



**European Union Agency for Network and Information Security
Management Board Meeting**

**28 October 2014, Vienna, Austria
Minutes**

Participants:

Member States Representatives: Reinhard POSCH (Member, AT), Daniel LETECHEUR (Member, BE), Antonis ANTONIADES (Member, CY), Roman PACKA (Alternate, CZ), Jaan PRIISALU (Member, EE), Pauli PULLINEN (Alternate, FI), Jean-Baptiste DEMAISON (Member, FR), Roland HARTMANN (Alternate, DE), Nikos MOURKOIANNIS (Member, EL), Ferenc SUBA (Vice Chair, HU), Kevin FOLEY (Member, IE), Rita FORSI (Member, IT), Viktors LIPENITS (Alternate, LV), Rytis RAINYS (Alternate, LT), Francois THILL (Member, LU), Charles MIFSUD (Alternate, MT), Krzysztof SILICKI (Member, PL), Peter BIRO (Member, SK), Gorazd BOZIC (Member, SI), Jörgen SAMUELSSON (Chair, SE)

Commission Representatives: Paul TIMMERS (Member, DG CONNECT)

EEA-Countries representatives: Björn GEIRSSON (Member, IS), Knut MOI (Alternate, NO)

ENISA: Udo HELMBRECHT (Executive Director), Steve PURSER (Head of Core Operations Department), Paulo EMPADINHAS (Head of Administration and Support Department), Ingrida TAURINA (MB & PSG Secretariat), Aidan RYAN (Legal Officer)

Other Participants: Ann-Sofie RONNULD (DG CONNECT), Angel Varquez MARCOS (ES)

Apologies: Anne Louise CATION (Member, DK), Elly van den HEUVEL (Member, NL), Jose Carlos BARREIRA MARTINS (Member, PT), Augustin JIANU (Member, RO), Rachael BISHOP (Member, UK)

Proxies:

Mr Timmers (COM) has a proxy to vote on behalf of **Mr Quest (COM)**;
FR has a proxy to vote on behalf of **UK**;
HU has a proxy to vote on behalf of **EL**.

ITEM 1

Opening of the meeting and announcements of the Chair

The Chair opened the second Ordinary meeting of the ENISA Management Board (MB) after the Regulation 526/2013 came into force and welcomed the participants. The member from EL left the Meeting and gave his proxy vote to HU.

The Chair continued by informing the Management Board that **DK, NL, PT, RO, UK** sent apologies for not being able to participate at the meeting and announced proxies received. **FR** has a proxy to vote on behalf of **UK**, **Mr Timmers (COM)** has a proxy to vote on behalf of **Mr Quest (COM)**, **HU** has a proxy to vote on behalf of **EL**.

Finally, the Chair welcomed the observers from Iceland, Norway, Spain and observer from the European Commission (COM).

The Chair also reminded that documents regarding the reimbursement should be promptly communicated to MB secretary during the Meeting in order to finalise all payments in due course.

ITEM 2 Adoption of the Agenda

The Chair presented and explained the agenda. He announced the inclusion of the new agenda item on amendments to the Art.18 of the Rules of Procedure of the Management Board in order to address the lack of procedure regarding the appointment of the alternate member of the Executive Board (see Annex I).

The Agenda was unanimously **adopted**.

ITEM 3 Update by COM

The **COM** gave an update on ENISA-related policy development since the last MB Meeting (17 October 2013):

- 1) The European Commission. Mr Timmers briefly introduced to the Meeting the portfolios of the new Vice-President of the European Commission Mr Ansip and of the Commissioner Mr Oettinger. It was agreed that the MB Secretariat will dispatch to the Board the mission letters for these posts (dispatched on 28.10.2014.).
- 2) Proposal for a Directive of the European Parliament and of the Council concerning measures to ensure a high common level of network and information security across the Union (NIS directive). The Italian Presidency is continuing with trialogue negotiations.
- 3) NIS Platform. The plenary meeting of the NIS Platform is scheduled for 25 November in Brussels, Belgium. Member States are encouraged to participate at this meeting.
- 4) The cooperation with EEAS and DG CONNECT on international side. The cyber dialogue with Japan was mentioned as an activity within this cooperation.

ITEM 4 Report by the Executive Director on Activities of the Agency

The **Chair** gave the floor to the Executive Director (ED) to report on ENISA activities and key achievements in 2014.

1. Core activities

The **ED** highlighted the status of the implementation of the Work Programme (WP) 2014 and gave an additional overview on the deliverables of each Work Package: 31 deliverables will be finalised by the end of 2014; 2 deliverables have been moved to 2015 due to the delayed legislative procedure of two corresponding acts. He also informed the Board that from January until September of this year 648,757 downloads of deliverables, including flash notes were done, and 3.333 stories about ENISA work printed and published online.

He stressed the ENISA role to provide sustainable support for the Member States, in particular via the mechanism of the Art.14¹.

He presented some examples of impact of the previous work for each work stream:

- Work Stream 1 – Support EU policy building: ENISA's participation at the ETSI CEN CELENEC cyber security coordination group (CSCG) by leading 2 out of 9 challenges of the CSCG White paper.
- Work Stream 2- Support Capacity Building: Cert training, the map with references to National Cyber Security Strategies in the EU and elsewhere.

¹ Article 14 of ENISA Regulation (EU) No 526/2013

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- Work Stream 3 – Support Cooperation: Security incident reporting in the telecom sector², Cyber Europe 2014.

The ED also briefly presented two examples of ENISA work done under the Art.14 request mechanism:

1) CERT.PT and CERT.AT, supported by ENISA and several other national / governmental CERTs, developed a new tool on automation of incident handling, with launch expected by December 2014.

2) Developing an online tool for the assessment of severity of data breaches notifications by using a methodology developed in collaboration with German DPA and some other national DPAs in the context of work of the Art29 Working Party.

A comprehensive report of Article 14 requests including financial implications will be sent to the Management Board in December 2014.

2. Administration

The ED informed the Meeting about the discharge report voted by the European Parliament on 3rd April 2014 and the results of budget execution, which is aiming to maximise the availability of financial resources to the core operations of the Agency.

The ED continued his report by informing the Board that the Amending budget 2/2014 is expected due to transfers between titles. This document will be tabled in November 2014.

He briefly explained that, as from 2015, the EU Agencies' accounts will be audited and certified by independent external auditors. The report will be issued by 31 July 2015. He also mentioned that all recommendations from the Internal Audit Service are implemented and that ENISA is now considered to be a low risk agency. With reference to the recommendations from European Court of Auditors, he noted to the Board a challenge to maintain the high compliance performance with reduced administrative resources.

The ED informed the Board about actions taken to address the schooling issues of the staff. Due to the expensive schooling in Athens, additional support is provided above the educational allowance up to a limit of EUR 2000 per child per school year.

He presented an overview of the staff composition. 19 nationalities are covered out of 28 member states. He concluded his report with the ENISA organisational chart, giving detailed insight to the Core operations department with four units.

The Chair thanked the Agency for the work done so far to implement WP2014 and opened the floor for comments.

EE, HU, FR, COM took the floor for additional clarification. They congratulated the ED for quality and impact of deliverables.

EE asked for the status of the CERT evaluation paper.

HU asked to provide more details regarding the staff skills and whether there is any issue regarding that.

FR recalled that they provided ENISA with an indicative template detailing which useful

² Article 13a of Framework Directive 2002/21/EC as amended by Telecom package in 2009.

information could be included (title, ENISA' staff in charge, possible contractor involved, deadlines) in the online platform for National Liaison Officers (NLO). FR would like to see this suggestion implemented.

COM asked for more clarification regarding the ENISA cooperation with EDA and NATO and what kind of trainings are provided.

In reply to the comments raised **Mr Purser** explained that the CERT evaluation paper is progressing but the final version has not yet been reviewed. The staff issues are partly solved by targeted recruitments. Regarding the ENISA cooperation with EDA and NATO, so far simple meetings have been organised involving information exchange only. The information flow towards the NLO about ENISA activities might be further strengthened. He noted that only some Member States supported the idea of an online platform therefore this idea has not been implemented.

The Chair thanked the Meeting for the discussion and closed the agenda item.

ITEM 5

Amending Work Programme 2014

The Chair informed the Board that the Agency is proposing to adopt amendments to the Work Programme 2014 to reflect recent modifications – deletion of two deliverables due to the following reasons:

- 1) The recent adoption of the eIDAS regulation³ and
- 2) The ongoing legislative procedure to adopt NIS directive.

Mr Purser explained to the Board that two deliverables of the Work Package 3.2. have been postponed⁴ and the corresponding budgetary allocations have been transferred to support the Art.14⁵ Requests.

The Chair invited the Board to adopt the amendments of the Work Programme 2014 as proposed by the Agency.

The Board unanimously **adopted** the Amending Work Programme 2014.

ITEM 6

Draft Work Programme 2015

The Chair informed the Meeting that the draft Work Programme 2015 will be presented by ENISA and further discussed with the aim of agreeing on the final version. Comments received during the last round will be commented by Mr Purser.

Mr Purser gave a detailed presentation about comments received during the last round of the consultation with the Board. Six Member States commented and technical proposals have been implemented.

The Chair thanked the Agency for the work done so far and the level of transparency during the preparation of the draft Work Programme 2015. He opened the floor for final remarks.

³ Regulation (EU) No 910/2014

⁴ The postponed deliverables are added to the list of deliverables of the Work Programme 2015

⁵ Art. 14 of ENISA Regulation (EU) NO 526/2013

FR thanked ENISA for taking into account their latest comments. He underlined that the elaboration process of Work Programme 2015 had been much smoother and that FR could support the adoption of the draft Work programme 2015.

In view of the upcoming work on the draft Work programme 2016, FR underlined the need to maintain – such as in WP2014 and 2015 – a “functional” rather than a “thematic” structure in order to stabilise it and allow more discussion on the substance (deliverables) as well as on other important issues beyond the Work Programme, such as international cooperation policy, communication, etc.

DE thanked the Agency for explanations provided. DE is pleased with the structure of the Work programme and supports the comment of FR that functional work packages should be kept for future work programmes. He noted that a work of ad hoc group of the Management Board is important. DE also proposed that explanations given by Mr Purser at the Board’s meeting to comments received during the last round should be included in the text of the final version of the Work Programme 2015, in particular on the issues like cryptography. This was agreed by Mr. Purser.

AT suggested to be more flexible for the future Work Programmes to avoid formal decision when justified adjustments to the activities are necessary. ENISA has potential to contribute to convergence of certification schemes, helping to get consistent framework across the EU. He noted that ENISA activities carried out in the area of cryptology are not looking at national level schemes, but are targeting cross-border issues. He suggested to introduce clearer separation regarding what is national and what goes for cross boarder commercial applications.

SE noted that the Agency’s activities on mapping internet connections are going into too much detail. SE also joined those Member States with reserved approach regarding the ENISA’s activities in the area of a cryptography.

Mr Purser stressed that ENISA respects national sovereignty and that ENISA’s work in the area of cryptography is targeting cross-border issues associated with commercial cryptography. This work does not (and will not) cover cryptographic algorithms used for national security.

The Chair invited the Board to adopt the Work Programme with addition that the Agency integrates the explanations provided at the Meeting into the core text of the Work Programme 2015.

The Board unanimously adopted the Work Programme 2015 with presented explanations integrated in the core text of the document.

ITEM 7

Draft Budget 2015; Multiannual Staff Policy Plan 2015-2017; Draft Establishment Plan 2015

The Statement of estimates for the budgetary year 2015 was briefly presented by Mr Empadinhas.

COM noted that there is a difference between the proposal for the voted budget 2015 and the presented document. The amount mentioned as ‘total subsidy of the EC’ (appropriations 2015) should be replaced by 9 100 612 (budget forecast at this stage – result of the hearings). The amount of 55 049 which corresponds to the recovery of the surplus is added to the 9 100 612, which became: 9 155 661 (reference to the DB 2015). The breakdown of the 2015

appropriations by title has to be reviewed accordingly.

Mr Empadinhas confirmed that these figures be accommodated and respective titles of the Budget 2015 will be reviewed to reflect the current proposal for the voted budget 2015.

The Board unanimously adopted the Statement of estimates 2015 with adjustments reflecting the proposal for the voted statement of estimates 2015. The budget will become final following the final adoption of the general budget of the European Union.

Mr Empadinhas continued with presenting the Multiannual staff policy plan 2015- 2017.

The COM noted that in 2015 the Agency foresees converting 5 SNEs into 5 CAs, and a further 4 SNEs into 4 CAs in 2016 to compare with the Legislative Financial Statement. In principle, the Commission Services have no objections to the proposal, given the difficulty in attracting SNEs, provided that the budget neutrality is assured.

Mr Empadinhas continued with presenting the Establishment plan 2015.

COM informed the Board that the tables of the Multi-Annual Staff Policy plan 2015-2017 presenting staff population in voted EU Budget 2014 have to be revised to reflect the actual figures of the voted budget. COM invited ENISA to try to re-align its situation with the voted EU budget 2014 during 2014/2015. They also asked the Agency to update figures for 2015 to be in line with the Legislative Financial Statement.

Mr Empadinhas acknowledged the discrepancy between the ENISA drafted document and the voted budget 2014, however this is a well know discrepancy that resulted from the Budget presented by DG CNECT to DG BUDG and that is not in line with the actual filled posts in ENISA. The Agency is already planning to find the best solution for such re-alignment, by converting two AST post into AD post during 2014. All these procedures will be done within the boundaries of the Staff Regulation.

The Board unanimously adopted the Multi-Annual Staff Policy plan 2015-2017 and the Establishment plan 2015 taking into account comments from the COM. The Establishment plan 2015 will become final following the final adoption of the general budget of the European Union.

ITEM 8

Amendments to the Art.18 of the Rules of Procedure of the Management Board (MB Decision No MB/2013/6)

The Chair informed the Board that Art. 18 of the Rules of Procedure of the Management Board deals with the appointment of the Executive Board members and alternate(s). It was recognised that the current provisions of this Article do not address the change of the alternate members.

Mr Ryan presented the tabled amendments explaining the nature of the new provisions and highlighting that in case of the need to replacement, the new appointment will take place (Annex II).

The Chair invited the Board to adopt the amendments of the Article 18 of the Rules of Procedure as proposed by the Agency.

The MB unanimously adopted the proposal for amendments of the Art 18 of the Rules of the Procedure.

ITEM 8¹

Election of alternate member to the Executive Board

The Chair informed the Board that the Executive Board alternate member should be re-elected. The newly adopted Art.18 of the Rules of Procedure provides the procedure for that.

He informed the Board that he received one nomination – Mr Jean Baptiste Demaison, French Representative- to be appointed as alternate member. He asked the Meeting if there is other candidate to be nominated.

Where there was a single candidate, the Board proceeded by raising hands. The Candidate shall be elected provided that he obtains a majority of the votes from the Board members.

The Chair reminded to the Meeting the proxy statements received:

- 1) COM (Mr Timmers) has a proxy to vote on behalf of Mr Quest.
- 2) FR has a proxy to vote on behalf of UK.
- 3) HU has a proxy to vote on behalf of EL.

The member from France was unanimously appointed as alternate member for the Executive Board of ENISA.

ITEM 9

MB Decision on Rules implementing Staff Regulations

The Chair informed the Board that the ENISA Regulation (EC) No 526/2013 requires the Board to adopt decisions implementing the Staff Regulation (Art.5(8)). Therefore the Agency prepared a decision for the Board to adopt 9 Rules implementing Staff Regulations. He also reminded to the Board that the Executive Director distributed a letter explaining the procedure in more detail.

The Board unanimously adopted the MB Decision on Rules implementing Staff Regulations.

The Chair thanked the Meeting for the debate and closed the agenda item.

ITEM 10

MB Decision on Anti-Fraud Strategy

According to the Article 5(4) of the ENISA Regulation (EC) No 526/2013, the Board has to adopt Anti-Fraud Strategy of the Agency.

COM noted that the Document distributed by the Agency contains typos and has formatting issues. After the meeting it was clarified with the COM Services that the formatting issues were caused by the Acrobat Reader. The actual document is correct.

The Board unanimously adopted the MB Decision on Anti-Fraud Strategy.

**ITEM 11 MB Decision on PSG internal rules of Operation
MB Decision on the Call for expression of interest for the PSG membership for period
February 2015-Aug 2017**

The Chair informed the Meeting that the ENISA Regulation (EC) No 526/2013 requires the Board to adopt internal rules of operation for ENISA Permanent Stakeholders Group (PSG). The Regulation also requires to adopt the Call for expression of interest for the membership for the Permanent Stakeholders Group. He noted that the current mandate of the Permanent Stakeholders group expires by mid of February 2015 and therefore the new Call should be published.

The ED presented to the Board the current composition. He also explained that according to the ENISA Regulation No 526/2013, the PSG is composed of the nominated representatives and experts appointed "ad personam". He informed the Board about a proposal to streamline the number of experts appointed "ad personam" from 30 to 20. This proposal is based on the experience and level of contributions at this group.

He continued by explaining to the Board that the Rules of operation are updated with the provision that in the case that any member does not attend three consecutive PSG meetings, the Executive Director may suggest to the Board to replace the appointed member. These rules are also endorsed by the COM Services and the Executive Board.

In addition **Mr Ryan** briefly explained to the Board that conflict of interest aspect is added to the Call (Annex III). According to the European Commission's guidelines on the prevention and management of conflict of interest in EU decentralised Agencies, candidates applying for a position on the PSG will be required to make an initial and annual declaration in respect of any actual or perceived conflicts of interest in their role with the PSG of ENISA. A reference period of three years and the amount of financial values of more than 10.000 euros were mentioned.

The ED continued by explaining that the ENISA Regulation No 526/2013 requires that the Board sets up the PSG, acting on the proposal by the Executive Director. It is foreseen that the draft decision will be passed for the Board's approval in February 2015.

The Board unanimously adopted the MB Decision on PSG Internal Rules of Operation and the Call for expression of interest for the PSG membership for period February 2015 – August 2017.

ITEM 12 MB Decision on Classified Information and applying Security Principles set out in the Commission Decision 2001/844/EC

The Chair informed the Board that the ENISA Regulation (EC) No 526/2013 requires to adopt Decision to allow the Agency to handle classified information and to adopt internal rules of operation (Art.17(4)).

DE noted that the vote at this meeting is not possible because the draft decision should be updated with a reference to Council recommendations.

The Chair thanked for the note and postponed the adoption of the Draft decision via written procedure as soon as the necessary reference is added.

ITEM 13 MB Decision on prevention and management of Conflict of Interest – update

The Chair reminded the Board that in October last year the MB Decision on prevention and management of Conflict of Interest was adopted. The Board members are requested to submit annual declarations of interest and of commitment. Those members who has to submit their annual declarations based on their individual annual cycle, have received forms and they were reminded to submit them before the closure of the meeting to the MB Secretariat.

The Chair also mentioned that these rules require the establishment of an Ethical Committee with a consultative function. This committee is available to the Management Board as well as to the Executive Director for consultation on matters related to potential conflict of interests of the individuals staffing the Agency and its bodies.

Mr Ryan explained to the Board that the Ethical Committee is composed of the Head of the Administration of the Agency, acting as the Chair of the Committee, of a person designated by the Management Board, of the Agency's Legal officer and of the Agency's Procurement Officer. The secretariat of this Committee is organised by its Chair.

On request of the Executive Director or the Management Board, the Ethical Committee issues a reasoned advice, without prejudice to the decision-making powers of the Agency body requesting it.

Therefore, the Board was invited to delegate among its members a representative to the Ethical Committee.

Austria nominated the member from France to represent the Management Board at this committee.

The Board unanimously nominated representative from France to the ENISA Ethical Committee.

ITEM 14 MB Decision on implementing Regulation (EC) No 45/2001

The Chair informed the Meeting that according to Article 29(2) of the ENISA Regulation (EU) No 526/2013 the Board should adopt Decision implementing Regulation (EC) No 45/2001 setting the rules of Data Protection officer of the Agency.

The Board unanimously adopted the MB Decision on implementing the Regulation (EC) No 45/2001.

ITEM 15 Reimbursement Rules

The Chair gave the floor to Mr Empadinhas to explain the Reimbursement rules, which are adopted by the Executive Director according to the Rules of Procedure of the Management Board (MB Decision MB/2013/6).

Mr Empadinhas explained that rules are updated in order to reflect the reality of the digital era, when invoices and boarding passes are electronic documents. Also, the calculation for the maximum overnight stays is simplified and it will be done according to the following formula: number of nights +1. He also mentioned that possibility to submit reimbursement claims electronically is introduced, which is accepted to the auditing team. However this does not guarantee that this provision is not scrutinised in the future by another auditing team.

The Board took note of the information provided.

ITEM 16 Date and venue of future meetings

The Board agreed that that the next meeting of the Board is scheduled to take place on **22 October 2015 in Athens Greece**, ENISA Branch office.

ITEM 17 Any Other Business

The Chair informed the Board that at the beginning of the meeting it was agreed to discuss the ENISA proposal for the Standard Operational Procedure (SOP) on Warnings. He gave the floor to the ED to present the issues related to this SOP.

The ED explained to the Board the current situation and the limited role of the Agency to communicate incidents to citizens. He highlighted that there are different approaches across the member states and asked the Board should ENISA invest more to analyse this approach and harmonise approach among the Member States. He noted that the communication to professional community will be maintained.

LU suggested that ENISA should not invest into direct communication with citizens since it is not possible/feasible. Solutions vary across the Member States and critical infrastructure is different in every Member States.

DE supported the comment of LU and also mentioned that ENISA mandate is limited in this regards.

COM noted that at the political level there is a question about the incidents at least once a month. CERT EU provides technical/ analytical view, while ENISA gives broader view and more general approach.

LU mentioned that analyses published on website is not warning, but publication. He explained that in order to warn citizens, information should be pushed.

AT added that the CERT EU is not addressing citizens. He reminded to the Board that ENISA target audience is Member States. He suggested to ENISA to enhance the role of the NLO network, which can further bring the message for the attention of the right person.

SE noted that the NIS directive introduces CERT cooperation network, and therefore such network could be used for that. ENISA could produce the message with suggestions and then it is up to the national representative to adapt this message to local needs.

FR stressed that ENISA is not expected to provide same type of alerts that national CERTS provide daily. Warnings are produced at a very short notice and therefore he does not understand how ENISA can work on that. He also noted that ENISA is not considered as Cyber news agency. ENISA has analytical role but not alert base. He expressed support that ENISA takes the secretariat role for CERT cooperation network.

COM also suggested that ENISA could provide the prevention/follow up. He raised the need to find a reply on how well incidents been followed up by national authorities. Such analytical role could be provided by ENISA.

SE was sceptical about giving ENISA such (supervisory) role.

COM explained to the Board that early warnings are not required from ENISA.

EE asked the **COM** to provide more details on what kind of incidents ENISA should follow up. He noted that some information should be provided to decision makers at the political level using proper language.

PL, echoed by **HU**, mentioned that the Agency is not providing emergency response services and therefore reminded to the Board about the constituency of ENISA. He would welcome publication of flashnotes with observations and follow ups as well as general views on particular vulnerabilities.

The ED summarised the discussion by conclusion that the NLO network will be used to disseminate ENISA publications of such nature.

Closure of the Meeting

The Chair thanked the Meeting for a fruitful discussion, for the warm welcome and nice venue provided by the representative from AT.

For the Management Board



Jörgen Samuelsson
The Chairperson

Annex I: Agenda

(version of 28/10/2014)

**ENISA Management Board Meeting
28 October 2014 Vienna, Austria****Updated Agenda**

Dinner –27/10/2014 kindly provided by Austrian member, Zwölf Apostelkeller
Address: Sonnenfelsgasse 3, 1010 Vienna, www.zwoelf-apostelkeller.at
gathering for the departure at 19:00 at the lobby

Meeting: 28/10/2014 Ministry of Finance,
Address: Hintere Zollamtsstraße 2b, 1030 Vienna
Room: Dr. Peter Quantschnigg Saal

Indicative timing	Item number	Item	Documents and Presentations	Action
8:30	Registration, reimbursement claims			
9:00 - 9:10	1	Opening of the meeting, opening address, announcements	- Opening of the meeting by the Chair - Announcements by the Chair	Information
	2	Adoption of the agenda	- Draft Updated Agenda	Adoption
2014 REPORTS				
9:10-9:30	3	Update by the COM	- Presentation by the COM	Information
9:30-10:15	4	Report by Executive Director on the Activities of the Agency	The ED's Report-presentation including: - Work Programme 2014 implementation report; - Current status of Art.14 requests; - Results of financial management; - Internal audit and Court of Auditors	Information
10:15-10:30	5	Amending Work Programme 2014	(New) -The Amendment to the Work Programme 2014	Adoption
10:30 - 10:45	Coffee Break			
2015 PLANNING				
10:45 - 11:45	6	Draft Work Programme 2015	- Draft Work Programme 2015	Adoption
11:45-12:15	7	Statement of estimates, Establishment Plan; Staff Policy Plan 2015-2017	- Draft budget 2015 - Multiannual Staff Policy Plan 2015-2017 - Draft Establishment plan 2015	Adoption

IMPLEMENTATION OF REGULATION (EU) No 526/2013				
12:15 - 12:30	8	Art.10(3)	<u>(New - added at the MB Meeting)</u> <u>Amendments to Art.18 of the Rules of Procedure - Executive Board</u>	Adoption
12:30 - 12:45	8 ¹	Art.10(3)	<u>(New)</u> Election of alternate member to the Executive Board	Adoption
12:45- 12:55	9	Art.5 (8)	<u>(Updated)</u> Status of Rules implementing Staff Regulations <u>MB Decision on Rules implementing Staff Regulations</u>	Information Adoption
12:45- 13:00	10	Art.5 (4)	MB Decision on antifraud strategy	Adoption
13:00- 13:15	11	Art.12 (1) (2)	1) MB Decision on PSG internal rules of operations 2) MB Decision on the call for expression of interest for the PSG membership for period Feb 2015 - Aug 2017 <u>Updated with text on Conflict of Interest</u>	Adoption
13:15- 13:30	12	Art.17 (4)	MB Decision on classified information and applying security principles set out in the Commission Decision 2001/844/EC	Adoption
13:30- 14:00	Lunch			
14:00 - 15:00	CLOSED SESSION			
IMPLEMENTATION OF REGULATION (EU) No 526/2013 (continued)				
15:00- 15:15	13	Art.15 (1)	MB Decision on prevention and management of conflict of interest - updated	Adoption/ Submit annual declarations of Interest and of commitment
15:15- 15:30	14	Art.29(2)	MB Decision implementing Regulation 45/2001 (DPO)	Adoption
15:30- 16:00	Coffee Break			
PRACTICAL ARRANGEMENTS				
16:00- 16:15	15	Reimbursement Rules	ENISA presentation on rules for reimbursement	Information
16:15- 16:30	16	Date and venue of future meetings	<u>(Updated)</u> -Ad hoc group meetings- November and December -MB Ordinary meeting - October 2015	Approval
16:30 - 17:00	17	Any other business	- Updates from Member States (Please contact MB Secretariat for pre-arrangements) - ENISA response to SOP on Warnings (Letter from the Commission to the MB Chair)	Information
17:00	Closure of meeting			

Annex II

Rules of Procedure of the Management Board

Article 18

Appointment of Executive Board and Alternate members

1. The EB shall be made up of five members appointed from among the members of the MB and shall include the Chairperson of the MB and one representative of the Commission.
2. **The EB shall be assisted by up to two alternates who may deputise for an absent member of the EB excluding the Chairperson or the Commission representative.**
3. The appointment of the EB shall be made following the election of the Chairperson of the MB and they will be bound by the same mandate duration as for members of the MB. Any alternate member of the EB appointed will also be bound by the same mandate duration as the MB member.
4. Members of the MB can make a proposal nominating members of the EB, except for the Chairperson of the MB and the Commission representative.
5. Individual members of the MB, but not their alternates can express an interest in being part of the EB at the meeting during which the EB members are appointed. They can also express whether they want to be appointed as replacement for that meeting; ie they would participate in the meetings when other EB member is not present.
6. **In the case where there is more than one proposal as to how the composition of the EB and or the alternate(s) of the EB should be, a vote will be taken as to determine the exact composition of the three MB members and the alternate(s).**
7. **The procedure set in the Article 2 of these rules (The election of the Chairperson of the MB) will apply to the election of the three MB members and the alternates of the EB.**
8. **Where there are more than one alternates appointed to the EB, the alternate with the longest service on the MB or where the service on the MB of the alternates is of equal length the oldest of the longest serving members shall have priority.**

Annex III
Addition to the Call for expression of interest for the PSG membership
(as presented to the MB on 28 October 2014)

Conflict of interest

“Candidates applying to be considered for inclusion in the PSG hereby agree that by submitting their applications, in case they are appointed to the PSG, they also agree to the publication on the ENISA website their initial Declarations of Conflict of Interest followed by an annual declaration⁶. Applicants are advised that noncompliance with the requirements for Declaration of Conflict of Interest shall deem them to be ineligible to participate in the work of the PSG.

It is required that the Declaration of Interest will include the following:

The persons concerned should fill in declarations of interest statement covering both current and past interests or, if requested, their absence. The reference period for past interests should be for a minimum of 3 years.

Declarations of interest should at least include the following information on all interests that are (or could be perceived as) related to the domain of activity of ENISA:

- Past activities: posts held over the last 3 years in foundations or similar bodies, educational institutions, companies or other organisations (the nature of the post and the name of those bodies should also be indicated); other membership/affiliation or professional activities held over the last 3 years, including services, liberal professions, consulting activities, and relevant public statements.
- Current activities: posts held in foundations or similar bodies, educational institutions, companies or other organisations (the nature of the post and the name of those bodies should also be indicated); other membership/affiliations or professional activities, including services, liberal profession, consulting activities, and relevant public statements.
- Current investments in a commercial entity with an interest in the field of activity of ENISA, including holding of stocks and shares, stock options, equity, bonds, partnership interest in the capital of such undertaking, one of its subsidiaries or a company in the capital of which it has a holding and which amounts to more than 10.000,00 EUR per commercial entity or entitling to a voting right of 5% or more in such commercial entity.
- Any other relevant interests.
- Spouse's/partner's/dependent family members' current activity and financial interests that might entail a risk of conflict of interest.

The persons concerned should be responsible for their own declarations.”

⁶ There is a conflict of interests where the impartiality and objectivity of a decision, opinion or recommendation of the Agency and/or its bodies, is or might in the public perception be compromised by an interest held by, or entrusted to, and individual working for the Agency.

Please note that having an interest does not necessarily mean having a conflict of interest. In particular, high quality of expertise is by nature based on prior experience. Declaring an interest does therefore not automatically disqualify you or limit your possible participation in the activities of the ENISA.