



**PRESIDENT'S DECISION No. 12/2021  
OF 2 March 2021**

**regarding the administrative organisation of the European University Institute  
(hereinafter the "EUI") and repealing President's Decision No 36/2015 of 4 November  
2015.**

**THE PRESIDENT,**

Having regard to the Convention setting up a EUI (hereinafter the "Convention") and in particular Article 7, paragraphs (1) and (2);

Having regard to the High Council Decision No. 6/2015 of 4 December 2015 laying down the European University Institute's Financial Rules, as subsequently amended by High Council Decision No. 8/2018 of 7 December 2018, by President's Decision No. 19/2018 of 16 May 2018 and by High Council Decision No. 7/2019 of 6 December 2019;

Having regard to the High Council Decision No. 4/2018 of 7 December 2018 amending the Conditions of Employment of Teaching Staff of the European University Institute (EUI) regarding the rules and conditions for Deans;

Having regard to President's Decision No. 8/2018 of 20 February 2018 appointing the EUI Data Security Officer;

Having regard to President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI (Data Protection Policy) and in particular Articles 20, 21, 23 and 24;

Having regard to President's Decision No. 2/2019 of 18 July 2019 on the appointment of a Health, Safety and Security Officer;

Having regard to the *EUI Strategy 2019–2024* adopted by the High Council on 6 December 2019;

**Whereas:**

- (1) There is a need to consolidate all existing EUI regulatory documents regarding its administrative organisation and produce a comprehensive version covering all relevant changes,
- (2) There is a need to reflect the fact that, over the years, the work of non-academic staff in academia has moved towards more diverse and specialised sets of competencies and skills which are better reflected by the term "support" than the term "administration",
- (3) There is a need to implement the strategic review process started by the High Council in 2017 and undertaken by the EUI Management, with the aim of translating the strategic

objectives approved as part of the EUI Strategy 2019-2024 into a programme of reforms of the EUI's organisational structure, regarding in particular the support units,

- (4) It is appropriate to repeal the provisions established by President's Decision No. 36/2015 regarding the EUI's administrative organisation and amend the entire subject of the regulation, in order to introduce an updated structure, which reflects the current organisation of the EUI derived from the above-mentioned strategic process.

**HAS ADOPTED THIS REGULATION:**

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## CHAPTER I

### GENERAL OVERVIEW

#### *Article 1*

#### **Organisational structure of the EUI**

1. The organisational structure of the EUI is composed as follows:
  - a) Governance, advisory, support coordination, control and compliance:
    - 1) The President,
    - 2) The Secretary General,
    - 3) The Deans,
    - 4) The Management Team,
    - 5) The Administrative Support Coordinator,
    - 6) The Central Coordination Unit,
    - 7) The Internal Audit Office,
    - 8) The Legal Advisor, the Data Protection Officer.
  - b) Support Services:
    - 1) The Library,
    - 2) The Academic Service,
    - 3) The Budget and Financial Affairs Service,
    - 4) The Accounting Service,
    - 5) The Information and Communication Technology Service,
    - 6) The Real Estate and Facilities Service,
    - 7) The Human Resources Service,
    - 8) The Communication Service.
  - c) Academic Units:
    - 1) The Department of Economics,
    - 2) The Department of History and Civilisation,
    - 3) The Department of Law,
    - 4) The Department of Social and Political Sciences,
    - 5) The Max Weber Programme for postdoctoral studies,
    - 6) The Robert Schuman Centre for Advanced Studies,
    - 7) The School of Transnational Governance.
  - d) The Historical Archives of the European Union

## CHAPTER II

### GOVERNANCE, ADVISORY, SUPPORT COORDINATION, CONTROL AND COMPLIANCE

#### *Article 2*

#### **The President**

The President directs the EUI and takes any decision that does not fall within the terms of reference of other EUI authorities and governance bodies. The President:

- Proposes to the High Council a Strategy for the EUI every five years and steers its implementation,
- Reports to the High Council on the general management and the overall performance of the EUI,
- Ensures the legal representation of the EUI and may delegate it to other officials,
- As the appointing authority, appoints members of the teaching staff – including for the roles of Dean, Head, or Director of an academic unit – and of the support staff, and designates the delegated appointing authorities.
- Has the following budgetary responsibilities:
  - Prepares the draft annual budget and the draft triennial financial forecasts,
  - Implements the budget in accordance with the EUI's Financial Rules and within the limits of the appropriations granted,
  - Reports on the execution of the budget to the High Council,
  - Performs the duties of main authorising officer and designates delegated authorising officers.

#### *Article 3*

#### **The Secretary General**

The Secretary General supports the President in organisational and administrative duties as well as in external relations. As Chief Operating Officer, and by delegation from the President, she or he coordinates and supervises the support services. Thus, the Secretary General:

- Organises the administrative implementation of High Council and President's decisions,
- Plans and implements the development of finances, human resources and infrastructure,
- Organises the flow of internal information,
- Acts as Chief Risk Officer, coordinates overall risk management, and implements the EUI-wide risk management framework,
- Is responsible for the Health, Safety and Security Policy,
- Is responsible for the Cyber Security Policy,
- Implements the Data Protection Policy, nominates data controllers, and is the reporting manager to the Data Protection Officer without prejudice to the independence of the latter,
- Assists the President of the High Council and the Troika in the preparation of High Council meetings,
- Facilitates relations with Contracting States,
- Coordinates institutional relations with the Italian Government, as well as the regional and local authorities, in relation to the Headquarters Agreement and EUI infrastructures,
- Supports cooperation with institutions and bodies of the European Union and other international organisations,

- Works towards the accession of those EU Member States that are not yet members of the EUI,
- Can, upon specific delegation from the President, coordinate the follow-up of reports and recommendations issued by the Internal Audit Office, external auditors, or any other mandated external entity.

*Article 4*  
**The Deans**

The Dean of External Relations, the Dean of Research, the Dean of Graduate Studies, and the Dean of Postdoctoral Studies support the President in the development of the EUI strategy, as well as in the definition of the related priorities. They are selected by the President, after consultation of the Executive Committee for the Dean of External Relations and the Dean of Research, and after consultation of the Academic Council for the Dean of Graduate Studies and the Dean of Postdoctoral Studies.

The Deans may substitute the President at the latter's request, pursuant to applicable regulations, in matters relating to the academic functioning of the EUI, including in Selection Boards and in the Renewal Committees.

*Article 5*  
**The Management Team**

The Management Team acts as the consultative body for support functions and for the coordination of the academic and support units.

It is composed of the Directors of service, a representative of the Robert Schuman Centre for Advanced Studies, a representative of the School of Transnational Governance, and one representative for the Max Weber Programme and the four Departments' administrations. It meets at least once a month and is chaired by the Secretary General. Other members of staff may be invited. Restricted sessions can be held with Directors only. The Management Team may meet jointly with the Executive Committee, in which case it is chaired by the President.

*Article 6*  
**The Administrative Support Coordinator**

The Administrative Support Coordinator is appointed by the President upon a proposal from the Secretary General. She or he assists the President and the Secretary General in horizontal internal management, may be asked to lead transversal projects, and may perform the function of Acting Secretary General during transitional periods.

*Article 7*  
**The Central Coordination Unit**

The Central Coordination Unit is tasked with supporting the President and the Secretary General in the definition and the implementation of the EUI's strategy and development, the operation of strategic and academic governance, and ensures transversal functions and initiatives upon request of the President.

The areas covered by the Central Coordination Unit include: strategy and development, research support; corporate and private fundraising; external relations; diversity and inclusiveness; gender equality; legal advice and data protection; and procurement. It supports the relevant Deans. The President may modify the remit of the Central Coordination Unit based on emerging needs and priorities.

*Article 8*  
**The Internal Audit Office**

The Internal Audit Office (IAO) reports directly to the President, or the Secretary General on his or her behalf, and acts independently from other services. The purpose, authority, and responsibility of the IAO is formally defined in an internal audit charter.

In line with the EUI's Financial Rules, the IAO is responsible for verifying the proper operation of budgetary implementation systems and procedures at the EUI. The IAO advises EUI management on risk by issuing independent opinions on the quality of management and control systems, and by issuing recommendations for improving operations and promoting sound financial management. The IAO carries out internal audits and acts as secretary to the EUI's judicial bodies (i.e., the Organ of First Instance and the Appeals Board).

The IAO carries out his or her functions in compliance with the relevant International Standards and shall enjoy full independence in the performance of his or her duties.

*Article 9*  
**The Legal Advisor, the Data Protection Officer**

The Legal Advisor performs his or her activity under the guidance of the President and the Secretary General. He or she participates in the work of the Central Coordination Unit. The main tasks and functions of the Legal Advisor include:

- Providing legal advice in all fields of law, also highlighting concerns and providing advance warning of potential legal issues,
- Representing and defending the position of the EUI during meetings; the Legal Advisor may also represent the EUI in judicial and extrajudicial proceedings,
- The overall improvement of the consistency as well as quality of the EUI's legal framework and related interpretation,
- Liaising with the Legal Advisors of other institutions and bodies of the European Union or other international organisations, with a view to sharing good practice,
- By specific decision of the President, the Legal Advisor may also perform the duties of Data Protection Officer.

The Data Protection Officer (DPO) ensures respect for the provisions of the EUI's Data Protection Policy (President's Decision No. 10/2019 of 18 February 2019 and any subsequent amendments thereto). The DPO's duties are executed in an independent manner and without receiving any instructions.

## **SUPPORT SERVICES**

### *Article 10* **The Library**

The EUI Library supports the activities of the academic community by selecting and making available all information sources covering the different scientific fields of the Institute, both for research and learning. The Library is responsible for collection development, for enabling the consultation of resources and their long-term access, and for pursuing the goals of Open Science for publications and data. It oversees information resources, the multi-device digital frontends, and the EUI institutional repository, and provides training to use these resources. The Library fosters cooperation with other research libraries, in particular within the EU. The Library ensures that its facilities meet the needs of all its users and manages of the print collection.

### *Article 11* **The Academic Service**

The Academic Service oversees and supports application, selection, and admission processes of students, early-stage researchers, and professors. The service administers the progress of students and early-stage researchers throughout their programmes in close collaboration with Academic Units, and supports the relevant Deans. It offers academic skills and professional development courses to early-stage researchers, organises international exchanges and teaching placements, offers language courses, and provides counselling and wellbeing services, and a variety of extracurricular activities. The service collaborates with national and international funding authorities, and academic and research institutions.

### *Article 12* **The Budget and Financial Affairs Service**

The Budget and Financial Affairs Service (BFA) supports the President and the Secretary General in organising and rationalising financial management. The BFA oversees the EUI's annual budget, medium-term financial estimates, and the EU's Operating Grant. It supports fundraising activities and applications for external funds, facilitates procurement procedures, and provides financial analysis. The Service is responsible for the financial management of all academic and support units' budgets (with a partial exclusion of the Library) and of internal and external research allocations. It calculates and pays salaries, pensions, and related rights to all categories of statutory staff and pays grants and traineeships. It supports the High Council's Budget and Finance Committee, prepares decisions to transfer appropriations and decisions on the delegation and sub-delegation of authorising officers, and supervises the EUI's in-house travel agency.



*Article 13*  
**The Accounting Service**

The Accounting Service provides qualitative and quantitative financial information for decision-making processes and accountability. Within the scope of this mission, the Accounting Service is responsible for keeping, preparing, and presenting the annual accounts in accordance with the Financial Rules and with the applicable accounting and financial reporting framework. In addition to the duties assigned in the Financial Rules and other legal and administrative provisions, the Accounting Service is also responsible for supporting the Supervisory Board of the Pension Reserve Fund.

*Article 14*  
**The Information and Communication Technology Service**

The Information and Communication Technology (ICT) Service provides the enabling digital infrastructure and services to facilitate all the academic and support activities of the EUI. It provides the technical infrastructure to facilitate all data, visual, and voice communications over a secure and robust network that links all academic and administrative staff and enables collaboration with external partners. It enables local and decentralised applications. It promotes ways of generating, curating, and engaging with information and data. It supports the development of efficient business processes and quality management information reporting. The Service also ensures the security and integrity of the Institute's data and digital resources.

The Data Security Officer is appointed by the Secretary General upon a proposal from the Director of the ICT Service, who also supervises the DSO. He or she ensures the security of information systems by establishing security policies and controls, and by taking appropriate measures for their implementation in consultation with the DPO.

*Article 15*  
**The Real Estate and Facilities Service**

The mission of the Real Estate and Facilities (REF) Service is to offer the community of users and all visitors an optimal work and life environment for the scope of their stay, managing the overall infrastructure of the EUI Campus, operating, maintaining and developing all of the Institute's buildings and their services, and implementing the EUI's environmental policy.

The Health, Safety and Security Officer (HSSO) is appointed by the Secretary General upon a proposal from the Director of the REF Service. The HSSO is the coordinator for issues in the field of health, safety and physical security of persons and buildings.

*Article 16*  
**The Human Resources Service**

The Human Resources Service supports and advises the EUI management in organising and managing the human resources of the EUI. This includes recruiting, administering, training and advising EUI staff in various contractual categories. The Service also develops and revises policies and procedures, supports performance management, provides career-development

advice, maintains productive staff relations, and enables a professional and healthy work environment.

*Article 17*

**The Communications Service**

The Communication Service is responsible for devising and implementing the EUI Communication Strategy, with a view to raising the EUI's visibility across Europe and beyond. It works in close cooperation with the President and Secretary General, supporting the activities of all the EUI Departments, Centres, and Services. It oversees the EUI's public and media relations, its website, and manages its social media presence. It organises events promoting the EUI research activities and it coordinates the EUI's relations with its Alumni community.

**CHAPTER IV  
ACADEMIC UNITS**

*Article 18*

**The Academic Units**

The EUI's academic units are the following:

The Department of Economics  
The Department of History and Civilisation  
The Department of Law  
The Department of Social and Political Sciences  
The Max Weber Programme  
The Robert Schuman Centre for Advanced Studies  
The School of Transnational Governance

The EUI's academic units operate in the pursuit of academic excellence by fostering world-class research in the Social Sciences and Humanities and by establishing best practices in the teaching and training of different categories of learners. The EUI's academic units carry out administrative duties within their fields of competence. They benefit from the assistance of the support and coordination services, with which they collaborate to enhance the consistency of the EUI's administrative action.

**CHAPTER V**

*Article 19*

**The Historical Archives of the European Union**

The Historical Archives of the European Union (HAEU) preserves and makes accessible to research and the public the archives of EU institutions. The HAEU also collects private papers of individuals, movements and international organisations involved in European integration. Furthermore, the HAEU facilitates research on and promotes interest for the history of

European integration. The HAEU is governed by Council Regulation 354/83 in its current version of 2015 (Regulation 2015/496), which has made the archival deposit at the HAEU mandatory for EU institutions. Framework Partnership Agreements with the European Commission are signed every four years, defining the HAEU's strategic objectives; its yearly work programme and budget is approved by the depositing EU institutions.

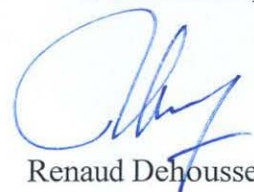
## **CHAPTER VI FINAL PROVISIONS**

### *Article 20* **Entry into force**

1. This decision shall enter into force on the date of its adoption.
2. It shall replace and repeal President's Decision No. 36/2015 of 4 November 2015 with immediate effect.

Done in Florence, on 02 March 2021

The President,



Renaud Dehousse