



## **DECISION OF THE GOVERNING BOARD OF THE ECSEL JOINT UNDERTAKING**

### **Adopting the organisation of the Office of the Joint Undertaking**

THE GOVERNING BOARD OF THE ECSEL JOINT UNDERTAKING,

Having regard to Council Regulation (EU) No 561/2014 establishing the ECSEL Joint Undertaking and in particular Article 6 and Article 7 of the Statutes,

Whereas,

- 1) The work plan and the annual budget plan of the Joint Undertaking for the year 2014 have been adopted by the Governing Board on 03 July 2014,
- 2) The organisation chart of the Joint Undertaking needs to be established with taking into account the adjustments in the assignment of tasks to staff on duty,

HAS DECIDED AS FOLLOWS:

#### *Article 1*

1. The organisation chart of the Joint Undertaking is implemented according to the presentation attached in Annex 1.
2. The Joint Undertaking structure is composed of an Office secretariat supporting the Executive Director, and four units: units A, B, C and D.

*Article 2*

The mission of Unit A – Plans and Dissemination - consists in:

- supporting the stakeholders engagement,
- coordinating the contributions to the MASP,
- contributing to the preparation of the work plan and activity reports,
- defining the communication policy and promoting the ECSEL identity,
- organising and consolidating the dissemination of achievements of ECSEL in accordance with the requirements of the H2020 programme.

*Article 3*

The mission of Unit B – Programmes – consists in:

- preparing and managing the calls for proposals until the selection of projects,
- organising the selection of experts for evaluating and reviewing the implementation of selected projects,
- monitoring the progress in the development of projects and assessing the output,
- liaising with the national contact points and coordinators,
- providing the national authorities, project coordinators and partners with advice and guidance for the benefit of the programme.

*Article 4*

The mission of Unit C - Accounting and Finance - consists in:

- ensuring the Joint Undertaking is complying with the financial and accounting rules applicable,
- providing the stakeholders with the accounts and financial statements in accordance with the regulations and applicable rules,
- preparing and implementing the budget of the Joint Undertaking,
- setting up and running the necessary tools and methods for ensuring that the financial reporting provide actors involved with a fair and reliable overview on the financial situation of the Joint Undertaking,
- liaise with the contributors to the Joint Undertaking for ensuring that the principle of sound financial management is complied with.

*Article 5*

The mission of Unit D – Administration and Facilities – consists in:

- providing the stakeholders and the JU's Office with the facilities required for their operation in the best conditions,
- providing boards secretariat,

- providing the Executive Director with all relevant legal advice and support for the smooth operation of the programme and activities of the JU,
- monitoring the preparation and implementation of contractual obligations of the JU,
- organising the staff organisation and rules for the best administration of the Office,
- developing and implementing the strategies, rules and activities for ensuring internal control and audit of beneficiaries are reliable and efficient.

*Article 6*

The following functions are subject to an externalisation, with regard to the limited number of statutory positions in the ECSEL JU:

- Internal audit,
- IT Services,
- Networks and web Administration,
- Support Services provided by the European Commission.

*Article 7*

1. The Executive Director shall be responsible to assign staff members with the tasks and functions defined in the present Decision.
2. The Executive Director may delegate on an ad hoc basis some management tasks to designated staff members. Such delegations shall be subject to written instructions.

*Article 8*

The status of implementation of the establishment plan is annexed to the present decision.

*Article 9*

1. The present decision enters into force on 04 July 2014.
2. The present decision is communicated to the Staff members of the ECSEL Joint Undertaking.

Done in Brussels, on 03 July 2014

For the Governing Board

*(signed)*

Heinrich Daembkes  
Chairperson of the Governing Board

## Annex

**Organisation chart ECSEL Joint Undertaking  
03 July 2014  
Implementation of the Establishment plan  
for statutory positions**

I	AD Positions		I	AST Positions		I	CA Positions	
	II	III		II	III		II	III
14	1	1/1	14	-	-			
13	-	-	13	-	-			
12	-	-	12	-	-			
11	4	4/4	11	-	-			
10	-	-	10	-	-			
9	1	0/1	9	-	-			
8	8	9/8	8	-	-			
7	-	-	7	-	-			
6	-	-	6	-	-			
5	-	-	5	-	-	IV	-	-
			4	-	-	III	8	8/8
			3	-	-	II	5	5/5
			2	-	-			
			1	-	-			
<b>AD</b>	<b>14</b>	<b>14/14</b>	<b>AST</b>	<b>0</b>	<b>0/0</b>	<b>CA</b>	<b>13</b>	<b>13/13</b>

I=Grade II=Authorised (2014) III=Filled (on 27 June 2014)

**Organisation chart ECSEL Joint Undertaking  
03 July 2014  
Positions/nature of functions**

<b>Positions</b>	<b>OS</b>	<b>Unit A</b>	<b>Unit B</b>	<b>Unit C</b>	<b>Unit D</b>	<b>Σ</b>
<b>TAD</b>	1	1	9	1	2	<b>14</b>
<b>TAST</b>						-
<b>CA</b>	2	2	1	5	3	<b>13</b>
<b>SNE</b>	1					<b>1</b>
<b>EXT</b>						-
<b>Σ</b>	<b>4</b>	<b>3</b>	<b>10</b>	<b>6</b>	<b>5</b>	<b>28</b>

OS = Office secretariat  
TAD = Temporary Agent – Administrator  
TAST = Temporary Agent – Assistant  
CA = Contract Agent  
SNE = Seconded national expert  
EXT = External

