



**PRESIDENT'S DECISION N° 36/15  
OF 04/11/2015**

**AMENDING PRESIDENT'S DECISION 15/2004 OF 29 JUNE 2004 INTRODUCING A  
REGULATION REGARDING THE ADMINISTRATIVE ORGANIZATION OF THE  
EUROPEAN UNIVERSITY INSTITUTE**

THE PRESIDENT,

- Having regard to the Convention setting up a European University Institute (EUI), in particular Article 7, paragraphs (1) and (2);
- Having regard to the High Council Decision No. 2/2013 of 7 June 2013 revising the EUI's Financial Rules, as subsequently amended by High Council Decision No. 5/2014 of 5 December 2014;
- Having regard to President's Decision No. 10/07 of 20 March 2007 on the implementing provisions of Article 34 point 5 of the Financial Rules (Annual Report of the Authorising Officer);
- Having regard to President's Decision No. 21/2011 of 26 September 2011 creating a Communications Service;
- Having regard to President's Decision No. 32/2011 of 8 November 2011 defining the Functions and Responsibilities of the Secretary General;
- Having regard to President's Decision no. 28/2012 of 20 July 2012 regarding the creation of a Real Estate and Facilities Service following the merge to the pre-existing *Logistics Service* and *Buildings Service* which was supplemented by President's Decision No. 12/2012 of 15 February 2012;
- Having regard to President's Decision No. 40/2013 of 27 August 2013 regarding Data Protection (Data Protection Policy) and in particular Articles 16, 17, 19 and 20;
- Having regard to President's Decision No. 11/2014 of 13 February 2014 adopting implementing rules concerning the Data Protection Officer on the basis of the President's Decision No.40/2013.

*Whereas,*

- President's decision No. 15/04 introducing an administrative organization regulation for the EUI needs to be amended in order to introduce an updated structure which reflects the current administrative organization of the Institute;
- There is a need to consolidate all existing EUI regulatory documents regarding its administrative organisation and produce a comprehensive version covering all relevant facets.

HAS DECIDED AS FOLLOWS:

## Article 1. Administrative, academic and documentary units<sup>1</sup>

The administrative and academic organisational units to which Institute's staff members and contract holders are assigned are the following:

### **Governance Units**

- President's Office
- General Secretariat

### **Academic support and administration Services**

- Library
- Academic Service
- Budget and Financial Affairs Service
- Information and Communication Technology Service
- Real Estate and Facilities Service
- Human Resources Service
- Communications Service

### **Academic Units**

- Department of History and Civilization
- Department of Economics
- Department of Law
- Department of Political and Social Sciences
- Robert Schuman Centre for Advanced Studies
- Max Weber Programme for postdoctoral studies

### **Archives and Records Management Resources**

- Historical Archives of the European Union

### **Control, Advisory and Compliance**

- Accounting Unit
- Internal Audit Office
- Data Protection Officer
- Legal Advisor
- Data Security Officer

## Article 2. The President<sup>2</sup>

### A. Direction of the Institute

- The President directs the Institute;
- He/she carries out or supervises the carrying out of acts and decisions pursuant to the Convention setting up the EUI and takes any administrative decisions which do not fall within the terms of reference of any of the other authorities of the Institute;
- He/she is responsible for the administration of the Institute with the assistance of the Secretary General.

### B. Legal Representation

- He/she represents the Institute in law, unless otherwise decided through specific delegation to the Secretary General or other highly-ranked officials of the EUI.

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<sup>1</sup> Units are classified here under general descriptive categories, therefore this is not an organisational chart. Each function can be located into broader administrative units for organizational purposes without prejudice of the autonomy and specific remits and responsibilities of the different units.

<sup>2</sup> Main functions and responsibilities deriving from the Convention setting up a European University Institute.

#### C. Budgetary responsibilities

- He/she prepares the draft annual budget and the draft triennial financial forecasts and submits them to the High Council after consulting the Academic Council;
- Based on the discharge by the High Council, the President implements the budget in accordance with the financial rules and within the limits of the appropriations granted;
- He/she reports on his/her management to the High Council;
- The President shall perform the duties of main authorising officer. He/she shall lay down in the internal administrative rules the staff of an appropriate level to whom he/she delegates the duties of authorising officer.

#### D. Appointing Authority

- He/she appoints the Heads of Department, the interdisciplinary centre directors and the other members of the teaching staff nominated in accordance with the respective EUI's procedures;
- He/she appoints members of the administrative staff of the Institute.

## Article 3. The Secretary General

#### A. Governance

- The Secretary assists the President of the Institute in the performance of his/her organizational and administrative duties;
- He/she is the first collaborator of the President and undertakes all tasks delegated to him/her on directing the EUI administration;
- He/she acts as the highest EUI officer for the organizational and administrative aspects of the EUI;
- He/she leads a Management Team composed by the Directors of Service and coordinates the work of the administration;
- He/she is assisted by a Coordinator for Administrative Affairs, chosen among the Service Directors and appointed by the President. The Coordinator assists the Secretary General in horizontal matters related to the internal management of the Institute. In particular, the Coordinator may be in charge of ad hoc projects, may chair working groups and may perform other duties on request of the SG. He/she ensures administrative continuity and could take the function of Acting Secretary General during transitional periods.

#### B. Internal Coordination

- The Secretary General ensures the implementation of the priorities and decisions of the President and the High Council;
- He/she ensures the supervision and the coordination of the work of the administrative Services and the flow of internal information within the Institute;
- He/she prepares plans for and implements the strategic development of the administration and its contribution to the EUI's future evolution, including its financial, human resources and infrastructural framework.

#### C. Horizontal issues

- The Secretary General is responsible for the safety and security policy of the EUI.
- He/she acts as chief risks officer, and coordinates the overall risk management strategy at the EUI;
- He/she has overall responsibility for the general implementation of the Data Protection Policy under the President's guidance. In that capacity he/she appoints the Data Controllers. Without prejudice to the provisions of the EUI's Data Protection Policy concerning his/her independence, the Secretary General acts as the reporting manager of the Data Protection Officer;
- He/she defines the work programme and coordinates the Legal Advisor's institutional tasks and priorities.

#### D. Institutional external relations

The Secretary General is responsible for:

- The preparation of meetings of the High Council;

- The relations with the Italian government, the regional and local authorities on all matters relating to the Headquarters Agreement and, in particular, the EUI infrastructures;
  - As appropriate, the institutional and operational relations with the EUI Convention Contracting States;
  - As appropriate, the institutional and operational aspects of the cooperation with the EU institutions and other international organisations with whom the EUI retains or envisages to establish close links;
  - The contacts with those EU Member States who are not yet members of the EUI, in order to foster their accession;
  - The relations with the Associates countries and other potential partners of the EUI;
  - He/she participates in the fundraising programme to support the Institute's activities.
- E. Delegated officer
- The Secretary General will also act as:
- Delegated authorising officer for those budgetary lines decided by the President;
  - Delegated appointing authority for all decisions concerning posts and officials at grades decided by the President;
  - Designated coordinating officer to ensure the follow-up of reports from the Internal Audit Office, of reports and recommendations of External Auditors, and of external reports on the administrative function of the EUI;
  - According to the specific delegation of the President, the Secretary General can act as legal representative of the EUI.

### Article 3.1 Internal Audit Office

- A. The mission of the IAO is to issue independent audit opinions on the quality of management and internal control systems at the EUI and to provide recommendations in order to improve the efficiency and effectiveness of the operations helping the EUI to achieve its objectives. Chapter 7 of the EUI Financial Rules and its Rules of application define powers, duties independence and liability of the Internal Auditor.
- B. The IAO comes under the authority of the President and is independent of the Institute's other services.
- C. The Internal Auditor reports directly to the President, or the Secretary General on his behalf, and submits the working programme, audit reports and annual internal audit report to him.
- D. The Internal Auditor and IAO staffs have no operational responsibility or authority over any of the Institute's activities, and they are not responsible for developing, implementing or running systems, including implementing and managing the internal control systems.
- E. Internal Audit could be asked to participate in management committees or working groups and assist with the formulation and evaluation of internal policies, as well as the assessment of project plans intended to optimise operation and the analysis of controls built into development of new systems or procedures.
- F. In particular, the Internal Auditor performs the following functions:
- Reports its findings and recommendations to the President, Secretary General and the respective Directors of Service. The Directors of Service, then, are required to respond to each audit report, stating their proposed action plans and a timetable for implementing the agreed upon recommendations. A follow-up review is performed in due time, possibly within 6 to 12 months post implementation. The External Auditors are also notified of the findings throughout the year;
  - Provides consulting services that are advisory in nature and are generally performed upon a specific request. When performing consulting services, the IA maintains its objectivity and does not assume management responsibility.
- G. Beyond the functions above described, IA is also responsible for:
- Performing reviews and analysis of specific operations/procedures;

- Preparing the certificates on factual findings for projects financed by the European Commission and the European Research Council under the respective frameworks for financing research according to the terms of reference set by these bodies;
- Maintaining contacts with the External Auditors throughout the year, assisting them during their visits to the Institute and coordinate the replies from the various Services to the External Auditors questionnaires and reports;
- Assisting the EUI judicial bodies acting as Secretary for the Organ of First Instance and of the Appeals Board: In the discharge of his/her duties the Internal Auditor shall be responsible only to these bodies;
- Coordinating the work of the Data Protection Committee. The Internal Auditor is also a permanent member of this Committee;
- Providing advice on the application of the EUI's Public Procurement Regulation. In particular, the Internal Auditor shall be consulted by the responsible officer before the launching of the call for tender in case of open and restricted procedure.

### Article 3.2. Data Protection Officer

- A. The DPO contributes to creating a culture of protection of personal data within the EUI by raising general awareness of data protection issues while maintaining the right balance between the principles of protection of personal data and transparency. He/she shall also ensure that the provisions of the EUI's Data Protection Policy are applied and that Data Controllers and data subjects are informed of their rights and obligations pursuant to this Policy and any other relevant regulatory acts.
- B. More specifically, the DPO also performs the following tasks and accomplishes the following duties<sup>3</sup>:
- Give advice to the President and the Secretary General of the EUI and the Controllers on matters concerning the application of data protection provisions in the EUI, either on request, or on his/her own initiative;
  - Be consulted by the President or the Secretary General of the EUI, any of the Controllers concerned, the Staff Committee or any individual on any matter concerning the interpretation or application of data protection policy and regulations;
  - Investigate - either on his/her own initiative or on the request of the President or the Secretary General of the EUI, a Controller or any individual concerned - matters and occurrences directly related to DPO tasks and duties and report back to the person who commissioned the investigation, in accordance with the established procedure;
  - Maintain an inventory ("Data Protection Registry") of all processing operations on personal data of the EUI into which the Controllers introduce their respective processing operations;
  - Help the Controllers to assess the risks of the processing operations under their responsibility;
  - Prior-check with the Data Protection Committee (DPC) if any processing operation is likely to present any specific risks to the rights and freedoms of data subjects by virtue of their nature, their scope or their purposes;
  - Respond to the requests of the DPC and work together with the DPC on the subject of data protection either on his/her own initiative or on the request of the DPC;
  - Submit each year a "Data Protection Status Report" for the EUI to the President and the Secretary General. The report shall be made available to the EUI's administrative and teaching staff as well as to the EUI's researchers through the internal website of the Institute;
  - Cooperate with the DPOs of other institutions and bodies of the European Union or other international organisations in particular by exchanging experience and sharing know-how and participating in the dedicated networks of DPOs;

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<sup>3</sup> More detailed description of the DPO's status, tasks and duties, powers and modalities of co-operation with institutional actors (Data Controllers, DPC etc.) is included in President's Decision No. 11/2014 of 13.02.2014 adopting the implementing rules concerning the DPO.

- Represent the EUI when any data protection issue arises, upon request by the Secretary General or the President, and without prejudice to the independence of the DPO.

### Article 3.3 Legal Advisor

- A. In accordance with a work programme defined by the Secretary General, the Legal Advisor:
  - Provides legal counsel and advice to the EUI's management and/or operational services and academic departments within the EUI and warns the in advance of potential problems;
  - He/ she also represents and/ or defends the position of the Institute during meetings and judicial or extrajudicial proceedings;
  - He/she is overall in charge of improving the quality and consistency of the Institute from a legal point of view.
- B. In particular, the Legal Advisor is in charge of advising the EUI's management and the administration on legal and regulatory as well as interlinked policy issues arising in the context of the different dimensions of the operation of the EUI (both administrative and academic), in the following areas:
  - Administrative, labour and tax law of international organisations and of the European Union (EU);
  - Implementation and interpretation of the EUI's Staff Regulations (e.g. individual rights and obligations and applicable procedures initiated by either the staff members or the Administration);
  - Contract law;
  - Public procurement;
  - Administrative complaints (by the administrative and teaching staff), litigation and alternative dispute settlement;
  - Copyright and intellectual property law;
  - Legal procedures and financial rules of European Commission's funding programmes and legal aspects of implementation of FP7/H2020/ERC Research Projects;
  - International public law regarding the application of the EUI's Convention and Protocol on Privileges and Immunities as well as in relation with other international organisations;
  - Italian administrative and tax law.

### Article 4. Library

- A. The Library supports the academic activities of Institute researchers, post-doctoral fellows and professors by selecting and making available all information sources covering all sectors of teaching and research at the Institute.
- B. The Librarian shall lay down rules on access to the Library.
- C. The Library shall in particular be responsible for:
  - Defining and implementing the collection development policy on all sources of information;
  - Enabling users to consult all relevant sources of information available on paper and/or in electronic form;
  - Providing a set of specialized and customised services to facilitate utilization of information resources;
  - Maintaining a Library catalogue (inventory) containing a description of all Library information resources, including hyperlinks to external sources where appropriate;
  - Ensuring long term access to library resources (preserving print and electronic format)
  - Designing and maintaining the Library website;
  - Developing and maintaining Cadmus, the EUI institutional Repository, pursuing the goal of Open Access;

- Maintaining the infrastructure to a high technological level appropriate for a research library (in collaboration with the ICT service);
- Ensuring the management and continued training of Library staff;
- Cooperating with other research libraries (library consortia for e-resources, international projects, etc), particularly within the EU;
- Managing the budget appropriations allotted to these activities;
- Assuring the maintenance and suitability of the Library premises (in collaboration with the Real Estate and Facilities Service);
- Monitoring library users satisfaction through regular surveys;
- Maintaining internationally-recognised library performance indicators.

## Article 5. Academic Service

- A. The Academic Service is responsible for the following services:
- i) Recruitment support: researchers, postdocs and professors
    - Dissemination and administration of the annual call for applications for Ph.D. and LL.M researchers, and post-doctoral fellows;
    - Administration of selection procedure for professors<sup>4</sup>;
    - Liaison with national granting authorities of the EUI Member States, and non EUI Member States;
    - Organisation of pre-selection meetings, interviews and communication with selected candidates.
  - ii) Student and Academic administration <sup>5</sup>
    - Compliance with the Academic Rules and Regulations governing the Ph.D. and LL.M programmes;
    - Administration of the progress of researchers through the Ph.D. and LL.M programmes, including recording data in Osiris;
    - Administration of various committees related to the academic life, i.e. Entrance Board; Ethics Committee; Harassment Committee; Language Committee; Appeals Committee; Disciplinary Committee, Disciplinary Appeals Committee, Doctoral Programme Committee, Extracurricular Activities Committee;
    - Preparation of surveys and pedagogical assessments;
    - Payment of national grants to the beneficiaries where appropriate
    - Payment of 4th year EUI grants;
    - Administration of health insurance for researchers;
    - Organisation of the Conferring Degree Ceremony.
  - iii) Academic Skills training
    - Launching, preparing and organising workshops related to learning and teaching skills (i.e. presentation skills, teaching skills, academic writing, mock interviews; career opportunities);
    - Teaching training;
    - Teaching placements.
  - iv) International relations office
    - Management of exchange programmes;
    - Registration of visiting researchers;
    - Development of cooperation with non EU partners.
  - v) Extracurricular activities
    - Organisation and support of social, cultural and leisure activities in collaboration with researchers.
  - vi) Language centre

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<sup>4</sup> See Article 12.4

<sup>5</sup> The Academic Service collaborates in all activities which are related to the Ph.D. programme with the Dean of Graduate Studies.

- Training courses to improve professional and general language skills of academics working in a multilingual research environment.
- vii) Counselling and wellbeing service
- Providing courses on well-being.
  - Offering psychological advice and assistance.
- B. The Director of the Academic Service assists the President and the Secretary General in preparing meetings of EUI Governing Bodies:
- Academic Council
  - Executive Committee
  - Grants Committee section of the Budget Committee
  - Research Council

## Article 6. Budget and Financial Affairs Service

This Service is responsible for:

- A. Assisting the President and Secretary General in organising and rationalising the EUI's administrative financial operations, actively supporting the academic section in achieving its institutional goals as provided for in the Convention in terms of teaching and research;
- B. Preparing meetings of the Budget and Finance Committee, and related follow-up;
- C. Drawing up the Institute's annual budget (and any supplementary and rectifying budgets) and the medium-term financial estimates;
- D. Ensuring the management and control of the annual budget;
- E. Negotiating and managing the EU running cost contribution to the budget;
- F. Support to fund raising activities and to the preparation of applications for external funds, negotiation of the Grant agreements/contracts with donors, financial reporting, payment requests, possible audits.
- G. Financial management:
- The service action, respecting the full autonomy of the competent units, will provide qualified financial and technical support in the analysis of the financial files;
  - Financial management of all the Administrative units' budget (with the exclusion of the Library which utilises an ad-hoc software);
  - Financial management of all Academic units/centres;
  - Financial management of internally and externally funded research allocations.
- H. The Service is also responsible for:
- Preparing decisions to transfer appropriations, in coordination with and at the request of the units concerned;
  - Calculating and paying the salaries and related rights (overtime, etc.) of all categories of statutory staff;
  - Calculating and paying pensions;
  - Concluding contracts for occasional services, possibly drawn up by other services and units, and verifying the relevant rules (including the "150 hours" contract related to EUI PhD students);
  - Preparing decisions for delegation and sub-delegation of signing power;
  - Coordination and preparation, in collaboration with the services concerned, of administrative aspects of procurement procedures;
  - handling procedures of payment of the "ritenuta d'acconto" to the Italian State (foglio 770 and monthly settlement);
  - managing the travel agency operations.

### Article 6.1 Accounting Unit

- A. The Accountant, while maintaining his/her autonomy and responsibility in carrying out the tasks described under the specific sections of the EUI Financial Rules (F.R.) related to



“Accounting officer”, “Presentation of the accounts” and “Accounting”, will administratively reports to the Director of the Budget and Financial Affairs service.

- B. This unit is responsible for:
- Proper implementation of payments, collection of revenue and recovery of amounts established as being receivable;
  - Preparing and presenting the accounts in accordance with Title VIII of the Financial Rules (F.R.); their certification in accordance with art. 35, par. 3 of the F.R.;
  - Keeping the accounts in accordance with Title VIII of the F.R.;
  - Laying down, in accordance with Title VIII of the F.R., the accounting rules and methods and the chart of accounts;
  - Managing cash and cash equivalents, and their safekeeping;
  - Investing any funds that exceed the Institute’s immediate requirements in short-term deposit accounts;
  - Ensuring the investments of the capital of the Pension Reserve Fund to be done in accordance to the Guidelines adopted by the High Council for the management of the Fund;
  - Preparing meetings of the Supervisory Board of the Pension Reserve Fund;
  - Communicating with the Members States regarding their contributions to the EUI annual budget.

## **Article 7. Information and Communication Technology Service**

The ICT Service is committed to delivering quality customer service and technical solutions to the Academic and Administrative communities, and endeavours to help all EUI users to access relevant information through internally and externally interconnected and integrated systems.

It provides all central ICT applications, support and infrastructure for staff and researchers throughout the Institute. The scope of the services include desktop and mobile technologies, academic and administrative systems, research ICT, administrative and corporate applications, wireless and network infrastructure. ICT Service offerings include:

- A. IS Service Desk/IT Services Status
  - IT Incident and request management
  - Password Resets for institute domain, Email, etc.
  - Password Resets for Business Applications
  - Provision of Support Documentation
  - Software library
- B. Desktop Computing Service
  - Printing
  - Installation and Maintenance of IT network printers
  - Installation and maintenance of PC hardware and peripherals
  - Software installation
  - Data backup and recovery
  - Provision of network storage
  - Desktop security (patching, encryption, anti-virus)
  - Computer Hardware disposal
  - Procurement requests and approvals
- C. Accounts & Passwords/Account management
  - Account management request
  - Account management for Business applications
  - Account management for email
  - Access permissions
  - Guest account management
- D. E-mail & Calendar
  - Outlook (Email & Calendar)
  - Configuration of e-mail clients

- Email account management
  - Support for mobile e-mail
  - SPAM and virus blocking
  - Mailing list administration
- E. Telephony
- General assistance
  - On-line Staff directory
  - Voicemail administration
  - Privilege-level administration
  - Mobile phone administration
  - Call logging reports (usage)
  - Handset supply & installation
- F. Network and Wireless infrastructure/Network Access (LAN)
- Network Access (Wireless)
  - Provision of external link to Internet
  - Network and Information security
  - Virtual Private Network / Remote Access
  - Federated access (Eduroam)
  - Data Centre services (Physical Hosting)
  - Hosting Service
- G. High Performance Computing
- HPC Service
- H. Business applications support and development
- Business application support
  - Support and maintenance of business processes and applications
  - Financial and Payroll system
  - Human Resources Application Suite
  - Student Record system
  - Business report generation
  - User training
- I. General Services
- ICT Inventory
  - ICT Procurement
  - ICT Purchasing
  - ICT Security

## Article 7.1 Data Security Officer

- A. Within the ICT Service a Data Security Officer is appointed with the mandate of ensuring levels of security appropriate to the risks presented.
- B. In particular, he/she performs the following functions:
- Safeguarding the security of information system at the EUI;
  - Setting set EUI's security policies and controls and to take appropriate technical and organisational measures for its implementation.

## Article 8. Real Estate and Facilities Service

The Real Estate and Facilities Service is responsible for:

- A. General Operations
- Managing all budget appropriations allocated to REFS;
  - Planning and managing the REFS call for tenders and other purchasing activities according to the EUI public procurement regulation;
  - Handling custom operations associated with entry to and termination of service of EUI members including issue of the badges.
- B. Building and facilities

- Planning and supervising of works and ordinary maintenance of EUI buildings both with funding provided by the Italian government and internal budget;
- Organization of the portage service;
- Surveillance and security of buildings including management of the Control Room 24/7;
- Cleaning service;
- Waste Management;
- Internal Removals.
- C. Users support
  - Managing of canteen, bar and catering services;
  - Handling all operations linked to accommodation for researchers provided by the Institute (EUI flats);
  - Centralization of private offers of accommodation for Institute researchers and professors (Private Housing data base);
  - Welcome Unit;
  - HELPDESK (in collaboration with ICT);
  - Managing of the Room booking database and any logistic support for events/activity held at the Institute (logistics, catering orders, interpretation and transport services);
  - Translating of official documents;
  - Managing the EUI Print Shop;
  - The protocol and mail service: registration and distribution of mail, short- and medium term central filing, including documents produced by the Institute, in collaboration with the competent units of departments and services;
  - Inventory of assets according to the financial rules (except for computing equipment and books);
  - The Institute crèche.

## Article 9. Human Resources Service

This Service is responsible for:

- A. Assisting the President and Secretary General in organising and rationalising the EUI's administrative operation in the HR area;
- B. Developing and implementing a dynamic and forward-looking human resources strategy;
- C. Helping ensure attracting, retaining and supporting staff through competitions, promotions, mobility and certification of administrative staff;
- D. Managing recruitment procedures for non-academic staff of the Institute and their career development:
  - i) Preparation of vacancy notices and competitions (internal competition, open competition and "via EPSO cast" competition);
  - ii) Organizing and running competitions.
- E. Preparing contracts for staff coming under the Staff Rules (administrative staff and teaching staff);
- F. Organizing reports, transfers and promotions;
- G. Fixing individual entitlements (salary, family/educational allowances, promotions and advancement in step, miscellaneous allowances, removal costs, termination-of-service payments, invalidity and retirement or survival pensions);
- H. Providing the Budget and Financial Affairs Service the data for the execution of the monthly salaries/pensions;
- I. Updating personal files of administrative and teaching staff;
- J. Preparing preliminary draft amendments to the statutory texts in strict collaboration with the EUI Legal Advisor;
- K. Preparing staff declarations related to the EUI specific fiscal peculiarities;
- L. Informing staff on the statutory regulations, including those on social security (directly or through the ISPRA EU Office);
- M. Managing clocking on and off and absences and leaves;
- N. Planning and conducting staff development activities, including in-house training;
- O. Organizing training courses of general interest on prevention and security;

- P. Preparing contract and finalising agreements related to the EUI traineeship programme;
- Q. Collaborating with the EU institutions on areas linked to the Staff Regulations and implementing rules.

## Article 10. Communications Service

The Communications Service is responsible for the following services:

### A. Web

- i) CMS (Content Management Systems), Contensis and Wordpress
  - Manage the CMS as a standard and controlled environment, ensuring compliance of the Web Structure to the EUI needs;
  - Coordinate secure environment for the EUI corporate websites and blogs based on Wordpress and Contensis.
- ii) Social Media, Marketing and Web Analytics
  - Manage visibility and marketing of EUI presence on new social media;
  - Coordinate marketing strategy for PhD campaigns in collaboration with the Academic Service;
  - Consolidate current analytic service.

### A) Corporate Publications

- i) Editing and publishing
  - Promote the EUI's programmes and research and communicate information on behalf of academic units, services, projects and other groups;
  - Ensure planning and production of corporate publications under the EUI logo.
- ii) Corporate identity and graphic design
  - Support awareness of the EUI, its corporate reputation and appeal to strengthen corporate culture and stimulate corporate actors in EUI community.

### B) Public Relations

- i) External Relations
  - Expand the Institute's external relations with its stakeholders and the external public;
  - Disseminate information to promote EUI institutional and academic initiatives;
  - Control coherence and quality of on internal communications.
- ii) Media Relations
  - Consolidate media relations with leading newspapers and agencies;
  - Establish media partnerships to secure visibility for the EUI and special events such as the State of the Union.
- iii) Visits and events
  - Organise and support high-level, multi-stakeholder visits and events, including both EUI events and events co-organised with EUI partners;
  - Organise and coordinate the State of the Union to foster the EUI visibility and impact;
  - Organise promotional events for the EUI Ph.D. Programme.
- iv) Alumni relations
  - In coordination with the Academic Service, develop sustainable relations between EUI alumni and the Institute (i.e. communication channels; contributions; status, networking etc.);
  - Promote networking between alumni, the EUI community and the external public;
  - Widen membership of the Alumni Association (friends of the AA; associated members etc.).

## Article 11. Historical Archives of the European Union

- A. The Historical Archives of the European Union has been established at the European University Institute in accordance with an agreement concluded with the Commission of the European Union in 1984. Its management and financing is ruled by EU Regulation 2015/496, which provides for deposits with the Institute of the historical documents of European Union Institutions.
- B. The Historical Archives of the European Union is responsible in particular for:
- Preserving the historical archives deposited by EU Institutions, Bodies and Agencies;
  - Reception, control, arrangement and description of yearly archival transfers from the EU Institutions;
  - Making available inventories and other finding aids to the public;
  - Giving access to the archives to the public according to access rules in force;
  - Managing a website and dedicated online database systems;
  - Maintaining a dedicated reading room for on-site research;
  - Collecting, receiving, arranging, describing and providing long-term preservation for archival deposits by individuals and non-EU organisations;
  - Providing records and archives management services for the European University Institute;
  - Handling the financial management of the subvention received from the EU Institutions to the Institute;
  - Maintaining premises of the Archives;
  - Ensuring management and continuous training of Archives staff.

## Article 12. Transitional Provisions and Revisions

1. The current “Accounting Service” will be administratively placed under the Budget and Financial Affairs Service starting from the academic year 2016/2017 and will take the denomination of Accounting Unit.
2. The printing sector (multifunction network printers, desktop printers) will remain under the responsibility of REFS until 31.12.2015.
3. The travel agency operation will be under the responsibility of the REFS until 31.12.2015.
4. The responsibility for the administration of the selection procedures of professors (see article 5.A.i)) will be transferred in due time, and when the conditions allow, to the Human Resources Service via a President’s decision.

## Article 13. Final Provisions

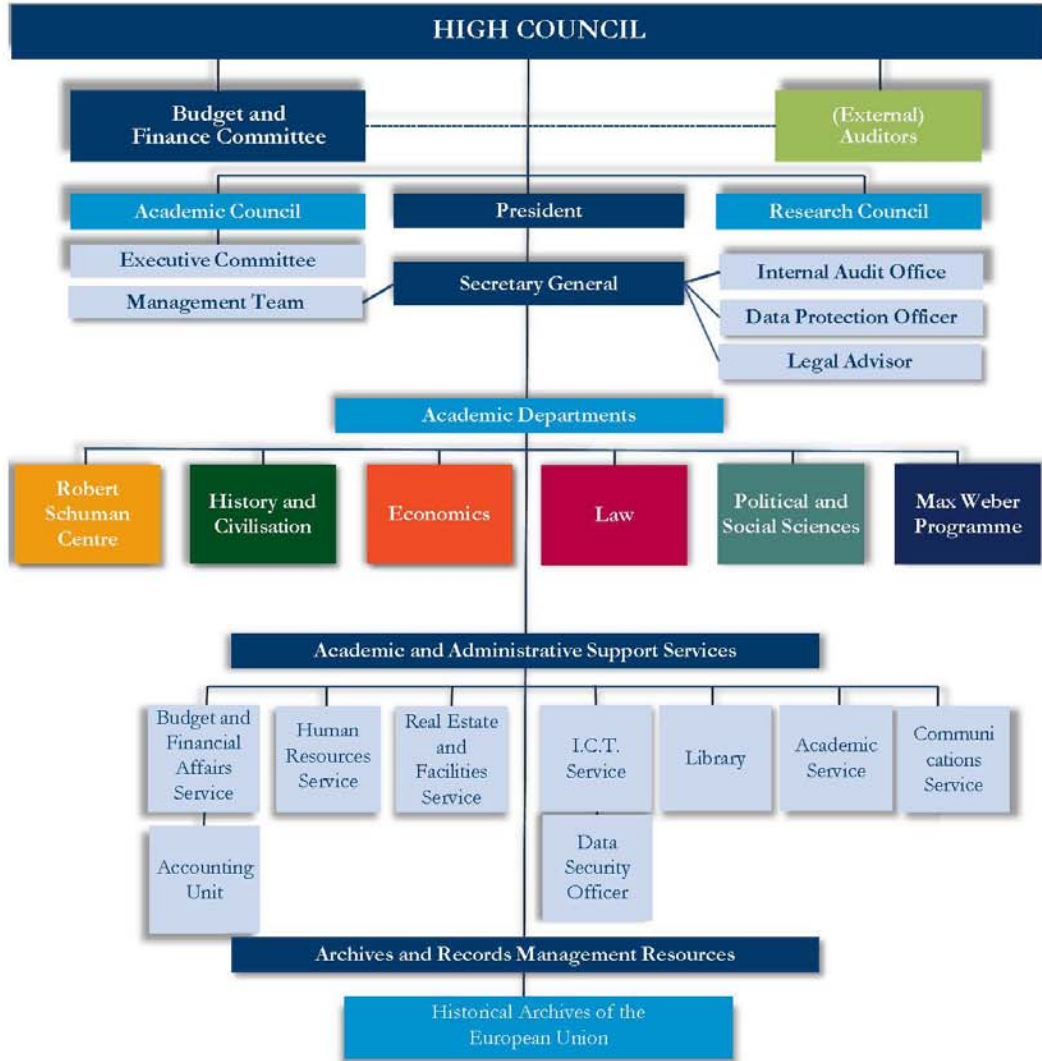
1. This decision shall enter into force on the date of its adoption.
2. It shall repeal and replace President’s Decision 15/2004. It shall also consolidate the subsequently enacted President’s Decisions concerning the administrative organisation of the Institute and indicatively the President’s Decision No. 21/2011 of 26 September 2011 creating a Communications Service, the President’s Decision No. 32/2011 of 8 November 2011 defining the Functions and Responsibilities of the Secretary General, the President’s Decision no. 28/2012 of 20 July 2012 regarding the creation of a Real Estate and Facilities Service following the merge to the pre-existing *Logistics Service* and *Buildings Service* which was supplemented by President’s Decision No. 12/2012 of 15 February 2012.

Florence, 03/11/2015

*For the European University Institute  
The President*

J.H.H. WEILER  
*(Original signed)*

Annex 1. Establishment Plan



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