEY (IE), Sanita ZOGOTA (LV), Rytis RAINYS (LT), François THILL (LU), John AGIUS (MT), Matthew YEOMANS (MT), H.L. (Hans) de VRIES (NL), Pieter VAN DEN BERG (NL), Krzysztof SILICKI (PL), Lino SANTOS (PT), Dan CIMPEAN (RO), Iulian ALECU (RO), Rastislav JANOTA (SK), Maria DE MIGUEL DE SANTOS (ES), Staffan LINDMARK (SE), Britt-Marie JONSON (SE)

**Representatives of the European Commission:** Jakub BORATYNSKI (DG CNECT), Miguel GONZÁLEZ-SANCHO (DG CNECT), Ken DUCATEL (DG DIGI)

**Apologies:** from HU, IT, SI

**Proxies:** none

**In attendance:** Sigurdur Emil PALSSON (IS), Gunn PETTERSEN (NO)

**Observers:** Donald CIAPPARA (MT), Aude LE TELLIER (FR), Polyxeni MITSAKI (DG CNECT), Martin SPAET (DG CNECT), Natalie WENKERS (DE), Alexandros GONIADIS (DG CNECT)

**ENISA:** Paulo EMPADINHAS (Head of Resources Department), Laura HEUVINCK (Executive Director Support Team), Alex HUGE (Head of Finance & Procurement), Demosthenes IKONOMOU (Head of Operational Security), Juhan LEPASSAAR (Executive Director), Andreas MITRAKAS (Head of Data Security and Standardisation/Acting Head of HR), Evangelos OZOUNIS (Head of Secure Infrastructure and Services), Steve PURSER (Head of Core Operations Department), Vangelis STAVROPOULOS (Executive Director Support Team), Ingrida TAURINA (MB Secretariat)

**Welcome**

The meeting opened by an introduction by the Chair who gave an update from the Executive Board meeting held on the 29th May 2020. At the EB meeting, 6 MB decisions were prepared, budget 2020 implementation were discussed as well as draft programming document 2021-2023 timeline. The EB also discussed and endorsed the draft MB Decision on internal structure.
The Chair concluded that the following decisions were adopted today with no comments raised by the Management Board (without particular order):

1. MB Opinion on final account
2. MB Decision on setting up Advisory Group (former PSG)
3. two MB Decisions implementing rules of Staff Regulations, namely on administrative inquiries and disciplinary procedures and on professional incompetence.
4. MB Decision on ENISA Strategy. (Foreword provided for consultation)
5. MB Decision on internal structure

The Chair welcomed the new MB members and new alternates since the previous meeting and gave the floor to Mr Kuba BORATYNSKI, Ms Maria DE MIGUEL DE SANTOS and Mr Dan CIMPEAN to introduce themselves and briefly outline experience and background.

Adoption of the Agenda
Agenda was adopted with additional items under Any Other Business (Annex 1)

The Chair reminded the MB members of rules concerning conflicts of interest and declaring conflict of interest in ENISA procurement procedures. It was advised that the national authorities represented on the ENISA Management Board should refrain from participating in the procurement procedures organised by ENISA.

The Chair gave the floor to ENISA Executive Director.
Results of the staff survey that was concluded earlier in the week were presented. Key points on staff satisfaction were digital management during COVID19, general satisfaction of managers and the Executive Director and staff satisfaction concerning anti-harrassment, a slide linking 2018 survey results with 2020 survey results was presented as well, MB members congratulated ENISA on satisfactory results.

Item 1 Work Programme 2020 implementation

Overview, also in response to COVID 19

ENISA presented its actions taken in response to COVID19 and the activities engaged around this. Key points outlined were that 8 situation reports were produced, topical recommendations on COVID 19 were issued and awareness raising campaign towards different consumer groups was launched.

The MB exchanged views regarding ENISA SITREP being published in parallel with CSIRT SITREP and that both reports are for different audience. In addition MB discussed lessons learned involving the communities such as NLO network.

Budget 2020

ENISA presented budget 2020 current state of execution and forecast. Keys points noted were that DG BUDG would not accept derogations from financial framework due to COVID19. Current savings
estimate was 2.97 million euros. This is due to missions and events not taking place, also the establishment plan that is seeking to be fulfilled by year end with the ongoing TA call. ENISA was considering options for funding activities such as licences and other activities related to implementation of tasks mandated by the Cybersecurity Act and establishing performance management at ENISA. ENISA noted that may need to come back to MB to amend budget with a prior approval from EB if transfer exceeds 10%.

The MB welcomed ENISA response in tackling the surplus.

Item 2 Update by European Commission


MB exchanged views on timeline of the NIS Directive review, the Joint Cyber Unit and the key role ENISA plays in relation to Article 7 of the Cybersecurity Act.

Item 3 ENISA Strategy

ENISA presented the ENISA Strategy, the 7 strategic objectives, the vision and mission and how the strategy will be used by the Agency going forward.

The MB congratulated the eight ENISA rapporteurs for taking into account their views when drafting the strategy. ENISA thanked the Chair for his support as moderator and editorial skills in putting the strategy together.

The Chair noted that the foreword had been prepared and endorsed by the Executive Board, it would be cosigned by the Chair and Deputy Chair. The Board received a draft foreword for consultation in the package of documents for written procedure. It was concluded that no comments were received on the foreword therefore MB consented to the text.

The MB exchanged views on what ENISA expected and what support it needed from the MB going forward. ENISA requested support for the Agency’s new activities and new strategic objectives such as operational cooperation and help the Agency to empower and engage communities because the communities are based in MS. ENISA will come back to the MB with specific requests in the near future.

Day 2

At the beginning of the meeting, NL requested to have additional AOB item on BlueOlex; ENISA will also present an AOB item on Advisory Group in response to a request from Germany.

Item 4 - ENISA Programming document 2021 - 2023

ENISA presented highlights from the single programming document 2021-2023, that included a brief overview of the new template and the change in the use of terms, namely activities and outputs.
ENISA also presented exercise on redefining KPIs in the broader context of performance management. A consultant from Deloitte Mr Ali Akinci briefly explained to the Board the methodology used to formulate KPIs. The key points of the presentation were to sense check the formulation of the KPIs with the MB. It was noted that ENISA will continue to work on developing the activities and consolidating the outputs further.

The MB exchanged view on the need to have less KPIs and metrics in order for them to be manageable, also the need to automate the data as much as possible. ENISA explained that the KPIs were part of a larger performance management framework and investment was being made on gathering data and that qualitative data would mostly come via a stakeholder survey taking place every other year.

In addition the MB exchanged views on some missing elements, such as risk assessment and an international strategy and the expected timeline for receiving the next version of the SPD21-23. Also the MB requested for a shorter summary version of the SPD. ENISA responded that it expects the next version of the SPD will be made available in the week of 20th July and the executive summary will be updated to provide sufficient summary. ENISA will start working on developing its international strategy with a view to submit it to the Board by 2021.

Item 5 – Re-organisation

ENISA presented the re-organisation steps and highlighted that the implementation period will take six month and end on the 31.12.2020. ENISA presented results of the staff survey that included feedback on the re-organisation by staff. Also the following matters were presented: the next steps that included an ED decision on functions and organisational arrangements and that the vehicle of transfers will be individual ED decisions. ENISA informed the MB that acting Head of Human Resources Mr Andreas Mitrakas will be appointed as the Chair of the Joint Committee that will advise the ED on the staff transfers and that the Chair of the Joint Committee does not have a vote.

ENISA continued presentation by outlining the rationale for the establishment of a Brussels office to support structured cooperation with CERT-EU, including to fullfil ED duties as set out by Art 20 (3) of the CSA, amongst other things.

The next steps would include the launch of consultation with Greece and Belgium, prior consent by the European Commission. The MB would be consulted in September / October 2020.

The MB exchanged views on the process of the consultation with the national authorities, how this was an important development for engaging with other EU institutions, agencies and bodies and that the establishment of office in Brussels was inline with the CSA.

AOB

1) BlueOlex

The Netherlands provided an update on the BlueOlex tabletop exercise that will take place online on the 29th September 2020 and that it is geared towards the Cyclone executive level. Slides were circulated to the Board as well.
2) Advisory Group working arrangement

In response to a request from Germany, ENISA provided an update on the Advisory Group that the MB endorsed the list of 19 nominees ad personam experts representing ICT, academia and consumer organisations and nominated representatives from BEREC, Europol, EDPB and CEN-CENELEC. ENISA briefly outlined the planned activities – meetings in 2020 to gather advise on the programming document.

3) Information from the Chair regarding the request from the former Executive Director

The Chair briefly described a request received on 24 May 2020 from the former ENISA Executive Director Mr Udo Helmbrecht for an outside activity after leaving the service in a consultancy position, as a consultant. The Board was informed that the Executive Board discussed this matter at its meeting held on 29 May. The EB had requested advice from the European Commission. The final date for responding is the 6th July 2020 otherwise the absence of a response is considered a positive response. A written procedure will be launched for the MB to make a decision as soon as advise by the European Commission is provided.

4) MB Decision implementing provisions of Staff Regulations regarding the adoption of implementing rules to the Staff Regulations and to the CEOS, regarding the annual appraisal, probationary and management trial period of the ENISA Executive Director.

The Executive Director of ENISA left the meeting to avoid any potential conflicting interest situation.

The Chair explained to the Board that a legal framework has been prepared in close consultation with the European Commission services, is aligned with that of EU Agencies and that a written procedure will be launched for approval.

Closure of the Meeting

The Chair thanked the members of the Management Board, ENISA representatives and other observers for the fruitful discussions and closed the meeting.

For the Management Board

[Signed]
Mr Jean Baptiste Demaison
Chairperson of the Management Board
## Agenda

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<th>TIME</th>
<th>ITEM</th>
<th>SUPPORTING DOCUMENTS</th>
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<tr>
<td>Registration</td>
<td>25 June 2020 15:00 – 17:00 Brussels time</td>
<td>You can connect as of 14:30 Brussels time to test the connection, while the actual meeting will start at 15:00 Brussels time.</td>
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<td>NB! In order to ensure smooth running of the meeting, here are some housekeeping rules:</td>
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<td>• We recommend you to connect by pc rather than phone.</td>
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<td>• When entering your name in the Webex application, write first your country initials, followed by your full name. Example: AT Reinhard Posch</td>
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<td>• It is advised that only one person per country joins the meeting.</td>
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<td>• During the call, mute your microphone and switch off video, unless speaking, to avoid background noise and bandwidth issues.</td>
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<td>The Chair, the Deputy Chair and the ENISA Executive Director may use the video entire meeting.</td>
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<td>• Should you wish to claim the floor, use the chat function and the MB Secretariat will give you the floor.</td>
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<tr>
<td>15.00 -15.30</td>
<td>Welcome</td>
<td>Introduction by the Chair</td>
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<td>Introduction by the ENISA Executive Director, including on ENISA response to COVID-19</td>
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<td>Welcome for new MB members and new alternates since the previous meeting</td>
<td>(new members will be invited to briefly present themselves)</td>
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<td>(In the alphabetical order, list to be completed on 22 June:</td>
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<td>Commission Jakub Boratynski Romania Mr Dan CIMPEAN Spain Ms Maria DE MIGUEL DE SANTOS</td>
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<td>15.30 -15.50</td>
<td>Item 1 (for information)</td>
<td>Work Programme 2020 implementation</td>
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<td>• Overview, also in response to COVID 19</td>
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<td>• Budget 2020</td>
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<td>WP 2020 (with amendments)</td>
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<td>Slides</td>
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<td>15.50 - 16.00</td>
<td>Coffee break</td>
<td>You may bring your own coffee and croissant 😊</td>
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<td>16.00 - 16.15</td>
<td>Item 2 (for information)</td>
<td>Update by the European Commission</td>
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<td>16.15 – 17.00</td>
<td>Item 3 (for information)</td>
<td>ENISA Strategy</td>
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<td>Action: take note on the information provided</td>
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<td>End of day 1</td>
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## Annex 1

26 June 2020 10:00 – 12:00 Brussels time
You can connect as of 9:30 Brussels time to test the connection, while the actual meeting will start at 10:00 Brussels time

NB! In order to ensure smooth running of the meeting, here are some housekeeping rules:
<table>
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<th>Time</th>
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<tr>
<td>10.00 - 10.05</td>
<td>Welcome</td>
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| 10.05 - 11.20 | **Item 4 (for information and discussion)**  
                  ENISA Programming document 2021 - 2023  
                  Information by ENISA  
                  Discussion on next steps  
                  Draft SPD 2021-2024 v.5.  
                  Slides                                                                 |
| 11.20 - 11.30 | Coffee break                                                            |
| 11.30 - 12.00 | **Item 5 (for information and discussion)**  
                  Reorganisation Decision (adopted by written procedure, TBD)  
                  and discussion on its implementation  
                  Presentation on the implementing of the MB Decision on internal  
                  structures  
                  Exchange of views  
                  Draft MB Decision  
                  Explanatory memorandum  
                  slides                                                                 |
| 12:00 – 12:30 | **AOB**  
                  1) BlueOlex;  
                  2) Advisory Group working arrangement;  
                  3) Information from the Chair regarding the request from the  
                  former Executive Director  
                  4) MB Decision implementing provisions of Staff Regulations  
                  regarding the on the adoption of implementing rules to the  
                  Staff Regulations and to the CEOS, regarding the annual  
                  appraisal, probationary and management trial period of the  
                  ENISA Executive Director  
                  1) Slides  
                  2) Slides  
                  3) –  
                  4) Draft MB Decision                                                                 |

End of day 2