



# **ENISA - EUROPEAN NETWORK AND INFORMATION SECURITY AGENCY**

Doc. type: Decision

Ref: MB 2005/02

Brussels, 25 February 2005

## **WORK PROGRAMME 2005**

### **“INFORMATION SHARING IS PROTECTING”**

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## **PART 1. INTRODUCTION**

Trust and security are now crucial to the development of society, as information and communication technologies are becoming the backbone of modern economies. Challenges to network and information security are manifold; setting *security priorities* is becoming an ever more complex and important task for policy makers.

The European Union has already taken various steps to fight harmful and illegal content on the Internet, protect intellectual property and personal data, promote electronic commerce, protect electronic signatures, and improve the security of information infrastructures. Together, these measures are paving the way for a European information security “culture”, which the European Network and Information Security Agency (ENISA) aims to foster. To this end, ENISA will strive from the outset to enhance the ability of the European Union, its Member States and the business community to prevent and tackle network and information security problems. This work will include advising the Commission and Member States on network and information security-related matters, and promoting the rapid and responsible take-up of innovative solutions and best security practices.

ENISA now has its Management Board and Executive Director; the Management Board’s rules of procedure are in place, and the rules for establishing the Permanent Stakeholders Group and ad hoc Working Groups have recently been agreed.

The work programme for 2005 aims to establish a solid and professional infrastructure for practical and advisory work, upon which activities under subsequent work programmes can build.

The 2005 work programme deals with two main areas of activity: consolidating the Agency’s establishment (constituent bodies, recruitment of staff, office premises, set up in Greece, procurement, administrative and support systems), and its first operational activities. The latter will result from the work of *eight seconded national experts* and the *ad hoc working groups*.

Part 2 of this document recalls the founding objectives and main tasks of the Agency, while Part 3 identifies conditions, constraints and sets priorities for the work to be performed during 2005.

In Part 4, the resulting work programme activities are described in terms of 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.. A PERT displaying tasks and deliverables concludes this section.

Annex 1 to the Work Programme includes a detailed draft budget, expressed in terms of revenues and overall estimated expenses; Annex 2 includes the establishment plan.

## **PART 2. SCOPE AND MAIN TASKS**

Network and Information Security play an increasing dominant role in the further development of the Information Society. Only a couple of years ago, governments regarded security –

including network and information security – as purely national domain, whereas now security has entered the political mainstream of the European Union’s activities.

Ensuring secure and reliable network and information infrastructures requires leading edge technologies and their correct deployment and use. However, securing modern networks is not limited to technical options. It involves legal and policy issues, requires awareness and promotion of best practices, and it is very much dependent on the improved cooperation and information exchange among all stakeholders: from public to private sector organisations, as well as from judicial to law enforcement agencies and services of the Members States.

Until 2003, Europe had no systematic cross-border co-operation on networking and information security, as there was no mechanism which could ensure an effective response to trans-national and global security threats.

In line with the principles laying down new forms of governance - through which the Community legislators may consider the delegation of certain clearly defined tasks to European Regulatory Agencies - the Commission proposed in February 2003 the establishment of a European Network and Information Security Agency (Enisa).

The Regulation<sup>1</sup> was adopted by the European Parliament and the Council on 10 March 2004, and entered into force on 14 March 2004. It concerns the creation of a “body of the Community” with legal personality and it prescribes the Agency’s objectives and tasks and makes provisions for its management, organisation and work programme.

The Regulation makes provisions for budget execution, legal status, privileges and immunities and working languages. The organisation of the Agency comprises a Management Board, an Executive Director and a Permanent Stakeholders Group.

The Management Board is composed of representatives of all twenty-five Member States, three Commission representatives and three representatives of the Stakeholders who are proposed by the Commission and appointed by the Council, for a total of thirty-one members.

Tasks of the Management Board include the adoption of the budget, the verification of its execution, the adoption of the appropriate financial rules, the establishment of transparent working procedures for decision-making by the Agency, the approval of the Agency’s work programme, the adoption of its own rules of procedure and Agency’s internal rules of operation, the appointment and removal of Executive Director. The Management Board shall adopt the Agency’s internal rules of operation on the basis of a proposal by the Commission.

The Agency shall be managed by its Executive Director who is notably responsible for:

- The drawing up and execution of the Agency’s work programme;
- The Agency’s draft statement of estimates of revenue and expenditure and the execution of its budget;
- All staff matters;

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<sup>1</sup> Regulation of the European Parliament and the Council of 10<sup>th</sup> March 2004 establishing a European Network and Information Security Agency (ENISA), Official Journal L 077 , 13/03/2004 P. 0001 – 0011.

- The development and maintenance of contacts with Institutions, business community and consumer organisations;
- The establishment and chairmanship of the Permanent Stakeholders Group.

The Permanent Stakeholders Group shall provide advice to the Executive Director in drawing up a proposal for the Agency's work programme, and it shall ensure communication with relevant players in the field. The composition, number and operation of the Group shall be specified and made public in the Agency's internal rules of operation.

The challenge for Enisa is to help achieve a high EU-wide level of security in electronic communications, and to build the “culture of security” necessary for the single market to deliver its full benefits to European citizens, consumers, enterprises and public sector bodies. This culture should combine the rapid and effective take-up of technical innovation with good security practices.

Among its activities, the Agency should pay particular attention to small and medium-sized enterprises, and ultimately serve as a centre of expertise where Member States, EU institutions and industry can seek advice on network and information security matters.

Building on national and Community capacities, the Agency is consequently expected to provide high level of expertise and to use this for stimulating broad cooperation between the public and private sectors.

In order to ensure the fulfilment of its objectives, the Agency's tasks will be focussed on:

- Collecting appropriate information to analyse current and emerging risks, in particular at the European level;
- Providing the European Parliament, the Commission, European bodies or competent national bodies appointed by the Member States with advice and, when called upon, with assistance on areas falling within the Agency's objectives. Advise the Commission on research in the area of network and information security as well as on the effective use of risk prevention technologies;
- Promoting risk assessment and risk management methods to enhance the capability to deal with information security threats.
- Raising awareness and promotion of best practices.
- Enhancing co-operation between different actors in the information security field, notably by developing public / private partnerships with industry in this field.
- Tracking the development of standards for products and services on network and information security.

It is important to notice that the exercise of the Agency's tasks should not interfere with the competencies and should not pre-empt, impede or overlap with the relevant powers and tasks conferred on:

- the national regulatory authorities, as set out in the Directives relating to the electronic communications networks and services, as well as on the European Regulators Group for

Electronic Communications Networks and Services established by Commission Decision 2002/627/EC<sup>2</sup> and the Communications Committee referred to in Directive 2002/21/EC,

- the European standardisation bodies, the national standardisation bodies and the Standing Committee as set out in Directive 98/34/EC of the European Parliament, and of the Council of 22 June 1998 laying down a procedure for the provision of information in the field of technical standards and regulations and of rules on Information Society Services<sup>3</sup>,
- the supervisory authorities of the Member States relating to the protection of individuals with the regard to the processing of personal data and on the free movement of such data.

The Agency's budget is relatively modest, estimated at 34.3 M€ for the period 2004-2008, covering running costs plus the possibility of launching three or four studies per year.

The number of staff is estimated at 44 people when the Agency will be fully functional (2006). The Executive Director will be able to set up ad hoc working groups for specific areas.

In 2007, the Agency's activities are to be evaluated in order to decide whether it has achieved its objectives and tasks and whether it will continue to function after its initial 5 years duration.

### **PART 3. BINDING CONDITIONS, CONSTRAINTS AND PRIORITIES**

The internal set up of the Agency will be both time consuming and challenging, and will impact on the operational ability of the Agency in 2005. Experience in setting similar bodies recommends the work programme to be split into two main parts: activities dealing with the infrastructure that is needed for the operation of the Agency, and activities dealing with the very first practical examples of advisory and promotional work.

Part 4, Activity 1 of the work programme is centred on the consolidation of administrative, management and advisory structures. External factors associated with the accomplishment of these structural tasks are known and their execution can be planned. Part 4 Activities 2 and 3 deal with more technical activities. The performance of these largely depends on the timely execution of administrative tasks for which exact deadlines are, at present, uncertain: meeting dates for the Permanent Stakeholders Group, operative commencement dates for SNE seconded national experts and assessing their capabilities, starting duties of newly recruited staff. The time schedule for technical activities is consequently provisional and the Executive Director might be obliged to readjust milestones along the year 2005.

The administrative consolidation depends on staff and financial regulations that are commonly used within other Community bodies. The Regulations only provide, to the authorising and appointing authority of the Agency, a framework of rules, which has to be complemented by procedures detailing the circuits and the decision-making-processes of the Agency.

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<sup>2</sup> OJ L 200, 30.7.2002, p. 38.

<sup>3</sup> OJ L 204, 21.7.1998, p. 37. Directive as amended by Directive 98/48/EC (OJ L 217, 5.8.1998, p. 18).

Concerning the recruitment of temporary agents, the conditions to be fulfilled<sup>4</sup> include:

- Detailed selection procedures designed to attract the best qualified staff;
- Appropriate publication of vacancies notices in order to reach nationals from all Member States;
- Grading for staff and related general conditions and allowances.

On budget and financing, the Agency's founding Regulation<sup>5</sup> provides the procedures for drawing up the budget that will then be examined and approved by the Management Board, after having received the Commission's approval. Appropriate reports will be put in place to periodically inform the Budgetary Authority, Commission and Court of Auditors. Discharge must be given by the European Parliament at Council's recommendation

In particular, the Agency has to prepare the preliminary draft budget for 2006 and, at the same time, assure that all conditions that are required for financial independence will be met. This means that efforts will concentrate in designing and implementing the necessary tools and methods for efficient management of resources. This concerns circuits and IT supportive systems for budgetary planning, monitoring and execution.

Consolidating Enisa also implies decisions on proper systems for the integrated management of documents and data, investments for equipment and office management and, quite importantly, effective IT architecture and systems assuring that communications and operations are up and running.

On the Agency's location, the Representatives of the Member States meeting at Head of State or Government level have decided, on 13 December 2003, by common accord that the "European Network and Information Security Agency shall have its seat in a town in Greece to be determined by the Greek Government".

The former Deputy-Minister of Transport, Mr. Manolis Stratakis, informed the Director General of INFISO on 4 February 2004 that the seat for the Agency would be Heraklion<sup>6</sup>, in the island of Crete. The location has been confirmed by the current Deputy Minister of Transport and Communications, Mr. Anastasios Nerantzis, at the recent meeting of the Management Board, which took place on 12 November 2004 at the FORTH Centre, Heraklion. In this context, the

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<sup>4</sup> The engagement of temporary staff shall be directed to securing for the institution the services of persons of the highest standard of ability, efficiency and integrity, recruited on the broadest possible basis from among nationals of Member States of the Communities.

<sup>5</sup> Regulation (EC) No 460/2004 of the European Parliament and of the Council of 10 March 2004 establishing the European Network and Information Security Agency

<sup>6</sup> Heraklion is located in the middle of the northern coast of Crete, Greece's largest island. Concerning the network topology, the GR-NET backbone consists of network nodes in 7 major greek cities, that is, Athens, Thessaloniki, Patras, Ioannina, Xanthi, Heraklion and Larisa. All 7 nodes are co-located in the Greek Public Network Operator's (OTE) central offices under a leasing agreement. The technical management and operation of GRNET is being outsourced to the Network Management Centre (NMC) of the National Technical University of Athens (NTUA), in collaboration with the Network Management Centres of the other interconnected parts. The current capacity to Crete is at 155Mbps towards Heraklion. GRNET2 will go to Crete (Heraklion) at 2.5 Gbps and will create a regional ring at 2.5G bps (Heraklion, Rethimno, Chania) on the Island.

negotiation of the seat agreement for the Agency and its final installation in Heraklion are priority tasks for 2005. Contacts between the Executive Director and the Greek Authorities are under progress.

In 2005, the operational work of the Agency largely relies on tasks to be performed by Seconded National Experts and on activities performed under the umbrella of ad hoc working groups that will be created.

The seconded experts will compile national activities in the field of network and information security and best industrial practices which will complement the results of the Modinis supported study on “inventory and best practices guide on Member States’ and EEA Countries’ and Accession states’ in the field of network and information security”.

## **Part 4. WORK PROGRAMME ACTIVITIES**

### **ACTIVITY 1 – ADMINISTRATION**

*This activity encompasses administrative-setting and daily management tasks of the Agency. Main objectives for 2005 include: recruitment of administrative and technical staff; decisions on the Agency's implementation rules for staff and financing related matters; definition of the organisational chart; consolidation of the Agency's financial independence; implementation of supportive IT systems for general administration, budgetary and financial management; effective IT architecture for communications and operations; investments on equipment and office management. The negotiation of the "seat agreement" with the Greek authorities is also a prime objective for the work programme of 2005.*

*The tasks to be performed are grouped under three headings: staffing; budget and financing; management support and logistics.*



## TASK 1.1 STAFFING

Recruitment of administrative and technical staff will be carried out during the whole year of 2005. Efforts will be concentrated in launching vacancy notices and evaluating their results, as well as complementing the Staff Regulations framework by implementing rules that detail the procedures to be followed and the guidelines to be used on discretionary powers which are conferred by these provisions to the appointing authority of the Agency (i.e., the Executive Director).

### WORK PACKAGES

### DUE DATES

- |   |                 |
|---|-----------------|
| ✓ Decisions concerning the staff implementing rules including those related to the grading of staff, their allowances and general conditions. | Q1              |
| ✓ Initial organisation chart  | Q1              |
| ✓ Two waves of Temporary Staff recruitment process, involving CV evaluation, interviews and contract preparation                              | March/ December |
| ✓ Recruitment of interim staff to support administrative setting (secretarial support and assistance both on human and financial matters)     | along 2005      |
| ✓ Staffing policies and recruitment procedures designed to attract and retain key specialists and skilled managers.                           | Q1              |
| ✓ Recruitment of seconded national experts (SNE)  | March           |

### PERFORMANCE INDICATORS

- ✓ Number of nationals from Member States who applied for a job position in the Agency.
- ✓ Transparency of the selection procedures, efficiency and effectiveness of the whole process.
- ✓ Competitive nature of the selection procedures.
- ✓ Adequacy of the organisational chart to the tasks to be fulfilled
- ✓ Measures taken to implement the training and career development

## **Task 1.2 BUDGET AND FINANCING**

The main short-term requisite under this task is to assure that all conditions that are required for the Agency to become financially independent will be met. In addition to these, the necessary tools and methods will be put in place to ensure efficient management of resources. This includes relevant instruments for sound financial planning to follow up the budget execution, as well as monitoring and auditing systems. The activity-based-budgeting management will be gradually integrated into the financial reporting cycle. As from early 2005, the Agency must be ABAC<sup>7</sup> - accrual accounting compliant and meet fixed reporting deadlines applied to all Community Bodies.

### **WORK PACKAGES**

### **DUE DATES**

✓ Implementing and testing the various IT supportive budgetary and financial systems. (Licences)	May
✓ Financial circuits, workflows and procedures for the Agency in accordance to Community rules	Q1
✓ Establishment and Structure of the Budget and its implementation.	Q1
✓ ABAC (Accrual Based Accounting) new accounting rules and related software tools.	May
✓ Cut-off financial methodology signed by the Executive Director and DG INFSO.	March
✓ Accounting procedures and reporting, external audit and discharge.	Along 2005
✓ Budget monitoring and execution	Along 2005

### **PERFORMANCE INDICATORS**

Quality and accuracy of the outcome reports and data.

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<sup>7</sup> ABAC stands for Accrual Based Accounting

**TASK      MANAGEMENT SUPPORT AND LOGISTICS**  
**1.3**

The objective is to provide support to the Agency's bodies to timely and correctly implement agreed tasks. This includes legal advice, preparation of relevant Board decisions notably in what concerns the Agency's rules of operation, work programmes and recommendations.

Investments for equipment and office management will also be necessary for ensuring the smooth functioning of the Agency. These will depend on the local environment of the seat as well as of the contribution of the hosting Member State.

The IT architecture and systems will be a top priority for Enisa, in order that both internal and external communication and operations are up and running from the first day of the relocation. It is also foreseen that the proper systems for the integrated management of documents and data should be in place at an early stage, with special attention paid to transparency and security of data.

**WORK PACKAGES**

**DUE DATES**

- |   |         |
|---|---------|
| ✓ Secure IT architecture and supportive systems including those for managing documents and data bases in support of Enisa's task.   | Q3      |
| ✓ Logistics and installation of the Agency  | July    |
| ✓ Office equipment procurement and installation both at temporary and definitive location   | Q1      |
| ✓ Service level agreements between the Agency and other Community offices such as the European Anti-fraud Office (OLAF), Translation Centre.  | Q1      |
| ✓ Seat agreement for the Agency.  | March   |
| ✓ Communications and information environment, including appropriate security policy and provisions on how to handle confidential information, taken into consideration the existing Community activities. | October |

**PERFORMANCE INDICATORS**

- ✓ Robustness and security of the IT architecture and degree of flexibility to support further evolutions.
- ✓ Transparency of the procurement procedures

## **ACTIVITY 2 - AWARENESS RAISING AND PROMOTION OF BEST PRACTICES**

*Building on the work of seconded national experts and ad hoc working groups, the foundations of this activity will be launched during the year of 2005.*

*The Agency will start-up its work in awareness raising and promotion of best practices.*

*It will activate relevant stakeholders in the Member States and learn from measures already underway. It will develop better understanding of awareness raising and its effects and propagate the measures and their best use. In so doing, the Agency will draft best-practice-material that could be easily customised and presented to Member-States to facilitate their own work on awareness raising.*

*In addition to this, the Agency will gradually collect best security practices which will be compiled in the form of a library of successful stories and lessons learned – with a view for the Agency to develop a high level of expertise and its ability to deliver advice.*

## **TASK 2.1 INFORMATION AND COMMUNICATION ON ENISA**

The main objective is to develop a strategy for communication based on the development of the Agency's Web site as well as on the exchange of information with stakeholders groups and key institutions.

### **WORK PACKAGES**

- ✓ Enhanced web page easily updated and gradually turned into a preferential vehicle for Agency's communication.
- ✓ Activities, advice and preparing communication strategies in order to give visibility to ENISA and its relevant activities and organise annual events dedicated to network and information security

### **DUE DATES**

Along the year

Along the year

### **PERFORMANCE INDICATORS**

- ✓ User-friendliness and model based design of the web page
- ✓ Amount and quality of media coverage in relation to ENISA

## **TASK 2.2 AWARENESS RAISING, BEST PRACTICES AND NETWORKS OF CONTACTS**

The objective is to collect best practices packages for different target groups on the basis of experiences of different Member States. Priority will be given to security of applications of prime use (e.g. email security, web security, mobile and wireless networking, and support for secure PC usage) and best practices for securing network environments for different target audiences, such as SMEs.

### **WORK PACKAGES**

- ✓ Compilation of "sample material" collected by the seconded national experts
- ✓ Prepare information packages on security on prime use applications on the basis of material collected and conclusions of ad hoc working group on the subject.
- ✓ Use the results of the inventory study as a source of information for establishing a network of contacts or directory on "who is who in info security"
- ✓ Organise meetings with members of the network of contacts who would be prepared to act locally on the dissemination of customised packages.

### **DUE DATES**

June

June

May

November

### **PERFORMANCE INDICATORS**

- ✓ Coverage of the network of contacts.
- ✓ Level of user-friendliness of the compiled material.

## **i. ACTIVITY 3 – ENHANCING CO-OPERATION**

*The main objective is to improve network and information security through closer co-operation between all relevant stakeholders. This includes the strengthening of intra-European links and contacts as well as links and contacts with international organisations operating in this field.*

### **TASK 3.1 INFORMATION SHARING**

Set up ad hoc working groups in order to enhance “information sharing” activity related to Networks and Information Security.

#### **WORK PACKAGES**

- ✓ Create a number of ad hoc working groups to address topics of common interest (to be discussed also with the PSG)
- ✓ Initial recommendations from the WGs

#### **DUE DATES**

July

November

#### **PERFORMANCE INDICATORS**

- ✓ Number of requests for participation

### **TASK 3.2 CO-OPERATION ON EUROPEAN INITIATIVES**

The objective is to facilitate the co-operation of various European initiatives that contribute to reach a common superior level of security. This would include the possibility of working with CERTs to develop an understanding on how Enisa and the CERTs could benefit from co-operation, for example in promoting the creation of CERTs as well as other information sharing mechanisms and facilitating their creation in Member States and/or in sectors where they do not exist.

#### **WORK PACKAGES**

- ✓ Establish an inventory of NIS-relevant European initiatives and propose enhanced co-operation mechanisms between them.
- ✓ Promote best practices concerning creation of CERTs/CSIRTs and similar information sharing entities (WARPs).

#### **DUE DATES**

December

December

#### **PERFORMANCE INDICATORS**

- ✓ Number of information sharing mechanisms involved
- ✓

**Note:** *Some of the Tasks mentioned in Activity 2 and 3 of this Work Programme might be outsourced and due dates might be adjusted.*

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**DRAFT BUDGET 2005**

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Enisa draft budget 2005 represents the forecast of revenue and expenditure of the Agency in 2005. This prevision has been formulated on the basis of a detailed analysis covering most of the expenses that the Agency is likely to incur. In order to have an exhaustive breakdown of costs, the draft budget has been prepared under a number of assumptions, notably the following regarding the following areas:

- It is expected that in 2005 the Agency will have its own Financial Regulation,, financial actors and procedures, IT software systems, and, consequently the Community subsidy will be transferred to Enisa in April 2005.
- Most of the job positions from the Establishment Plan are envisaged to be recruited into two waves during 2005, which means that the first wave covering 15 positions will be filled during the period June-September 2005 and that the second wave with the 23 positions could start in the last quarter of 2005. Recruitment and salary costs will have an important share on the expenditure of the budget under Title 1: Personnel.
- Building and associated costs are taken into account in draft budget 2005 for either its transitory period in Brussels and for its installation costs into the final location, Heraklion. Renting costs, installation and removals are an important part of the expenditure the budget under Title 2: Functioning of the Agency.
- The Agency will start with its Operational Activities in 2005. The completion of the administrative setting-up phase of the Agency will promptly lead to a gradual taking into board of the operational activities which will be initially outsourced. (Title 3: Operational expenses)

Draft Budget 2005 has a total of € 6.800.000 subsidy which will be the revenue for the financial year 2005 and it is expected to use its totality as the expenditure of the Agency.

		2005		
		REVENUE	EXPENDITURE	% Share (total)
Administrative Credits	Title 1: Personnel	3.300.000	3.300.000	49%
	Title 2: Administrative	2.500.000	2.500.000	37%
	(total title 1+2)	5.800.000	5.800.000	85%
Operating Credits	Title 3: Operational	1.000.000	1.000.000	15%
	(total title 1+2+3)	6.800.000	6.800.000	100%



## Title 1: Personnel

**Revenue appropriations: € 3.300.000**

**Expenditure appropriations: € 3.300.000, with the following distribution:**

Title Chapter Article Item	Heading	Appropriations 2005	% Share (Title)	% Share (Total)
<b>1</b>	<b>PERSONNEL</b>	<b>3.300.000</b>	<b>100,0%</b>	<b>48,5%</b>
11	Salaries (Temporary Agents, Contract Agents and ENDS)	2.258.306	68,4%	33,2%
12	Recruitment expenditure (travel expenses, consultancy, installation costs)	564.804	17,1%	8,3%
13	Socio-Medical Infrastructure and Training (medical service, training)	63.000	1,9%	0,9%
14	Other staff related expenditures (Consultants, Interimaires, management costs)	413.889	12,5%	6,1%

The main part of expenses for Title 1 is allocated to salaries and recruitment expenditure for the setting-up of the Agency.

Salaries represent almost a 40% of the total funds of the Agency (€ 6.800.000) and those are for the assigned posts of the Establishment Plan (38 posts for 2005) and other posts out of the Establishment Plan which are mainly short-term contracts needed for the initial period of the agency (i.e. SNEs, Contract Agents and Consultants, Interimaires which are under Chapter 14 'Other staff related expenditures').

Recruitment expenditure is forecasted of € 564.804 and includes both:

- Pre-recruitment costs (€ 236.184): travel expenses, accommodation and daily allowances for the candidates to be interview as well as consultancy for the selection of CV's and advertisement.
- Recruitment costs (€ 328.620): travel expenses, accommodation and daily allowances for the person taking up on duties and the installation and removal expenses involved to get to the Agency's location.

## Title 2: Functioning of the Agency

Revenue appropriations: € 2.500.000

Expenditure appropriations: € 2.500.000, with the following distribution:

Title Chapter Article Item	Heading	Appropriations 2005	% Share (Title)	% Share (Total)
<b>2</b>	<b>FONCTIONING OF THE AGENCY</b>	<b>2.500.000</b>	<b>100,0%</b>	<b>36,8%</b>
<b>20</b>	<b>Buildings and associated costs</b> (rent, utility costs and maintenance)	<b>604.430</b>	24,2%	8,9%
<b>21</b>	<b>Movable property and associated costs</b> (technical equipment, furniture and transport)	<b>540.000</b>	21,6%	7,9%
<b>22</b>	<b>Current administrative expenditure</b> (stationary, postal and telecommunications)	<b>189.436</b>	7,6%	2,8%
<b>23</b>	<b>Informatics</b> (IT hardware, software and web-site)	<b>600.000</b>	24,0%	8,8%
<b>24</b>	<b>Meetings, Missions and Representation costs</b> (Management Board, Enisa secretariat meetings and missions)	<b>508.134</b>	20,3%	7,5%
<b>25</b>	<b>Translation and interpretation services</b> (translation of documents)	<b>58.000</b>	2,3%	0,9%

The main part of expenses for Title 2 is for the building rental, office equipment and furniture, administrative expenditure and installation for the settlement of the Agency. This represents a total expense of approx. € 2.500.000, which is a 37% out of the total revenue for 2005.

Buildings and associated costs amount to € 604.430 and includes the offices rental and related maintenance costs as calculated in Belgium. This provision is for the whole year 2005.

Movable property and associated costs (€ 540.000) are the technical and electronic office equipment that the Agency is going to incur as well as the purchase of its furniture, related transport and other expenditure such as documentation and library costs.

Current administrative expenditure (€ 189.436) contains all the stationary, postal and telecommunication charges.

Informatics (€ 600.000) constitute the costs related to the purchase of IT equipment (hardware and software), installation, licences and consultancy costs which are going to be significant in 2005 as to emerge the Agency into a platform system which will enable the Agency to meet all its administrative and operational needs.

Other costs such as meetings, missions and representation expenses and translations (€ 566.134) will be also inherent and relatively constant during 2005 as to prepare the Agency for its readiness.

### Title 3: Operational expenditure

Revenue appropriations: € 1.000.000

Expenditure appropriations: € 1.000.000, with the following distribution:

3	OPERATIONAL EXPENSES	1.000.000	1.000.000	100,0%	14,7%
30	<b>Meetings, Missions and Representation costs</b> (meetings, missions for experts and conferences/seminars)		<b>516.561</b>	51,7%	7,6%
31	<b>Operational Activities</b>		<b>483.439</b>	48,3%	7,1%
	Who's Who Directory, Bibliography and Database		13.439	1,3%	0,2%
	Transmission of the results of the Deloitte survey			0,0%	0,0%
	Awareness Campaign: general*		200.000	20,0%	2,9%
	Awareness Campaign: per category/country*				
	Secure Communications*		150.000	15,0%	2,2%
	Web-site**			0,0%	0,0%
	Co-operation with CERTs		50.000	5,0%	0,7%
	Translations work		70.000	7,0%	1,0%

\* to be outsourced

\*\* under "Informatics" in title 2

Title 3 expenses will progressively grow during the installation course of the agency, especially after the administrative set-up of the Agency. The Agency plans to allocate € 1.000.000 for its activities and duties such as awareness campaigns, secure communications and databases which are planned to be outsourced. Coordination meetings and missions for experts, conferences and seminars are also integrated in the operational budget line.

## **Annex 2**

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# ESTABLISHMENT PLAN

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The tasks to be executed in 2005 are of administrative and operational nature and consist mainly in:

- Providing assistance both to the Executive Director and Management Board on the management of the Agency including planning activities, implementation of the Agency's rules of operation, and general follow-up of related files;
- Putting in place the logistics that are required by the Agency for executing its tasks;
- Coaching the work of seconded national experts who, and ad hoc working groups which, will be dealing with the first operational tasks;

The Executive Director is responsible for the overall management of the Agency and consequently he will assure and supervise the establishment of the work programmes, their timely implementation as well as day-to-day management activities linked with the setting up of the Agency. The agency staff, composed of temporary and contractual agents, will provide (when they will be operative, at the end of 2005) the necessary support to the Agency's bodies so that the relevant elements of the founding Regulation are implemented correctly and timely.

The administrative and operational activities in which efforts will be concentrated are described in the main work programme text. A functional description is shortly presented below.

### ***Administrative and support functions***

- ***Legal***: legal advise on the implementation of the regulation and other regulations which are relevant to the establishment of the Agency; advise on the preparation of documents such as decisions of the Board, opinions to the Commission and outsourcing contracts;
- ***IT Support***: development and implementation of an information technology architecture which provides the agency with adequate tools and networks to execute its tasks. This includes a dedicated web-site, appropriate databases and document handling systems, equipment needs to support all functions of the organisation and provision of state of the art IT systems to satisfy them.
- ***Communication***: development of a communication function notably in what concerns relations with stakeholders, Agency's reports, opinions and other documents. Press relations could also be considered and appropriate channels established in order to ensure that interested parties are made regularly aware of operational progress.
- ***Human Resources***: development and implementation of a staff policy, including selection, recruitment, grading, career development and training in line with the Reform process;
- ***Budget and Finance***: development of financial and budget management policy aligned with annual work programme planning and implementation, links with the Commission, the Budget Authority and other institutions and Bodies involved in financial control;
- ***Procurement***: development and implementation of purchasing strategies and policies that effectively manage supply risk and provide best value for money. Procurement plans define in compliance with relevant EU legislation;

Most of the Administrative activity will be carried out, during 2005, by the existing limited staff (3 temporary agents plus 2 contractual agents) and 4 external Interim employees, as most of the Temporary Staff of the Agency will join ENISA at the end of 2005.

### ***Operational functions***

The Agency needs highly specialised and qualified staff to handle its tasks, which shall be recruited both from public and private sectors. The operational functions in which this staff will be involved include:

- ***Advice and Assistance*** : Providing the European Parliament, the Commission, European bodies or competent national bodies appointed by the Member States with advice and, when called upon, with assistance on areas falling within the Agency's objectives. Advise the Commission on research in the area of network and information security. Support the Executive Director in all technical matters that relate to network and information security policy, including the drafting of work programmes;
- ***Risk assessment and risk management*** : involving the analysis and development of interoperable risk management solutions within the public and private sector organisations as well as the advising the Commission on the effective use of risk prevention technologies;
- ***Awareness and promotion of best practices*** : timely development of objective and comprehensive information on network and information security technologies, solutions and their best use. Promoting *inter alia* exchanges of best practices and seeking for synergies between public and private sector initiatives;
- ***Event data analysis and security trends*** : collecting information on events such as the frequency and changing shape of virus, and security trends such as the emergence of techniques e.g. to solicit confidential information from individuals, groups or organisations (phishing), or remotely control robots networks (Botnets).
- ***Enhancing Co-operation*** : with all relevant stakeholders in order to facilitate the development of common methodologies to prevent, address and respond to network and information security issues. Contribute to Community effort to co-operate with third countries and, where appropriate, with international organisations to promote a common global approach to network and information security.
- ***Tracking the development of standards*** : for products and services on network and information security.

Most of the Operational Activity will be carried-out, during most of 2005, by the six SNE plus outsourced consultants, as most of the Temporary Staff of the Agency will join ENISA at the end of 2005.

The Agency establishment plan for 2005 is presented in the next page.

## ENISA

TABLEAU DES EFFECTIFS STATUTAIRES  
EUR 25

Catégories et grades	Emplois					
	2004				2005	
	Autorisés				Autorisés	
	Perm.	Temp.	Perm.	Temp.	Perm.	Temp.
A*16	-	-	-	-	-	-
A*15	-	-	-	1	-	1
A*14	-	-	-	-	-	-
A*13	-	-	-	-	-	-
A*12	-	-	-	-	-	3
A*11	-	-	-	-	-	-
A*10	-	-	-	-	-	4
A*9	-	-	-	8	-	6
A*8	-	-	-	-	-	2
A*7	-	-	-	5	-	9
A*6	-	-	-	-	-	-
A*5	-	-	-	-	-	-
<b>Total grade A</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14</b>	<b>0</b>	<b>25</b>
B*11	-	-	-	-	-	-
B*10	-	-	-	-	-	-
B*9	-	-	-	-	-	-
B*8	-	-	-	-	-	-
B*7	-	-	-	-	-	-
B*6	-	-	-	-	-	-
B*5	-	-	-	-	-	6
B*4	-	-	-	-	-	-
B*3	-	-	-	-	-	-
<b>Total grade B</b>	<b>-</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>
C*7	-	-	-	-	-	-
C*6	-	-	-	-	-	-
C*5	-	-	-	-	-	-
C*4	-	-	-	-	-	0
C*3	-	-	-	-	-	-
C*2	-	-	-	1	-	5
C*1	-	-	-	-	-	2
<b>Total grade C</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>7</b>
D1	-	-	-	-	-	-
D2	-	-	-	-	-	-
D3	-	-	-	-	-	-
D4	-	-	-	-	-	-
<b>Total grade D</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total général</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>38</b>

In 2004 only the Executive Director was recruited; the 38 Temporary Staff will be recruited in 2005 and 6 more Staff members will be recruited in 2006.