

From:

To:

Subject: First meeting of the Task Force "new EDPS Rules of Procedure"

Dear colleagues,

This is the invitation to the first meeting of the Task Force 'new EDPS Rules of Procedure'. Please block this timeslot in your calendar: I hope it works for everyone (not easy to find a timeslot that suits everyone). Otherwise, exceptionally please ask your line Manager for an alternate delegate for this meeting.

Agenda of the meeting:

- Debriefing on yesterday's Extended EDPS Management Board meeting on the new Rules of Procedure (the minutes relating to this point will be circulated ahead of the meeting).
- First 'tour de table' to collect first views on the needs of each Team that can and should be addressed in the RoP.
- As you can see from the Outline and Roadmap of the Project (see hereunder\*), the 'rules' have been 'deconstructed' according to issues, numbered from 1.1 to 3.10 (of course we can rearrange the issues, but all of them should be covered at the end of the day): each participant will agree on taking care of one or more issues according to the 'core business' of her/his Unit and will deliver a first drafting proposal concerning the issue opted for within a deadline to be established at this first meeting.
- We fix the dates and times for the next meetings (at least the ones of February and March, but we try to agree on a fixed day, for instance: Wed morning of the first week of the month).

Our Director [REDACTED] will open this first meeting.

I thank you [REDACTED] the managers and you all for your guidance and help on this 'must-do' exercise.

It is nonetheless, let me further highlight this, an opportunity to 'consolidate' in the RoP something you would like. And it could also be .. fun (let's be optimistic)!

See you soon,  
Kind regards,  
[REDACTED]

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\*Draft 'taxonomy':

In order to perform the work of the RoP, for the very first update-redrafting we deconstruct the rules according to three clusters, divided into sub-clusters to be assigned to the participants of the Task Force at the first meeting:

1. Rules concerning the Organization:

- 1.1. Principles for the Organization (Independence, good governance and good administrative behaviour);
- 1.2. The Organization 'as such' (Role of the Supervisor; Secretariat as formed by Units and Sectors; Director and Appointing Authority; Management Board and MBM; DM; other rules);
- 1.3. Delegation of powers (Delegations, Deputising) and Authentication of decisions;
- 1.4. Accountability of the Organization: (1.4.1. Planning: AMP; Annual Report; 1.4.2. Information to the public; Active disclosure of documents; Publications in the Official Journal; 1.4.3. others).

2. Tasks and Procedures:

- 2.1. Principles for the performance of tasks: (guiding principles; principle of 'Policy-based procedures');  
→ The current three main clusters of procedures:
  - 2.2.1. Supervision (Monitoring compliance; Enforcement; Prior checks [to be deleted]; administrative consultations; [to be added] Fines; Complaints; Inspections; Visits; Prior consultation following DPIA; [to be added] data breach notifications by EUI);
  - 2.2.2. Legislative and Policy Consultation (Scope; Informal consultation; Legislative opinions and formal comments; Annual priorities and inventory; Follow up);
  - 2.2.3. Cooperation with Data Protection Authorities (Cooperation with Data Protection Authorities, Article 29 Working Party [now EDPB]; 'Coordinated supervision'; International Cooperation).

→ Specific procedures:

- 2.3.1. Court proceedings (Actions against institutions; Actions against EDPS decisions; Interventions);
- 2.3.2. Monitoring technology;
- 2.3.3. (Coordinated) supervision of large scale IT systems.

3. Horizontal supporting services and legal procedures:

- 3.1.1 Security; 3.1.2. IT Steering Committee;
- 3.2. Quality Management (under Accountability: 1.4?)
- 3.3. Data Protection Officer [to be turned into stand-alone, dedicated Section on EDPS (Internal) Data Protection Accountability, under Accountability and Leading by Example, 1.5?]
- 3.4. Documentation (and case management systems)
- 3.5. Public access to documents (further detailing applicability of Regulation (EC) 1049/2001)
- 3.6. Languages and working languages
- 3.7. 'Budget and Administration' (authorising officer and accounting officer; other rules?)
- 3.8. Staff
- 3.9. (HR) administrative cooperation with other institutions
- 3.10. Staff Committee

