



DECISION KDT GB 2022.30

Amending the KDT JU Office's organigramme

THE GOVERNING BOARD OF THE KEY DIGITAL TECHNOLOGIES JOINT UNDERTAKING,

Having regard to Council Regulation (EU) No 2021/2085 of 19 November 2021 establishing the Joint Undertakings under Horizon Europe (hereinafter "Single Basic Act") and in particular Article 16 and Article 174(12);

Having regard to KDT GB decision 2022.17 adopted on 4 April 2022, approving the organisation of the JU Office,

WHEREAS:

- (1) Some positions in the organigramme are not filled in and need to be reassigned, to better fit with the needs of the respective Units;
- (2) Some internal moves should also be reflected in the organigramme;
- (3) The Governing shall adopt the amendment to the organigramme;

HAS ADOPTED THIS DECISION:

Article 1

The JU structure is composed of:

- The **Office Secretariat**,
- **Unit A Communications**,
- **Unit B Programmes**, and
- **Unit C Administration and Finance**.

Article 2

The **Office Secretariat** supports the Executive Director. It consists of:

- Providing daily assistance to the Executive Director,

- Providing relevant legal advice and support for the smooth operation of the programme and the activities of the JU;

Article 3

The mission of **Unit A - Communications** consists in:

- gaining the stakeholders' engagement in the KDT-JU programme;
- contributing to the preparation of the work programme and the Annual Activity Reports (AAR);
- Providing the stakeholders and the JU's Office with the IT facilities required for their operation in the best conditions.
- defining the communication policy and promoting the identity of the KDT-JU;
- organising and consolidating the dissemination of achievements of the KDT-JU in accordance with the requirements of the Horizon Europe programme;
- liaising with the Common Implementation Centre on dissemination issues;

Article 4

The mission of **Unit B - Programmes** consists in:

- preparing and managing the Calls for Proposals including support to the selection of projects;
- preparing the Grant Agreements of the selected projects and their follow up (Amendments);
- monitoring the progress in the development of projects and assessing the output;
- organising the selection and appointment of experts for evaluating and monitoring the implementation of selected projects including support to the payment of the experts;
- liaising with the national authorities and coordinators on project and call related issues;
- contributing to the preparation of the WP and AAR;
- reporting on operational tasks;
- liaising with CIC on operational issues;
- supporting the communication of project results.

Article 5

The mission of **Unit C - Finance and Administration** consists in:

- ensuring the JU is complying with the applicable financial and accounting rules;
- monitoring the preparation and implementation of legal and contractual obligations of the JU, including budget management;
- providing the stakeholders with the accounts and financial statements in accordance with the regulations and applicable rules,
- preparing the budget of the JU in relation with the funding entities and the stakeholders, and ensuring in its implementation that the principle of sound financial management is complied with;
- coordinating the staff organisation and the relevant rules for the best administration of the Office;

- advising on financial matter such as the combinations of additional funding streams in the programme, implementation and improvement of CMFC (Central Management of Financial Contributions) both coordination and entrusting.
- developing and implementing the strategies, rules and activities for ensuring internal control, as well as the reliable and efficient audit of beneficiaries;
- reporting on administrative and financial tasks;
- providing the Boards secretariat.

Article 6

The Executive Director shall be responsible to assign staff members with the tasks and functions defined in the present Decision.

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 7

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

Article 8

The present decision enters into force on the day of its adoption by the Governing Board.

For sake of clarity, decision KDT GB 2022.17 shall be repealed.

The present decision is communicated to the Staff members of the KDT JU.

Done at Brussels, on 9th November 2022



Ralf Bornefeld

Chairperson of the Governing Board

Annex: Establishment plan and organisation chart

Annex: The Establishment plan for statutory positions and Organisation chart KDT Joint Undertaking as per approved budget

STAFF ESTABLISHMENT PLAN**HUMAN RESOURCES**

Staff category	2021 authorised	2021 filled at 31/12/2021	2022 proposed
Temporary agents	14	13	14
Contract agents	16	16	16
Seconded National Experts	1	0	0
Total staff	31	29	30

Establishment plan posts for temporary agents

Grade	2021		2021		2022	
	Authorised		Filled at 31/12/2021		Proposed	
	Permanent posts	Temporary posts	Permanent posts	Temporary posts	Permanent posts	Temporary posts
AD 16						
AD 15						
AD 14		1		1		1
AD 13		1		1		1
AD 12		3		2		3
AD 11		1				1
AD 10		3		2		3
AD 9		5		5		5
AD 8				2		
AD 7						
AD 6						
AD 5						
AD total		14		13		14
AST 11						
AST 10						
AST 9						
AST 8						
AST 7						
AST 6						
AST 5						
AST 4						
AST 3						
AST 2						
AST 1						
AST total						
AST/SC 6						
AST/SC 5						
AST/SC 4						
AST/SC 3						
AST/SC 2						
AST/SC 1						
AST/SC total						
TOTAL	14		13		14	

Contract agents

Group	2021 authorised	2021 filled at 31/12/2021	2022 proposed
Function Group IV	5	2	5
Function Group III	10	11	10
Function Group II	1	3	1
Function Group I			
Total	16	16	16

Estimated full-time equivalent units (FTE) on the basis of average costs.

Seconded national experts

Seconded National Experts	2021 authorised	2021 filled at 31/12/2021	2022 proposed
Total	1	0	0

Estimated full time equivalent units (FTE) on the basis of average costs.

Organisation chart KDT Joint Undertaking

