

# **PRESIDENT DECISION N. 27/2024**

**of 25 July 2024**

**amending articles 1, 3, 6, 7, 19 and introducing  
article 17b of/to President's Decision 12/21 of 2  
March 2021 regarding the administrative  
organisation of the European University Institute  
(hereinafter the "EUI")**

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## **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 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 President's Decision No. 12/2021 of 2 March 2021 regarding the administrative organisation of the European University Institute.

Having regard to President's Decision No. 19/2021 of 19 May 2021 implementing the President's Decision 12/2021 on the Administrative organisation of the EUI.

Whereas:

- (1) Considering that the EUI President received the full support of the HC during its June 2024 meeting to her intention to start implementing in the short term operational solutions before formalising, if necessary, any statutory change, during the upcoming HC meeting in December.

- (2) It is appropriate to amend the provisions established by President's Decision No. 12/2021 regarding the EUI's administrative organisation.

HAS DECIDED AS FOLLOWS:

The following Articles are amended as follows:

*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 Chief Operating Officer,
    - 6) The Internal Audit Office,
    - 7) 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,
    - 9) The Development and External Relations Service.
  
  - c) Academic Units:
    - 1) The Department of Economics,
    - 2) The Department of History,
    - 3) The Department of Law,
    - 4) The Department of Social and Political Sciences,
    - 5) The Max Weber Programme for postdoctoral studies,
    - 6) The Robert Shuman Centre for Advanced Studies,
    - 7) The Florence School of Transnational Governance.
  
  - d) The Historical Archives of the European Union.

*Article 3*  
**The Secretary General**

The Secretary General assists the President in organisational and administrative duties as well as in governance and external relations.

Thus, the Secretary General:

*Governance*

- Coordinates, if needs be, the governance revision process of the Institute.

*External Relations*

- Organizes and facilitates external relations with main institutional stakeholders:
  - Member States,
  - Bodies of the European Union and other European Institutions,
  - Third Countries,
  - Works towards the accession of those EU Member States that are not yet members of the EUI.
- Coordinates institutional relations with the Italian Government, as well as the regional and local authorities (i.e. Headquarters Agreement, EUI infrastructures).
- Promotes the relations of the Institute with local, national and international governmental and non-governmental organizations.
- Enhances the visibility of the EUI in Member States and beyond.
- Develops a framework of cooperation with third countries, if appropriate.

*Governing bodies*

- Coordinates the preparation of HC and SSC meetings, as well as the follow-up, according to the EUI Strategy.

*Fundraising*

- Oversees the fundraising activities of the Institute.
- Oversees the relations with the Alumni.

*Health and Safety*

- In his role as Occupational Health and Safety Manager, coordinates the implementation of the relevant regulation at the Institute.

*Real estate policy*

- Coordinates the relations with national, regional and local authorities to implement the real estate development of the EUI.

*Cybersecurity*

- Supervises the activity in this area in coordination with national and European competent Authorities.

*Extracurricular activities*

- Supervises the action aimed at making the campus more attractive and to facilitate the first arrival in Italy as well as the integration of the EUI community in the local context.

### *Administration and Accountability*

- Supervises:
  - The Internal Auditor in respect of its peculiarities.
  - The Historical Archives of the EU.
  - The Development and External Relations Service.
  - The Legal advisor's Office.
- Prepares the annual evaluation report of the Chief Operating Officer.
- Prepares the annual evaluation report of the Directors under his/her supervision.
- Upon a proposal from the Chief Operating Officer, drafts the yearly list of candidates for promotion among Directors of service.
- Acts as Chief Risk Officer, coordinates overall risk management, and implements the EUI-wide risk management framework.
- Is responsible for:
  - Data protection (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),
  - Document management.

### *Article 6*

#### **The Chief Operating Officer**

The Chief Operating Officer (COO) is appointed by the President after consultation with the Secretary General.

The COO is in charge of the Institute's daily business operations and administration. The duties of the COO include the Institute's whole administrative and financial management and the related planning, implementing business strategies and optimising the organisation's operational capabilities.

She or he assists the President in horizontal internal management and may perform the function of Acting Secretary General during transitional periods.

She or he reports directly to the President.

Thus, the Chief Operating Officer:

#### *Governing bodies*

- Coordinates the preparation of the Budget Committee and HC financial working group meetings, as well as their follow-up.

#### *Administration*

- Oversees:
  - The Human Resources Service.
  - The Information and Communications Technology Service.
  - The Library.
  - The Real Estate and Facilities Service.
  - The Budget and Financial Affairs Service, including the Institute's financial planning.
  - The Accounting Service, in the respect of its peculiarities.

- Assists the President, if appropriate, in supervising:
  - The Academic Service.
  - The Communications Service.
- Oversees the procurement procedures of the Institute.
- Steers, in coordination with the Secretary General, and implements a strategy of administrative development, ensuring agile bureaucratic processes.
- Prepares the annual evaluation report of the Directors under his/her supervision.
- Proposes to the Secretary General, the yearly list of candidates for promotion among Directors of service.
- Chairs the Promotion committee of the staff members.

*Article 7*  
**The Central Coordination Unit**  
*(Article cancelled)*

*Article 17 (bis)*  
**The Development and External Relations Service**

The Development and External Relations Service provides strategic support to EUI management and stakeholders by aligning institutional goals with broader societal needs. The Service forges and nurtures alliances with leading academic institutions, research centres, ministries of Member States, intergovernmental organisations (including EU institutions and bodies), civil society actors, and companies to enhance its impact. The Service contributes to the external relations with Member States and HC delegations.

Under the academic authority of the Dean of Research, the service coordinates, systematizes, and expands high-quality research support for EUI academic units, faculty, and researchers (Research Support area). The Service manages academic exchanges, teaching experience and other operational tasks traditionally handled by international offices in an educational context and promotes the visibility of the EUI in the Member States and beyond. In collaboration with the Secretary General, the service develops Alumni relations and strategic fundraising.

*Article 19*  
**Entry into force**

This decision shall enter into force on 1<sup>st</sup> August 2024.

The President  
 (Original Signed)  
 Prof Patrizia Nanz