

# EUROPEAN CYBERSECURITY SKILLS FRAMEWORK

## CALL FOR EXPRESSION OF INTEREST IN PARTICIPATING IN AN ENISA AD HOC WORKING GROUP

### 1. INTRODUCTION

The Cybersecurity workforce shortage and skills gap is a major concern for both economic development and national security, especially in the rapid digitization of the global economy.

Europe lags behind in the development of a comprehensive approach to define a set of roles and skills relevant to the cybersecurity field<sup>1</sup>. Though cybersecurity is a worldwide matter affecting all countries, there are a number of differences between national states. For this reason, existing cybersecurity frameworks may be incompatible with or in general not targeted to the European needs, laws and regulations.

Therefore, the development of an EU Cybersecurity Skills Framework that would take into account the needs of the EU and each one of its Member States is considered an essential step towards the Europe's digital future.

The Skills framework aims to create a common understanding of the roles, competencies, skills and knowledge used by and for individuals, employers and training providers across the European Member States in order to address the cybersecurity skills shortage. Additionally, it would help to further facilitate cybersecurity related skills recognition and support the design of cybersecurity related training programmes for skills and career development. Consequently, the EU Cybersecurity Skills Framework will support employment and employability in cybersecurity related positions.

---

<sup>1</sup> [https://www.enisa.europa.eu/publications/the-status-of-cyber-security-education-in-the-european-union/at\\_download/fullReport](https://www.enisa.europa.eu/publications/the-status-of-cyber-security-education-in-the-european-union/at_download/fullReport)

## 2. BACKGROUND OF THE AD HOC WORKING GROUP

As stipulated in Regulation (EU) 2019/881<sup>2</sup>, Art. 20, the Executive Director of the EU Agency for Cybersecurity may set up ad hoc working groups composed of experts, including experts from the Member States' competent authorities, where necessary and within ENISA's objectives and tasks. Ad hoc working groups provide ENISA with specific advice and expertise. Prior to setting up an ad hoc working group, the Executive Director of ENISA shall inform the agency's Management Board<sup>3</sup>.

The members of the ad hoc working groups are selected according to the highest standards of expertise, aiming to ensure appropriate balance according to the specific issues in question, between the public administrations of the Member States, the Union institutions, bodies, offices and agencies, and the private sector, including industry, users, and academic experts in network and information security<sup>4</sup>.

Under ENISA's WP2020 Output O.1.3.1, Support EU R&D, the objective for 2020 is to support the EU competency networks and the four (4) pilots<sup>5</sup>. One of the main approaches, presented by ENISA to CNET and to the four (4) pilots' coordinator, is the support of the pilots in specific areas, where collaboration and synergies opportunities are evident. Therefore, the 2020 Cybersecurity Education and Skills Framework development project aims to:

- Foster collaboration among the 4 pilots of the EU competency network in education and skills development
- Promote harmonization in the ecosystem of cybersecurity education, training, and workforce development.
- Help the development a common language for matching offer and demand of EU cybersecurity talents for the single market in order to reduce the cybersecurity skill shortage.

Along these lines, ENISA is aiming to seek support of a broad range of stakeholders in order to support the definition of a European skills framework tailored to the needs of EU stakeholders and to the European legislative context.

## 3. SCOPE OF THE AD HOC WORKING GROUP

The scope of this ad hoc working group is to advise ENISA in developing a cybersecurity skills framework, which permits a common understanding of the roles, competencies, skills and knowledge used by individuals, employers and training providers across the European Member States.

Key tasks of this ad hoc working group include:

- advise ENISA on defining the criteria for an EU cybersecurity skills framework;

---

<sup>2</sup> Article 20(4) of Regulation (EU) 2019/881.

<sup>3</sup> Article 49(4) of Regulation (EU) 2019/881.

<sup>4</sup> Recital 59 of Regulation (EU) 2019/881.

<sup>5</sup> <https://ec.europa.eu/digital-single-market/en/news/four-eu-pilot-projects-launched-prepare-european-cybersecurity-competence-network>

- support the analysis of other existing initiative cybersecurity related frameworks with respect to the defined criteria;
- assist in identifying gaps in already developed cybersecurity skills frameworks;
- assist in conducting SWOT analysis for an EU cybersecurity skills framework;
- review of related ENISA deliverables;
- assist in the preparation of the European skills framework

The preliminary estimate of the duration of the ad hoc working group is for up to one (1) calendar year from the kick off date of this working group; extension of the mandate of this ad hoc working group is possible, should the scope of the work is not completed in one (1) year.

## 4. APPOINTMENT OF MEMBERS

The members of the ad hoc working groups shall be appointed by the Executive Director of ENISA from a list of suitable applicants duly selected in line with this call.

The appointment will be done for a period equal to the duration of the working group.

The selection of members is based on a personal capacity or for the purpose of representing particular interests that generally serve a public goal and they have a clear demonstrable skillset and relevant experience in contributing to the development of skills frameworks.

The members of this ad hoc working group may be reimbursed for their expenses to participate in the meetings according to the ENISA Reimbursement rules.

Besides members of the ad hoc working group, ENISA is likely to establish a reserve list, in accordance with the same conditions that apply to members, who shall be called to replace any members indisposed due to reasons stated below.

Members who are no longer willing or no longer capable to contribute effectively to the group's deliberations, who in the opinion of ENISA do not comply with the conditions set out in Article 339 of the Treaty on the functioning of the European Union or who resign, shall no longer be invited to participate in any meetings of the Group and may be replaced for the remaining duration of the ad hoc working group.

Organisations and public entities, such as EU bodies, offices or agencies and international organisations, may be granted an observer status; organisations and public entities appointed as observers shall nominate their representatives. Observers and their representatives may be permitted by the Chair to take part in the discussions of the group and provide expertise. Their representatives generally cover their own expenses.

ENISA staff will be designated as Chair and Secretariat of the ad hoc working group.

An ad hoc working group may be supported by up to three (3) rapporteurs who can assist with editorial, document management and other associated tasks. Rapporteurs are selected from among the members of the ad hoc working group; they may be remunerated for their services and they may be reimbursed for their expenses to participate in the meetings according to the ENISA Reimbursement rules.

ENISA will propose to the ad hoc working group a set of draft rules of procedure to be adopted as appropriate.

The membership of an ad hoc working group is limited up to fifteen (15) members. Additionally, representatives of the various organisations and bodies, mentioned above can join meetings as observers.

In principle, the ad hoc working group shall convene in ENISA premises or as otherwise decided on a proposal of the Chair. The bulk of the work can be carried out remotely; conference calls or video conferencing are permitted and encouraged; support and planning will be provided by ENISA as appropriate.

The members of the ad hoc working group, as well as invited experts and observers, are subject to the obligation of professional secrecy, which by virtue of the Treaties and the rules implementing them applies to all members of the institutions and their staff, as well as, by analogy, to the Commission's rules on security regarding the protection of Union classified information, laid down in European Commission Decisions (EU, Euratom) 2015/44310 and 2015/444<sup>6</sup>.

## 5. TRANSPARENCY

The members of the ad hoc working group (including rapporteurs) shall make a confidentiality and an absence of conflict of interest statement. Observers, invited experts etc. have no such obligation. Ad hoc working groups are subject to the conditions of Regulation (EC) No 1049/2001<sup>7</sup>.

## 6. PERSONAL DATA PROCESSING

Personal data shall be collected, processed and published in accordance with Regulation (EU) 2018/1725<sup>8</sup>. For further information, please refer to the data protection notice that is available as a separate document with the call.

## 7. REMUNERATION OF RAPPORTEURS

Each selected member acting as rapporteur may be remunerated with a fixed fee of €450 per person per day. Remunerated services require withholding the corresponding amount of tax as per EU Member States' legislation in force; ENISA fully complies with this requirement. A cap of €15000 (annual aggregate that includes any and all work items commissioned by ENISA, including costs) is applied to remunerations per person per calendar year by direct award for all activities an expert is involved with ENISA, in line with the ENISA Financial Regulation.

Rapporteurs may decide to refrain from collecting remuneration on the basis of personal or professional considerations; in this case they remain eligible to apply.

---

<sup>6</sup> Commission Decision (EU, Euratom) 2015/444 of 13 March 2015 on the security rules for protecting EU classified information (OJ L 72, 17.3.2015, p. 53).

<sup>7</sup> Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents. Exceptions are intended to protect public security, military affairs, international relations, financial, monetary or economic policy, privacy and integrity of the individual, commercial interests, court proceedings and legal advice, inspections/investigations/audits and the institution's decision-making process.

<sup>8</sup> Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.

## 8. REIMBURSEMENT OF MEMBERS

Members of an ad hoc working group may be reimbursed for their travel and subsistence expenses. If a member is from a location other than the location required for the provision of services or place of meeting, the following expenses are then eligible:

1. Travel expenses (economy class flight or first class train – whichever is more cost effective) from the European country/city in which the contractor is officially registered to another European city.
2. A “per diem” applicable to the country in which the meeting will take place. This allowance is set by the European Commission (download the latest rates from website ([http://ec.europa.eu/comm/europeaid/perdiem/index\\_en.htm](http://ec.europa.eu/comm/europeaid/perdiem/index_en.htm)) and it covers all daily living expenses including hotel, meals, local travel etc.
3. No other claims for living or transportation costs will be accepted.

Members may select to refrain from being reimbursed on the basis of personal or professional considerations; in this case they remain eligible to apply.

Observers are neither remunerated nor reimbursed, except in duly justified cases, to be determined by the Executive Director of ENISA.

## 9. APPLICATION PROCEDURE

Individuals interested are invited to submit their application to ENISA via the dedicated section on the ENISA web site. Applications must be completed in one of the official languages of the European Union. However, applications in English would facilitate the evaluation procedure. If another language is used, it would be helpful to include a summary of the CV and/or the application in English. An application will be deemed admissible only if it is submitted by the deadline.

### 9.1 DEADLINE FOR APPLICATION

The duly completed applications must be submitted **by 18h00 EEST (Athens time) on 10th of August 2020**. The date and time of submission will be established on the website upon submission of an application.

## 10. SELECTION CRITERIA

ENISA will take the following criteria into account when assessing applications:

- Relevant competence (e.g. technical, legal, organisational or a combination thereof) and experience in the area of cybersecurity skills.
- Ability to deliver technical advice at tactical level, including those of scientific or technical nature, on issues relevant to cybersecurity skills categorization, including in the above-mentioned areas of relevance for this purpose.
- Good knowledge of English allowing active participation in the discussions.

## 11. SELECTION PROCEDURE

The selection procedure shall consist of an assessment of the applications performed by ENISA as appropriate against the selection criteria mentioned above in this Call, followed by the establishment of a list of the most suitable applicants and concluded by the appointment of the members of the ad hoc working group by the Executive Director of ENISA.