



**FINANCIAL AUTONOMY**  
**READINESS ASSESSMENT REPORT**

## 1. Summary

This report provides the state of compliance with the requirements necessary for the European Labour Authority (hereinafter ‘Authority’ or ‘ELA’) to demonstrate its capacity to implement its own budget.

It is based on a list of requirements to be fulfilled before the autonomy that were established by a Management Board Decision. This list takes into consideration the criteria used by DG BUDG for judging the readiness for autonomy of previous European Bodies and provides timelines, evaluates the degree of effectiveness by identifying risks, and proposes actions to mitigate potential risks when appropriate.

**The Readiness Assessment Report concludes that ELA will be ready to implement its own budget by 26 May 2021 and therefore proposes this date for its autonomy.**

## 2. Background

The Regulation (EU) 2019/1149 of the European Parliament and of the Council of 20 June 2019 establishes the European Labour Authority (hereinafter ‘founding Regulation’).

According to art.44.2, the European Commission is responsible for the establishment and the initial operation of ELA until it reaches the operational capacity to implement its own budget, in other words, that it can act as an autonomous body.

The Authority’s administrative and management structure has been established. These are the Management Board, the Executive Director, and the Stakeholder Group.

In addition to the establishment of the administrative and management structure, the preparation for autonomy has advanced notably with the adoption of the Financial Rules, the Financial circuits, and the establishment of support functions and the recruitment of staff.

The Annual Work Programme of 2021 was adopted in December 2020. It sets a line of continuity with its predecessor in that it expands and articulates activities started in the two priority areas of information and inspections while it initiates activities in all the areas where the Authority carried out preparatory actions so far.

Overall ELA demonstrates progress on all dimensions, specifically:

- Preparatory work for the launch of the campaign on seasonal work, as part of the broader Action Plan on Seasonal Workers is to be completed;
- The tools and procedures facilitating cross border inspections are now available on the ELA website and are translated in all EU official languages. The Authority has proactively encouraged Member States to participate in inspections, first and foremost within the context of the Action Plan on Seasonal Workers;
- Transfers of the European Coordination Office of the EURES network and the European Platform enhancing cooperation in tackling undeclared work to ELA are well advanced;
- Working Group on Mediation has been established and communication with Administrative Commission has started.
- A mapping of the challenges and issues brought about and highlighted by the pandemic, so as to inform and guide ELA’s activities throughout 2021, has been completed.
- ELA organised its second intra-agency workshop which took place on 19 January 2021 on the topic of capacity building. Participants included representatives from EU Agencies (Eurofound, EU-OSHA, EIFE, FRA, CEPOL, ETF, Europol), relevant Commission colleagues and the ILO.

### 3. Overview of the requirements

The requirement for the financial autonomy of ELA were established by the Management Board based on similar requirements from other EU Bodies provided by DG BUDG.

On the basis of these, ELA has prepared the Assessment Report which contains:

- The requirements already finalised by ELA;
- The requirements to be finalised before the date of financial autonomy of ELA.

As already mentioned in section 2 above, ELA meets the key requirements, including the establishment of the Management Board and Stakeholder Group, the recruitment of the Executive Director, the adoption of its Financial Rules and Internal Control framework, the adoption of Staff Implementing Rules, the setting up of ICT Infrastructure, and the conclusion of a number of Service Level Agreements (SLA) and Memoranda of Understanding (MoU).

Other actions are ongoing to meet the remaining requirements in order to ensure all the day-to-day activities of ELA such as the transfer of ABAC Data from 10 May 2021 until 25 May 2021, as foreseen by the step-by-step Guide of DG BUDG.

### 4. Detailed analysis of the requirements

#### 4.1 ELA Governing bodies

The bodies of ELA are the Management Board, the Executive Director and the Stakeholder Group in accordance with Article 16 of the founding Regulation.

REQUIREMENT	DESCRIPTION	STATUS
Management Board	Establishment of Management Board	Completed
Stakeholders' Group	Establishment of Stakeholder Group	Completed
Executive Director	Appointment of Executive Director	Completed

#### Management Board

All members and observers (and their alternates) of the Management Board have been nominated.

The Management Board adopted its Rules of Procedure at its first meeting that took place on 17 October 2019.

The Management Board has appointed its Chairperson and Deputy Chairperson during the 2<sup>nd</sup> meeting that took place on 3 December 2019.

There have already been 6 meetings of the Management Board. The next meeting of the Management Board is scheduled for 25 May.

#### Stakeholder Group

In accordance with Article 23.5 of the founding Regulation, the Management Board appointed the members of the Stakeholder Group.

The Stakeholder Group's member have been designated in line with the composition stated in the founding Regulation and is thus composed of two representatives of the Commission and ten representatives of the Union-level social partners with an equal representation of trade union and employer organisations, including recognised Union sectoral social partners representing sectors that are particularly concerned with labour mobility issues. The first official meeting of the Stakeholder Group took place on 5 May 2020 during which their rules of procedures were drafted and subsequently adopted by the Management Board on 29 June 2020.

### The Executive Director

The Management Board has appointed Mr Marius-Cosmin BOIANGIU as the Executive Director of ELA on 10 December 2020 (Ref. Ares(2020) 7536835-11/11/2020). Mr Marius-Cosmin BOIANGIU took up duties on 16 December 2020.

## 4.2 Financial Management

REQUIREMENT	DESCRIPTION	STATUS
Financial Rules	Adoption of the Financial Rules by the Management Board	Completed
ELA's Budget 2021	Adoption of ELA's Budget 2021 by the Management Board after Budgetary Authority's adoption	Completed
Financial Circuits	Adoption of ELA's financial circuits by the Executive Director	Completed
Accounting Officer	Appointment of ELA's Accounting Officer	Completed
Accounting and Budget Implementation system	Set-up of ELA's ABAC and SAP by European Commission (DG BUDG)	Ongoing
Transfer of open commitments	Identification of Open Commitments from EC ABAC and Transfer to ELA ABAC	Ongoing
Appointment of specific roles to ELA staff	Appointment by the Executive Director of ELA staff on specific roles	Ongoing
Testing of ABAC	Set-up of ABAC testing for Financial actors (FIA,FVA, AO/AOD)	Completed
Annual Transfer of Funds Agreement	Agreement between ELA and the European Commission (DG EMPL)	Completed
Legal Entity File	Registration in ABAC	Completed

Bank Account & Bank Account File (BAF)	The European Commission (DG BUDG) as holder of ELA's treasure will open the bank account and create the BAF in ABAC	Completed
Access to Early Detection and Exclusion System (EDES)	Access to the Early Detection and Exclusion System (EDES) database	Completed

### Financial Rules

The Management Board adopted ELA's Financial Rules on the 15 December 2020. The Financial Rules do not depart from the Commission Delegated Regulation (EU) 2019/1715 on the Framework Financial Regulation for bodies set up under the TFEU and Euratom Treaty and referred to Article 70 of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council.

### ELA's Budget 2021

The ELA Budget 2021 has been adopted by the Management Board on the 15 December 2020 together with the 2021 Annual Work Programme.

The Budget structure needs to be adapted in accordance with the latest instructions of the Executive Director and the Amending Budget 2021 currently at the Management Board level for adoption. The draft structure has already been sent to DG BUDG for its implementation in the production environment of ABAC Workflow., while the Management Board Decision on the Amending Budget must be send to DG BUDG by 07 May 2021.

### Financial Circuits

The Financial circuits to be applied by ELA, as well as, the Decision on the Delegation of the Budget Implementation have been adopted on the 21 April 2021 (our ref. ARES(2021)2697866) by the Executive Director.

For the Administrative Budget the Financial Circuit is 'fully centralised' as the financial initiation, verification and authorization of the transactions are centralised in the Resources unit. However, only for the Title II Chapters of Meeting Expenses and Information and Publishing, the Financial Circuit is 'de-centralised with counterweight' as only the financial initiation and verification of the transactions are centralised in the Resources unit.

For the Operational Budget, the Financial Circuit is 'de-centralised with counterweight' as the financial initiation and verification of the transactions are centralised in the Resources unit.

ELA adopts the standard financial circuits in ABAC Workflow for the commitments, payments, and recovery orders. The circuit has a three-step authorisation performed by the following actors:

- Initiating Agent (OIA and FIA)
- Verifying Agent (OVA and FVA)
- Authorising Officer/ Authorising Officer by Delegation (AO/AOD)

All transactions are authorised solely in ABAC Workflow.

ELA has a 'back-up' staff member for each key actor in the financial circuits to ensure business continuity.

Moreover, ELA has prepared its future Business Processes regarding financial transactions, which are expected to be approved by the Executive Director mid May 2021.

## **Accounting Officer**

The Management Board has appointed Mr David MADDOCKS as the Accounting Officer for ELA on the 29 June 2020, who is the Accounting Officer for Eurofound.

To that end, ELA has signed a Service Level Agreement with Eurofound for their Accounting officer on the 07 July 2020 (our ref. Ares(2020)3592226).

Moreover, DG BUDG will keep the treasury services of ELA in accordance with the Service Level Agreement signed on the 19 December 2019 (our ref. ARES(2019)7832597)

## **Accounting and Budget Implementation system**

ELA has started regular meetings with DG BUDG since September 2020 to define its specific needs and requirements in view of obtaining access to ABAC Workflow and SAP. Both systems are foreseen to be deployed on the 26 May 2021 after the go/no-go decision to be given by DG BUDG on the 19 May 2021. The go/no-go decision will be based on a formal decision of the Management Board of ELA confirming the capacity of ELA to implement its own budget. The Decision of the Management Board is to be taken by 07 May 2021 by written procedure, which will be based on the present report.

To that end, ELA has provided the first set of documents required for the creation of ABAC Workflow and SAP Testing Environments by DG BUDG on the 05 March 2021.

Currently, ELA is finalising the second set of documents to be provided by DG BUDG by 11 May 2021 for the creation of ABAC Workflow and SAP Production Environments.

## **Transfer of open commitments**

The transfer of open commitments is part of the Transfer of Files (TOF) from DG EMPL to ELA in ABAC. ELA, DG BUDG and DG EMPL are in regular contact and the first TOF is planned to be sent to DG BUDG by the 30 April 2021.

According to the Step-by-step procedure - Transfer of data from DG EMPL to ELA 18 March provided by DG BUDG this process takes place from 10 May 2021 until 25 May 2021

ELA and DG EMPL will identify and communicate to DG BUDG the open commitments (budgetary and legal) on the 10 May 2021. DG BUDG will then create all the open commitments to ELA's ABAC Workflow.

On the 26 May 2021, the date of the Financial Autonomy, ELA must validate all open commitments created by DG BUDG to its ABAC Workflow.

## **Appointment of specific roles to ELA staff**

Mrs Audrone BALKYTE-DE SMEDT has been appointed by the Executive Director as the **External Administration Manager (ExAM)** and of **Single Point of Contact (SPOC) for ABAC** (our ref. ARES(2020)1746545) which has been communicated to DG BUDG on the 05 March 2021.

The role of the External Security Officer (ExISO) needs to be appointed by the Executive Director and communicated to DG BUDG by 11 May 2021.

## **Testing of ABAC**

The ABAC workflow testing took place on the 29 April 2021 by the members of the financial sector.

## **Annual Transfer of Funds Agreement**

It was clarified by DG EMPL.F3 that currently DG EMPL has not any relevant agreements signed with the other decentralised Agencies under its remit (Eurofound, Cedefop, EU-OSHA and ETF).

ELA/MB/2021/024

The practice in DG EMPL is that the Agency sends a formal request for cash, accompanied with a cash statement, to DG EMPL's operational unit in charge to get the cash/payment credits corresponding to its annual subsidy. The number of instalments per year is not limited, but it usually varies from two to six. DG EMPL has 30 days to make the payment to the Agency.

On the basis of the above practise of DG EMPL, ELA will not sign an Annual Transfer of Funds Agreement.

#### **Legal Entity File**

ELA's Legal Entity File was created in ABAC the reference number is 6000721495

#### **Bank Account & Bank Account File (BAF)**

ELA's bank account has been created by DG BUDG Treasury Services, the IBAN is:

*BE58 0019 0075 2079*

The BAF was created in ABAC by DG BUDG Treasury services the reference is BAF.427398.

#### **Access to Early Detection and Exclusion System (EDES)**

ELA has requested DG BUDG to confirm that the 26 May 2021 is the date of access to EDES.

### **4.3 Control Framework**

<b>REQUIREMENT</b>	<b>DESCRIPTION</b>	<b>STATUS</b>
Annual Work Programme 2021	Adoption of the Annual Work Programme 2021 by the Management Board	Completed
Internal Control Framework (ICF)	Adoption of the Internal Control Framework by the Management Board	Completed
ICF Action Plan	Adoption of the ICF Action Plan by the Executive Director	Decision for the Executive Director to be prepared
Anti-Fraud Strategy	Adoption of the Anti-Fraud Strategy by the Management Board	Ongoing

#### **Annual Working Programme**

The Management Board of ELA has adopted the 2021 Work Programme on the 15 December 2020.

#### **Internal Control Framework**

The Internal Control Framework of ELA has been adopted by the Management Board on the 15 December 2020.

ELA's Internal Control System consists of 5 internal components and 17 principles based on the COSO 2013 Internal Control-Integrated Framework. It follows the European Commission's guidance on its own Internal Control Framework.

This framework is a principle-based system with the aim to ensure robust and consistent internal control, while providing the necessary flexibility to allow units and sectors to adapt to their specific characteristics and circumstances.

### **ICF Action Plan**

The ICF action plan will be developed and adopted in the before the end of Q3 2021. The process of recruitment of Internal Control and Audit coordinator is in its final stage.

### **Anti-Fraud Strategy**

In line with Article 18(1)(e) of the founding Regulation of ELA, the Management Board shall adopt an anti-fraud strategy, proportionate to fraud risks, and taking into account the costs and benefits of the measures to be implemented.

In the framework of the Commission’s Anti-Fraud Strategy and in line with the OLAF methodology, ELA developed a very first Anti-Fraud Strategy to be adopted by a Management Board Decision, which covers the period 2021-2023.

The overall purpose of the Anti-Fraud Strategy is to improve the prevention and detection of fraud, the conditions for investigation of fraud, and to achieve adequate reparation and deterrence, with proportionate and dissuasive sanctions and respecting due processes.

The Executive Director of ELA has submitted the Anti-Fraud Strategy to the Management Board for adoption on the 23 April 2021 by means of a written procedure, expected to be adopted by 07 May 2021.

## **4.4 Human Resources Management**

<b>REQUIREMENT</b>	<b>DESCRIPTION</b>	<b>STATUS</b>
Staff Implementing Rules	Decisions on Staff Implementing Rules by the Management Board	Completed
ELA’s Organizational Chart	Decision on ELA’s Organizational Chart by the Executive Director	Completed
Recruitment of Financial actors	Recruitment of Financial Initiating and Verifying Agents (FIA, FVA)	Completed
Training of Financial actors	ABAC training for FIA, FVA, AOSD	Completed

### **Staff Implementing Rules**

According to Regulation (EU) 2019/1149, the Staff Regulations and the Conditions of Employment of Other Servants of the European Union (hereinafter “the Staff Regulations” and “CEOS”) apply to the staff of the Authority.

The Authority has the obligation to adopt implementing rules that are in line with the Staff Regulations and CEOS. This is a process that continues when the European Commission issues a new Decision or gives an ex-ante agreement under Article 110(2) of the Staff Regulations.

On 13 September 2019, the Commission informed the Authority of the whole list of the implementing rules to apply by analogy and/or model decisions to be adopted by the Management Board. By end of 2020, the Authority has adopted 7 model decisions and the remaining implementing rules to which model decisions exist will be adopted gradually by 2023. In the meantime, the European Commission decisions concerning implementing rules to the Staff Regulations apply by analogy at ELA.

### ELA’s Organizational Chart

The Executive Director of ELA, in accordance with Article 22(4) of the founding Regulation, is responsible for taking decisions regarding the Authority’s internal structure. The new internal organisational structure was developed with the aim of distributing the activities carried out by the Authority in the most balanced and functional way, and to ensure synergies between the tasks of the Authority.

The main priorities for the European Labour Authority (ELA) until 2024 will be to set up its operational, human and financial capacity to deliver on the mandate given by its founding Regulation. The Authority will therefore need a structure that allows scalability, and which is fit for purpose.

The organisational structure of ELA consists of the Executive Director and five Units. The internal structure consists of three operational units and two horizontal units – one dedicated to resource management and one to governance and coordination. The structure is designed according to the needs related to ELA’s mandate and activities, promoting a culture of efficiency, collaboration and sound budgetary management.



### Recruitment of the financial actors

The recruitment of the Finance, Budget and Procurement sector has been completed on the 16 March 2021. The sector comprises of:

<b>Function</b>	<b>Grade</b>	<b>Number</b>	<b>Role in Financial Circuits</b>
Head of Sector	AD7	1	FVA for all financial transactions including procurement procedures
Budget Officer	AD5	1	FVA for financial transactions only
Procurement Officers	AD5	2	FIA for procurement procedures only
Financial and Procurement Assistants	FG III	4	FIA for financial transactions only
<b>Total</b>		<b>8</b>	

### **Training of Financial actors**

All the Financial actors i.e Financial Initiating Agents (FIA), Financial Verifying Agents (FVA) including the Authorising officers (AO/AOD) have already followed the relevant 3 day training on ABAC.

Moreover, they have also followed other financial trainings such as EC Expenditure Lifecycle, Procurement Basics, Contract Management etc.

### **4.5 ICT Infrastructure**

<b>REQUIREMENT</b>	<b>DESCRIPTION</b>	<b>STATUS</b>
Cloud Broker services	Signature of Memorandum of Understanding with EFSA for the FWC	Completed
Microsoft Office 365 services	Signature of Specific contract under DG DIGIT FWC	Completed
EU – CERT	Signature of Service Level Agreement with EU - CERT	Ongoing Awaiting signed SLA
Secure network connection (s-Testa)	Signature of Service Level Agreement with FCH and SH2 JUs	Completed

### **Cloud Broker services**

ELA has engaged with a Cloud Broker through the EFSA Cloud Broker Framework contract to provide key ICT Services for ELA. ELA's overriding strategy is to utilise cloud based services as

much as possible with a goal to have all strategic services hosted in the cloud. In this respect the following describes the service planned through this Framework Contract:

<b>Contract and Services delivered</b>	<b>Status</b>	<b>Value</b>
1. Strategic Consultancy to define services required by ELA	Contract Conclude and Signed off	EUR 50 000
2. Service to provide dual Network Connections to the Bratislava Office to the Cloud Brokers DC and the Internet.	Contract concluded, primary circuit delivered and signed off, secondary circuit pending Signing of Sublease for the building	EUR 65 000
3. Testa Configuration, to provide secure connections to the Commissions Services such as ABAC, ARES, SYSPER etc.	Contract concluded, connection tested and signed off	EUR 3 500
4. Mobile VPN Service, to provide secure connections to Testa from mobile devices that are outside the trusted ELA Network, e.g when on missions, or teleworking	Concluded, tested and Signed off	EUR 50 000
5. M365 Configuration Consultancy, serie to conclude the configuration of the M365 Tenant and make ready for production service.	Contract in force, work is progressing in accordance with plans and final testing schedule for the end of April	EUR 50 000
6. LAN WIFI Service to provision all networking service inside the new office, wired and WiFi connections for equipment.	Design prepared and offer submitted, procurement is in progress to ensure deployment can commence in Early August 2021.	EUR 150 000
7. User Help Desk Service, to provision 2 help desk service personnel permanently in the ELA Bratislava office and provide additional support during moving in activities and overall ticketing systems and telephony support for emergencies and critical incidents.	The specifications for the service are in the final stages of being prepared and the offer will be issued before early May. Procurement process will be finalised after Financial Autonomy. Service is expected to commence in July, however if the contract isn't signed in time, then it can commence in August without significant impact to services, as the building will not be occupied until September.	Estimated cost EUR 200 000

Contract and Services delivered	Status	Value
8. Community Cloud Service, for the provisioning of virtual servers in the cloud brokers data centre for discrete functions, such as Print Server, Security Access Control Server and a buffer to request additional services if required throughout the year, such as Proxy Server, Security Monitoring Server.	Contract is in force and the configuration of the environment has commenced, however ELA will not require any of these services until the Bratislava office infrastructure is being commissioned.	EUR 50 000
9. Security Operations Centre Services to offer services that monitor security breaches in the ELA ICT Infrastructure and provision resources to remedy any critical incidents.	This has yet to be scoped, but discussion are commencing week commencing 26 <sup>th</sup> April to define this so that we can assess the cost for provisioning such a service and the benefits it will deliver.	Estimated Costs EUR 50 000

### Microsoft Office 365 services

ELA's strategy requires Microsoft M365 E5 – C2 software packages, which ELA procured for the organisation in June 2020. This contract is now due for renewal and under this renewed contract ELA will require additional Licences that are being procured under the ILA Framework Contract. However, in addition, Calling Plans are being added, as Microsoft now offers direct integration with Slovakian telephony services. ELA thus is procuring these Licences as well as M365, to have a fully integrated service for Office environment, Active Directory, email and Voice call and Conference call services. Contracts for the contract renewal for 1 June 2021 will be concluded after Financial Autonomy in order that ELA can continue using the M365 Services and start using the Calling Service on 1 June 2021.

### EU – CERT

ELA will be signing up to CER-EU services, which is currently in progress and expected to be in force from the date of financial autonomy or before.

### Secure network connection (s-Testa)

ELA will obtain essential Commission services such as SYSPER, ABAC, ARES, MIPS and EU LEARN through the deployment of a Testa Connections to the Commissions Network. This will be provided via an established Testa TAP in the Cloud Brokers DC procured by FCH & S2R JU's and shared with 9 other Institutions, to offer a very cost effective solution. This service is fully tested and operational.

### 4.6 Other actions

REQUIREMENT	DESCRIPTION	STATUS
-------------	-------------	--------

REQUIREMENT	DESCRIPTION	STATUS
Service Level Agreements	Signature of the following Service Level Agreements with: <ol style="list-style-type: none"> <li>1. DG BUDG: ABAC and training</li> <li>2. DG HR: Medical Service, application of PPI, social policy, health, safety and security (USHT, DS), training</li> <li>3. DIGIT: access to ICT FWCs and eProcurement</li> <li>4. PMO: calculation of salaries, health and accident insurance, pensions, leaving and unemployment allowances, determination of rights upon employment, expert and mission reimbursements</li> <li>5. CDT: translations</li> </ol>	Completed
Transfer of archives (ARES)	Identification of files from EC ARES and Transfer to ELA ARES  Creation of ELA's Filing Plan, Specific Retention List and List of Files	Ongoing
Transfer of assets (ABAC Assets) if applicable	Identification of ELA's Assets from EC ABAC Assets and Transfer to ELA's ABAC Assets	Identification of ELA's Assets from EC ABAC Assets and Transfer to ELA's ABAC Assets

### Service Level Agreements

In the preparation for the Financial Autonomy, various Service Level Agreements (SLA) were concluded by ELA and relevant Commission Services between 2019 and 2021 to ensure that the necessary support will be provided to ELA as a Union Body.

The following SLAs have been concluded:

- DG HR for HR and Security related issues.
- PMO for the calculation and payment of financial entitlements of ELA staff.
- DG DIGIT for the access to Inter-Institutional Framework Contracts on ICT goods and services, as well as, for ABAC Assets and eProcurement.
- DG BUDG for ELA's Treasury services and the use of ABAC and SAP.
- CdT for translations.

### Transfer of archives (ARES)

ELA/MB/2021/024

The Commission has adopted rules and procedures for its document and archives management policy (e-Domec) and has developed an IT system and services to implement them, i.e. HAN (Hermes-Ares-NomCom). HERMES is the unique repository for all official documents. ARES (Advanced Records System) is a web application that provides document and records management functionalities. NomCom (Nomenclature Commune) is a web application that enables the management of a filing plan.

The Secretariat-General (SG) of the European Commission is the owner of this system, which is supplied by DG DIGIT. The Commission offers HAN services to agencies in accordance with the terms of the Service Level Agreement (SLA).

#### State of play:

ELA has started regular exchanges with the SG and DG DIGIT to define its specific needs and requirements in view of the transfer of files from the Commission's ARES to ELA ARES in 2020.

Mrs Audrone BALKYTE-DE SMEDT was appointed as a correspondent to the Document Management Officer (cDMO) of DG EMPL and as a contact person (DMO of ELA) for contacts with SG (our ref. Ares(2021)634064 – 26 January 2021). Document management policy (e-Domec) trainings provided by SG were attended by ELA's DMO.

Following the ELA's submission of the *HAN migration candidate survey* (our ref. Ares(2021)940443 – 3 February 2021) to the SG, the Kick-off meeting with SG and DG DIGIT took place on 4 February 2021 to agree on the preparation for the HAN (Hermes, Ares, NomCom) migration from the EC to the ELA.

All mandatory documents ((i) draft ELA's Filing Plan, (ii) draft Specific Retention List, and (iii) draft List of Files) were developed by ELA and submitted to the Secretariat General (SG) of the European Commission for approval on 3 February 2021 (our ref. Ares(2021)940443). The ELA logos for publication in ARES were provided to the SG on 8 April 2021 (our ref. Ares(2021)2406760).

The follow-up meeting to the Kick-off meeting with SG and DG DIGIT was organised on 20 April 2021 to revise the ongoing preparatory work and to continue clarifications related to the preparation of the IT environment.

#### Planned actions:

- Nomination of a Document Management Officer (DMO)<sup>1</sup> and deputy DMO to ensure business continuity.
- ARES/NomCom trainings and testing (date – tbc.) before migration.
- After approval by the SG, formal adoption of the ELA Filing plan and Specific Retention List by the ELA Executive Director.
- HAN migration (in May 2021, date – tbc., subject to testing results).
- The signature of the Service Level Agreement (SLA) with the SG concerning the HAN as soon as ELA is autonomous.

#### **Transfer of assets (ABAC Assets)**

ELA is in close contact with DG DIGIT for the on-boarding of ABAC Assets. All the required documentation has been provided to DG DIGIT by 26 April 2021.

The testing of ABAC Assets will take place in May 2021, while the Production environment will be available only after the date of the Financial Autonomy.

The current assets of ELA are registered in DG DIGIT's Assets, namely Laptops, which will be transferred to ELA's Assets once ABAC Assets Production environment will be available.

---

<sup>1</sup> Our ref. Ares(2021)634064 – 26 January 2021.

## 6. Conclusion

The Readiness Assessment Report demonstrates that ELA is able to implement its budget by 26 May 2021 and therefore to become autonomous on that date.

**ELA is expected to be ready and have the operational capacity to implement its own budget in the sense of Article 44.1 of the ELA founding Regulation by 26 May 2021, which is therefore proposed by the Authority Officer by sub-delegation, with the agreement of the Executive Director, and submitted for approval to the Management Board.**