

## ***The European Union Agency for Network and Information Security***

---

**ED DECISION No 39/2017**

**OF THE EXECUTIVE DIRECTOR OF THE AGENCY**

**of 6<sup>th</sup> June 2017,**

**Laying down the rules on contribution towards travel and subsistence expenses of candidates invited to a selection procedure or a pre-employment medical examination organised by the European Union Agency for Network and Information Security (ENISA)**

**THE EXECUTIVE DIRECTOR OF THE EUROPEAN UNION AGENCY FOR NETWORK AND INFORMATION SECURITY,**

**HAVING REGARD** to the Treaty on the functioning of the European Union;

**HAVING REGARD** to Regulation (EU) No 526/2013 of the European Parliament and of the Council of 21 May 2013 concerning the European Union Agency for Network and Information Security (ENISA) and repealing Regulation (EC) No 460/2004 of the European Parliament and of the Council of 10 March 2004 establishing ENISA;

**HAVING REGARD** to Regulation No 31 (EEC), 11 (EAEC), laying down the Staff Regulations of Officials of the European Communities ('Staff Regulations') and in particular Articles 29 and 33 and Annex III of the Staff Regulations, and Articles 12, 13, 82 and 83 of the Conditions of Employment of Other Servants of the European Union ('CEOS');

**HAVING REGARD** to the Decision No MB/12 of the Management Board of the European Union Agency for Network and Information Security (ENISA) of 15 September 2016 on the general implementing provisions on the procedure governing the engagement and use of temporary staff under Article 2 (f) of the CEOS;

**HAVING REGARD** to the Decision No MB/2014/17 of the Management Board of the European Union Agency for Network and Information Security (ENISA) of 28/10/2014 on adopting Rules Implementing Staff Regulations, applying by analogy the Commission Decision of 16 December 2013 "Amending Commission Decision of 2 March 2011 on the general provisions for implementing Article 79 (2) of the Conditions of Employment of Other Servants of the European Union, governing the conditions of employment of contract staff employed by the Commission under the terms of Article 3a and 3b of the said Conditions" (C(2013) 8967).

**WHEREAS:**

1. The European Union Agency for Network and Information Security (ENISA) organises open competitions to fill vacant positions at ENISA on the basis of qualifications, interviews and written tests.
2. Candidates in selection procedures of ENISA need to receive a financial contribution for travel and subsistence expenses incurred in relation to interviews and for participation in written tests.
3. Before appointment, a successful candidate shall be medically examined by one of the institution's medical officers.
4. Detailed rules on the criteria for the contribution of expenses are desirable.

**HAS DECIDED AS FOLLOWS:**

**Article 1**

**General**

A financial contribution to the travel and subsistence expenses of candidates invited to a selection procedure or a pre-employment medical examination organised by ENISA shall be made in accordance with the provisions set out below.

**Article 2**

**Contribution to travel and accommodation expenses**

1. The financial contribution shall be paid where the distance between the place of residence, as stated in the application form of the candidate, and the venue is above 100 km based on the table below:

Flat-rate	
0-100 km	€0
101-500 km	€300
501-1000 km	€450
1001-2000 km	€500
2001-3000 km	€700
Over 3001 km	€900

2. "Distance" means the straight-line distance (one-way) between the two locations as calculated by ENISA through the following website <http://www.distancefromto.net/>.
3. By default, the place of departure is considered to be the address mentioned in the invitation letter which is taken from each candidate's application form. Should the actual place of departure differ from the one mentioned in the invitation letter, a justification will be required in order to prove a different place of employment/residence.

### Article 3

#### Candidates with disabilities, special needs or cases of force majeure

In order to avoid exceptional hardships and on the explicit and justified request by the candidate, ENISA may allow derogation from the present rules, in particular cases for candidates with disabilities, special needs, cases of force majeure and where the selection lasts for more than one day. In those cases, ENISA may grant additional sums, up to a maximum of the double amount the candidate would have been entitled to, subject to the approval of the Head of Stakeholder Relations and Administration Department.

### Article 4

#### Forms and Supporting Documents

In order to benefit from the contribution, the candidate is obliged to fill in the relevant forms and attach the original supporting documents as proof of travel.

The completed forms and supporting documents shall reach ENISA no later than three months from the date of the selection procedure <sup>1</sup>or the pre-employment medical examination.

Incomplete forms, files with missing supporting documents, or forms received after the above deadline shall not be processed.

---

<sup>1</sup> i.e. the date of the interview and/or written test.

## Article 5

### Final Provisions

The amount due under the above rules shall be paid by bank transfer in EUR. False declarations may be subject to legal proceedings in accordance with the Staff Regulations.

The above provisions shall apply to candidates invited to take part in a selection procedure<sup>2</sup> or a pre-employment medical examination.

The present Decision repeals the Rules applicable for the reimbursement of travel and subsistence expenses for candidates invited to attend an interview or medical examination applied by ENISA with effect from 1 April 2005 and shall enter into force on the day following the date of its adoption.

Done at Heraklion, 6 June 2017



Udo Helmbrecht  
Executive Director

---

<sup>2</sup> Including any further assessment steps, if needed.