

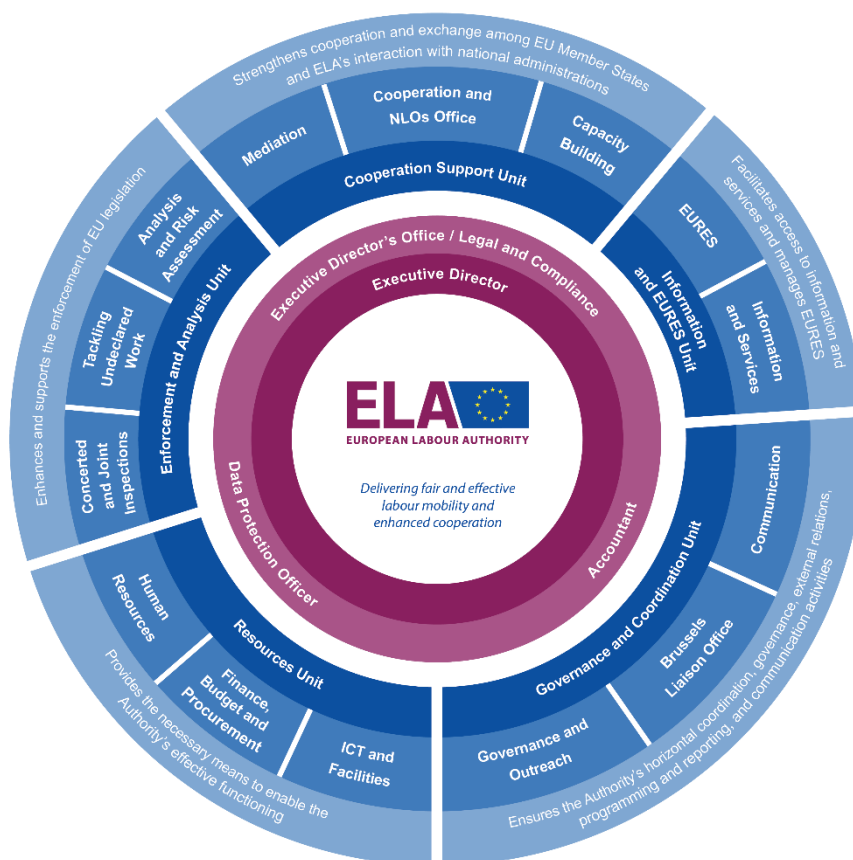


ELA ORGANISATIONAL STRUCTURE

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, including his office and five Units. The internal structure consists of four operational units and one horizontal unit – dedicated to resources management, and one independent sector Executive Director's office/ Legal and Compliance which is reporting directly to the Executive Director. The accountant, service provided externally, is administratively assigned to the Executive Director's Office, without prejudice to their independence in the performance of the duties. 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.



The circular shape of the organigram highlights the cooperation and interconnectivity of ELA's activities. Ensuring fair labour and effective mobility is a multi-faceted endeavour that requires the pooling of expertise (labour and social security law), the coordination and complementarity between enforcement, mediation, and information and service provision, and the tight involvement and support by EU, national and social partners. No part is sufficient on its own. The pooling of all pieces into one permanent structure is what provides a strengthened forum for cooperation and joint activities and creates the valuable synergies necessary for ensuring and enabling fair and effective labour mobility.

ELA is an action- and impact-oriented Authority. The operational units are designed to put ELA's workforce at best use for acting on the three fundamental pillars of fair and effective labour mobility, namely enhancing and supporting the enforcement of Union legislation, strengthening and ensuring cooperation and facilitating access to information and services.

To encourage and preserve fair and effective labour mobility within the Union, clear rules are needed that are enforced in a fair, simple and effective way, across and in cooperation with Member States. The Enforcement and Analysis Unit will provide the necessary common understanding, tools and day-to-day cooperation routines for tackling cross-border issues and undeclared work, whilst being supported by its analytical and risk assessment capacity, which will add efficiency to the targeting of such activities and their pro-active and pre-emptive nature.

To promote and facilitate fair and effective labour mobility, individuals and businesses need access to reliable information and practical services, including information on opportunities (that is, vacancies and jobseekers), rules, and their rights and obligations in cross-border situations, as well as support in

job matching and recruitment. The Information and EURES Unit fulfils the role of the European Coordination Office of the EURES network. Furthermore, it builds on and enhances the available instruments of information and support by placing them into a strategic framework and offering an ‘information toolbox’ that will improve their quality via increased synergies and reduced duplications and overlaps.

All these operational aspects require strengthened cooperation between – and amongst – Member States and ELA. Strong cooperation should be speedy and efficient, but also constant and multilateral. The Cooperation Support Unit will be a hub of cooperation thanks to its three essential components – Cooperation and NLOs Office, mediation and capacity building. It will include a mediation mechanism that complements and goes beyond the existing structures, offering also a more comprehensive approach and more systematic follow-up to dispute settlement. It will ensure that ELA’s partners have the necessary capacity and tools to cooperate with ELA on ensuring fair and effective labour mobility. It will be ELA’s door to the national administrations and social partners, via its National Liaison Officers. ELA’s mission requires day-to-day cooperation with Member States, of which its 27 National Liaison Officers (NLOs) are a particular and essential feature. Pooled in one unit, NLOs’ tight interconnectivity will ensure enhanced cooperation among Member States and facilitate ELA’s cooperation with national counterparts. To enhance the insightfulness of their liaison functions, the NLOs will collaborate closely with all relevant units and operational teams, as also mandated by ELA’s founding Regulation.

ELA also does not operate in a vacuum on EU level. Cooperation with the Commission, other EU institutions as well as other EU agencies, services and bodies is fundamental to promote synergies, ensure complementarity of actions and avoid overlaps. The Governance and Coordination Unit’s dedicated focus on external relations will ensure that ELA can capitalise on the expertise and resources of its European partners.

The Resources Unit is designed to ensure the sound management of financial and human resources, and the corporate support services related to the ICT and facilities, while providing a flourishing working environment for its staff and a place that boosts cooperation and cohesiveness, and follows state-of-the-art, innovative solutions in resources management.

Additionally, the Executive Director’s Office is set up as a separate sector directly under the responsibility of the Executive Director to provide administrative support to the Executive Director, the horizontal Legal and Compliance services, as well as the Accountant and the Data Protection Officer function.

The tasks provided in the founding Regulation are assigned to each of the operational units, considering the working method and scope of the tasks. The table in the annex presents the new ELA units and lists the associated tasks.

EXECUTIVE DIRECTOR OFFICE / LEGAL AND COMPLIANCE

The EXECUTIVE DIRECTOR'S OFFICE Sector is responsible for the administrative support to the Executive Director and the horizontal provision of legal and compliance advice. It also includes the functions of the DPO and Accountant.

The Sector is structured as follows:

Legal and Compliance

- Legal advice on the implementation and interpretation of the Founding Regulation and ELA's institutional framework;
- Legal advice to ELA's operational units to support compliance of their activities with ELA's legal and regulatory framework;
- Legal and compliance advice in relation to ELA's administrative and regulatory framework, such as the Staff Regulations, the Access to Documents regime and the Financial Regulations;
- Legal advice concerning ELA's external cooperation with EU agencies, third countries and international organisations, and other external stakeholders;
- Coordination of Internal Control and Audit (including coordination with OLAF, IAS and ECA, etc.);
- Define and monitor the implementation of the ELA Internal Control Standards framework;
- Legal and compliance support to ELA staff in the development and implementation of internal policies and procedures;
- Documentation Management System (e.g. ARES, filing and retention system, etc.).

Data Protection Officer

- Performance of his/her tasks and obligations as regulated in the applicable legal framework, including the ELA Founding Regulation, the Regulation (EU) 2018/1725, and the Implementing Rules concerning the Data Protection Officer. Without prejudice of the provisions of the Regulation concerning his or her independence and obligations, the DPO shall report directly to the Executive Director in the performance of his or her duties as DPO.

Accountant

- Independent performance of his/her tasks and obligations as regulated the applicable legislative framework, including the ELA Founding Regulation and the ELA Financial Rules.

ENFORCEMENT AND ANALYSIS UNIT (ENF)

The ENFORCEMENT AND ANALYSIS (ENF) Unit is responsible for the Authority's work on coordinating and supporting concerted and joint inspections, carrying out analyses and risk assessment on issues of cross-border labour mobility, social security coordination, and supporting the Member States in tackling undeclared work. Its mission is to deliver on the tasks specified by Articles 8, 9, 10 and 12 of the ELA Regulation.

The Unit is structured along the three tasks with the following main objectives:

Concerted and Joint Inspections

- Coordinate the planning, carrying out and following-up of cross-border inspections in close cooperation with the Member States;
- Support the work of Member States and other relevant stakeholders on cross-border labour inspections by developing tools and procedures and by providing methodological, legal expertise and logistical support;
- Handle requests for inspections and cases submitted by Member States and social partner organisations at national level;
- Suggest to the Member States to carry out a concerted and/ or joint inspections;
- Coordinate the activities of the Working Group on Inspections composed of experts in the field of inspections appointed by Member States, Union level cross-industry Social Partners, the European Commission and the European Parliament;
- Cooperate with the European Commission, other stakeholders and institutional actors in the field of enforcement;
- Contribute with its expertise to the development of capacity building and communication activities in the area of enforcement.

Tackling Undeclared work

- Enhance cooperation between Member States' relevant authorities and other actors involved, including through facilitation of information exchange, in order to tackle more efficiently and effectively undeclared work in its various forms and falsely declared work associated with it;
- Improve the capacity of Member States' different relevant authorities and actors to tackle undeclared work regarding its cross-border aspects;
- Increase public awareness of issues relating to undeclared work and of the urgent need for appropriate action as well as encourage Member States to step up their efforts to tackle undeclared work;
- Improve the knowledge of undeclared work, including causes, regional differences and cross-border aspects thereof;
- Establish tools for efficient sharing of information and experiences;
- Develop a peer-learning programme for the identification of good practices in all areas relevant for tackling undeclared work.

Analysis and Risk Assessment

- Assess risks and carry out analyses regarding labour mobility and social security coordination across the Union, in cooperation with Member States and, where appropriate, the social partners, to keep track of emerging trends, challenges or loopholes with a view to outlining possible measures to address identified weaknesses;
- Gather research and information and provide an analytical basis for the work of the Authority, and inform activities on all areas under ELA's responsibility;
- Cooperate with the European Commission, Member States and other EU agencies and stakeholders to gather and exchange information, data and statistics to promote synergy of action and avoid duplication or unnecessary overlaps;
- Promote risk assessment systems at the national level and facilitate mutual data exchange between the Member States;
- Organise peer reviews on selected topics of interest for cross-border labour mobility policy and social security coordination within the Union.

COOPERATION SUPPORT UNIT (COP)

The COOPERATION SUPPORT (COP) Unit is a policy unit responsible for the Authority's cooperation and exchange of information between Member States, liaison with Member States authorities, mediation and capacity building activities. Its mission is to deliver on the tasks specified by Articles 7, 11, 13 and 32 of the ELA Regulation.

The Unit is structured along these three tasks with the following objectives:

Cooperation and NLOs Office

- Facilitate the cooperation and exchange of information between Member States and supporting their compliance with cooperation obligations;
- Management and administration of National Liaison Officers (NLOs), in close cooperation with other units in executing ELA's tasks and requirements as provided in Articles 5-13 and 32 of the ELA Regulation;
- Development and management of Mutual Learning and Understanding Programmes, in the labour mobility areas (posting, social security coordination, transport, digital tools);
- Promote the use of electronic tools and procedures, electronic exchange mechanisms and databases for an effective and efficient cross-border cooperation, and reporting to the Commission on the development of such mechanisms and databases;
- facilitating the follow-up to requests and information exchanges between Member States, including through keeping track of exchanges of information between NLOs and the provision of technical and logistical support to bilateral or multilateral meetings between national authorities;
- Disseminate good practices, support to cross-border enforcement of penalties and fines;
- Provide information to Member States on the effective application of EU law within the legal scope of the ELA Regulation.

Mediation

- Set-up and maintain the necessary structure which enables the mediation procedure to function efficiently and effectively, including the appointment of mediators and the panels of the Mediation Board;
- Implement the rules of procedures and working arrangements for ELA mediation;
- Ensure the quality of mediation, monitoring and following-up with the Member States that were party to a dispute on the measures taken for following up non-binding opinions agreed during the mediation procedure;
- Keep records of disputes referred for mediation, and their outcome, and prepare any necessary actions as provided for in the rules of procedures and working arrangements;
- Maintain close cooperation with the Administrative Commission on the coordination of social security systems and other stakeholders involved in the mediation process;
- Carry out information and communication activities in relation to mediation;
- Comply with the monitoring, evaluation, and reporting obligations in relation to mediation.

Capacity Building

- Support Member States with capacity building efforts aimed at promoting the effective application and enforcement of EU law within the scope of the ELA Regulation;
- Facilitate the development of non-binding guidelines, promote mutual assistance including staff exchanges, study visits and secondments, provide sectoral and cross-sectoral training programmes including relevant training material, as well as collect and disseminate good practices;
- Focus on the development of innovative capacity building activities that meet the identified needs of ELA's target groups;
- Ensure that capacity building activities are delivered in the most effective manner, including through a fully functional E-Learning Platform that is gradually populated with a number of online training courses/activities/material designed to address the identified needs of ELA's target groups, thus reaching a larger and wider audience;
- Ensure that target groups have access to the capacity building opportunities offered by ELA;
- To diversify the source of expertise required to ensure the delivery of all ELA capacity building activities;
- Improve the coordination of capacity building activities within ELA, and the planning of activities for external stakeholders;
- Promote ELA's capacity building opportunities with all the key stakeholders, ensuring awareness of ELA's capacity building offer, thus enabling target groups to participate in the most effective activity according to their needs.

INFORMATION AND EURES UNIT (INE)

The **INFORMATION AND EURES (INE) Unit** is responsible for the Authority's Information and EURES activities. Its mission is to deliver on the tasks specified by Articles 5 and 6 of the ELA Regulation.

The Unit is structured along these two tasks with the following objectives:

Information and Services

- Contribute to better accessibility of information and services on labour mobility available at EU level and in the Member States by developing and maintaining a multilingual web tool on labour mobility;
- Contribute to an EU strategy in the provision of information on labour mobility through EU websites in cooperation with the Commission, and disseminate information on EU-level services (e.g. EURES, Your Europe, SOLVIT, Enterprise Europe Network etc.);
- Support Member States in their information and service policies towards citizens, workers, employers and social partner organisations in different mobility areas, including social security coordination by offering structured and reliable information networking opportunities, e.g. through local information events for key targets, most notably workers and employers in construction, road transport and seasonal work;
- Contribute to capacity building in the Member States by organising mutual learning and exchange events on effective information provision;
- Provide strategic orientation and key messages for ELA campaigns;
- Coordinate the Working Group on Information to exchange with national experts and social partners necessary activities to support information and services objectives.

EURES

- Develop mobility support tools aiming at improving labour market matching at EU level and providing a wide range of support services to mobile workers and employers looking for such workers (the EURES network);
- Manage the EURES network by coordinating the activities of the EURES Coordination Group, the Performance Measurement System and the Programming Cycle, providing training to Members and Partners via EURES Academy, supporting the organisation of European (Online) Job Days;
- Support the extension of the EURES network including cooperation and knowledge sharing on national admission systems;
- Awareness raising activities and effective communication of EURES activities through the coordination of the EURES communication activities;
- Develop a knowledge base on the European labour market imbalances (analysis of shortage and surplus occupations);
- Identify the business needs for the EURES portal, as the site to go to for EU for mobile workers and employers looking for such workers, widely useable and accessible, including systems and procedures for the exchange of job vacancies, job applications, CVs and supporting documents, including through the coordination of the Interoperability Contacts Working Group;

- Continuously maintain the EURES portal helpdesk function;
- Regularly update and translate the EURES portal information sections (labour market information, living and working conditions);
- Liaise and cooperate with the Commission related to EURES tasks remaining the competence of the Commission;
- Liaise and cooperate with EU bodies active in fields related to EURES (e.g. PES Network, Europass, Cedefop etc.).

GOVERNANCE AND COORDINATION UNIT (GAC)

The Governance and Coordination Unit ensures Authority's horizontal coordination, governance, external relations, programming and reporting, and communication activities. Unit consists of two sectors, Governance and Outreach and Communication, and one function, Brussels Liaison Office.

Tasks and responsibilities of the sectors and the functions are the following:

Governance and Outreach

- Provide the secretariat to the Management Board, internal coordination of documents and briefings for the Management Board, including preparing the necessary logistic (e.g. preparation, meetings, documents, register, members, rules & procedures, communication, dissemination & implementation of MB decisions, etc.);
- Provide the secretariat to the Stakeholder Group, internal coordination of documents and briefings for the Stakeholder Group, including preparing the necessary logistics (e.g. preparation, meetings, documents, register, members, decisions, dissemination, etc.);
- Prepare and monitor implementation of the Single Programming Documents;
- Prepare the consolidated Annual Activity Report;
- Coordination of briefings and speeches for the Executive Director and Chair;
- Coordinate relations with European Commission and EU institutions, including working arrangements with DG EMPL;
- Cooperate with EU bodies, agencies, EUAN, other bodies, including preparation of cooperation agreements;
- Cooperation with the European Parliament and Council: presenting ELA to the EMPL committee (EP), answering to Parliamentary questions; presenting ELA in the Council;
- Cooperation and relations at high level (DG and above) with the Slovak authorities (Ministry of Foreign Affairs, Ministry of Labour and Social Affairs, Prime Minister Office, other relevant ministries or offices), including coordinating negotiations on ELA's seat agreement and its issues related to its application, and acting as the central point for the ongoing formal communication with the ministries at high level;
- Cooperation with third country authorities and preparation of cooperation agreements;
- Social partners liaison, stakeholders' relations, policy and coordination of engagement with stakeholders;
- Internal policy coordination and coordination of delivery of ELA's operational activities in line with the ED Decision No 2/2023 on the internal coordination structures;
- Prepare ELA strategy, conceptual approaches and action plans to its core activities and monitor their implementation;
- Information management and organization of data, design of the information management framework, drafting business requirement for applications related to data management;
- Design of performance management system and Key Performance Indicators, and monitoring and reporting on their delivery – managerial reporting;
- Developing and maintaining ELA's business continuity framework;
- Internal governance framework of ELA, framework for internal rules, internal processes and decision making processes;
- Organization of ELA wide high level events, such as conferences, and official visits.

Communication

- ELA Spokesperson and media/press relations;
- Preparation of the overall ELA communication strategy, preparation and delivery of ELA's communication plan;
- Coordination and delivery of ELA EU wide information and awareness raising campaigns;
- Preparation and delivery of targeted campaigns and promotion of ELA events and activities;
- Media and target group analysis for ELA campaigns;
- Coordination of communication activities of ELA across the units (editorial plan, selection of priority topics, guiding on communication activities);
- Development and maintenance of ELA website and ELA's corporate identity (including corporate templates);
- Media content and communication on social media (LinkedIn, Twitter, etc.), analytics on social media and ELA website;
- Preparation and distribution of communications material (factsheets, infographics, videos, promotional documents, speeches/articles, editorials, etc.);
- Administration of ELA promotional items.

Brussels Liaison Office

- Managing stakeholder engagement with EU institutions, bodies and other organisations and maintaining close relationship with key ELA stakeholders;
- Social partners liaison function: liaising with the relevant social partners organisations at European level and contributing to ELA's operational cooperation with cross-industry and sectoral social partners;
- Monitoring development in EU institutions relevant for ELA and providing information to the relevant stakeholders within ELA;
- Monitoring policy developments relevant for ELA's mandate;
- Organizing events, meetings and engagements in Brussels with ELA stakeholders to promote activities and collect input for future work of ELA;
- Contributing into preparation of documents for budgetary, discharge procedures and other relevant procedures for ELA and monitor the overall process of budget approval and discharge.

RESOURCES UNIT (RES)

The RESOURCES (RES) Unit is responsible for the Authority's resources enabling its effective functioning.

The Unit is structured as follows:

Human Resources

- Human Resources development and management;
- HR rules, regulations, processes and procedures;
- Workforce planning, job screening, selection procedures, recruitment, secondments, traineeships, other staff, etc.;
- HR strategic contribution to org documents, e.g. single programming documents, annual activity reports, budget discharge, etc.
- Onboarding, relocation, integration and exit of staff;
- Organisational design and development, e.g. the Authority's internal structures, allocation of staff, work environment, culture, employee engagement;
- Wellbeing, diversity & inclusion, conduct, social dialogue, etc.;
- HR administration management, payroll, rights and entitlements, leave management, working conditions, etc.;
- HR budget Title I, financial and procurement plan and implementation
- Talent and knowledge management, Learning and Development, team building and social measures;
- Staff Performance management;
- HR systems, files, database, HR analytics-metrics, etc.;
- Coordination and advice on HR policies, strategies, change management, organisation of work, etc.;
- Liaison with HR networks, EUAN, PMO, medical service and counterparts in other institutions;

Finance, Budget and Procurement

- Developing and monitoring the Authority's budget and procurement plans;
- Reporting regularly on the progress and outcomes of budget and procurement plan execution;
- Producing annual budget reports;
- Preparing the financial part of the Authority's single programming document;
- Contributing to ELA's budget negotiations and discharge process;
- Ensuring sound financial management and compliance with ELA's financial rules and procurement rules established by the EC Financial Regulation;
- Managing cash flow;
- Publishing official documents related to budget, procurement and contracts in accordance with ELA's financial rules and the EC Financial Regulation;
- Assisting the Authority's Accounting Officer in fulfilling his duties;
- Assisting inventory managers in conducting annual inventory cycle and registering goods;
- Contributing to audits conducted by ECA, IAS and external auditor of ELA accounts;

- Developing and maintaining financial, procurement, contract management and accounting rules, procedures, guidelines and templates;
- Providing training, advice and support on budget, finance, procurement, contract management to ELA staff;
- Performing roles such as financial initiation, financial verification, accounting correspondent, procurement officer;
- Liaising with counterparts in other institutions.

ICT and Facilities

- ICT strategy and Enterprise Architecture development;
- Provision of administrative ICT solutions;
- Supporting evolution and operation of operational ICT solutions;
- Implementation, operation and maintenance of the IT systems and networks of the Authority;
- Information Security policy development and implementation;
- ICT Systems security monitoring;
- Liaison with ICT teams of partners and other EU bodies;
- Facilities coordination;
- Inventory of assets, office supplies;
- Safety and security;
- Monitoring and supervising ICT and Facilities service providers contracts;
- Event Management framework contract management as well as coordination of ELA events in Bratislava.

Resources Unit

- Health & Safety;
- Missions' (business travel) management;
- Host country agreement implementation.