

**TERMS OF REFERENCE**  
**OF**  
**ECCC WORKING GROUP 5 ON CYBER SKILLS**

*Article 1*  
***Subject matter***

1. The working group on cyber skills (“WG”) is set up by the European Cybersecurity Industrial, Technology and Research Competence Centre (“ECCC”) Governing Board (“GB”)<sup>1</sup> in accordance with Article 14 of the Rules of Procedure of the ECCC GB<sup>2</sup>, adopted in line with Article 13(2) of the Regulation establishing the ECCC<sup>3</sup> (“the Regulation”).
2. The WG shall advise the Governing Board on matters related to cybersecurity skills, in line with the Regulation. To this end, it shall support the ECCC and the Network in fulfilling their mission laid down in Article 3(1)(b) of the Regulation to support Union technological capacities, capabilities and skills in relation to the resilience and reliability of the infrastructure of network and information systems. To fulfil this mission, the ECCC adopted the Strategic Agenda<sup>4</sup>, establishing priorities for the work of the ECCC notably in relation to the reinforcement of cybersecurity and technology skills and competence in industry, technology and research and at all relevant education levels, supporting gender balance, in accordance with Article 5(2)(b)(i)(3) of the Regulation. Article 5(3)(c) of the Regulation further entrusts the ECCC with supporting, where appropriate, the achievement of Specific Objective 4 – ‘Advanced Digital Skills’ as set out in Article 7 of Regulation (EU) 2021/694<sup>5</sup>, in cooperation with European Digital Innovation Hub.

*Article 2*  
***Objectives and tasks***

1. The objectives of the WG shall be to:
  - a) Provide suggestions for implementation of relevant actions related to cybersecurity skills from the ECCC Strategic Agenda or in line with the Regulation, including guidance on actions and topics to be financed under the Digital Europe Programme and other relevant programmes.
  - b) Define the scope for support and provide associated support to the implementation of the tasks on skills as identified in the communication on the Cybersecurity Skills Academy<sup>6</sup>.

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<sup>1</sup> [European Cybersecurity Competence Centre \(ECCC\) Minutes of the ECCC Governing Board meeting held on 19-20 October 2022 in hybrid mode \(both in Luxembourg and remotely\)](#)

<sup>2</sup> [DECISION No GB/2022/15 of The Governing Board of the European Cybersecurity Industrial, Technology and Research Competence Centre](#)

<sup>3</sup> [Regulation \(EU\) No 2021/887 of the European Parliament and of the Council of 20 May 2021 establishing the European Cybersecurity Industrial, Technology and Research Competence Centre and the Network of National Coordination Centres](#)

<sup>4</sup> [20230224 - ECCC Strategic Agenda with cover.pdf \(europa.eu\)](#)

<sup>5</sup> [Regulation \(EU\) 2021/694 of the European Parliament and of the Council of 29 April 2021 establishing the Digital Europe Programme and repealing Decision \(EU\) 2015/2240](#)

<sup>6</sup> [Communication from the Commission to the European Parliament and the Council “Closing the cybersecurity talent gap to boost the EU’s competitiveness, growth and resilience](#)

- c) Leverage on the outcomes of the tasks deriving from the communication on the Cybersecurity Skills Academy, ensuring the long-term impact of the activities.
  - d) Exchange best practices.
2. The tasks of NCCs and the ECCC as proposed in the communication on a Cybersecurity Skills Academy in relationship to the Strategic Agenda (“SA”) are laid down in Annex 1.
  3. The WG shall work closely with relevant actors, such as ENISA, the NIS Cooperation Group, other ECCC WG and EU entities in order to avoid duplications and foster synergies.

*Article 3*  
**Composition**

1. The WG shall be composed of ECCC GB members or alternate, representing Member States, that have expressed willingness to participate, represented by a member or alternate of the GB, and of the Commission (“members”). GB members may be accompanied or represented by National Coordination Centre (NCC) representatives or other Member State representatives designated by the GB member.
2. The representative from ENISA in the GB or his/her replacement may attend the WG in ENISA’s capacity as permanent observer and may provide strategic advice and input. ENISA may also appoint additional experts to attend the WG meetings as observers to ensure close collaboration and coordination between ECCC and ENISA on relevant activities.
3. The WG may invite external experts from the Strategic Advisory group or from the Community to participate as observers in its meetings. The WG may also invite external experts with specific expertise with respect to a subject matter on the agenda to take part in a meeting or in a particular part of the meeting of the group or subgroups on an ad hoc basis.

*Article 4*  
**Chair**

1. The WG shall elect a lead person and an alternate by simple majority of its members. The election shall be conducted on the basis of ‘one working group member, one vote’. The lead person shall report back to the GB on the ongoing work of the WG.
2. The lead person and his/her alternate will be elected for a period of one year.
3. The lead person and his/her alternate may be assisted by chairpersons, who shall meet as necessary to support the work of the WG.
4. The list of lead person, his/her alternate and cochairs shall be maintained and updated by the ECCC Secretariat in the annex.

*Article 5*  
**Operation**

1. The ECCC shall provide the secretariat of the WG. It shall set up an online space for sharing information and documents.
2. Meetings shall be held in person or by videoconferencing or by other communication means that allow all participants to properly communicate with each other. Such facilities shall be

provided by the ECCC secretariat, the Commission, Member States or any other designated body supporting the meeting.

3. The Chairpersons may meet and exchange information in order to prepare WG meetings, with the support of the ECCC secretariat. The Commission and, where relevant, ENISA shall be invited to the cochairs meetings.
4. The Chairpersons shall draw up the provisional agenda of the WG meetings.
5. The Chairpersons, with the support of the ECCC secretariat, shall ensure that the following documents are circulated in advance of each meeting if possible 10 days in advance:
  - a) The agenda for the meeting.
  - b) The minutes of the previous meeting.
  - c) Any other document related to the business to be conducted by the WG.
6. Terms of reference shall be adopted by consensus and presented to the ECCC GB.
7. The WG will strive to decide by consensus, however, majority of votes will be sufficient to decide upon a matter. If the WG fails to achieve consensus, diverging opinions shall be reported.
8. The provisional minutes of each meeting shall be drawn up by the ECCC secretariat. They shall include the list of participants, the main points of discussion, a summary of the decisions taken and the calendar for agreed actions.
9. The WG may set up subgroups, mandating members or external experts, for the purpose of examining specific tasks.
10. All the documents and activities conducted by the WG shall remain confidential by default within the WG, the ECCC, the NCCs and third parties. The WG shall decide whether to disseminate and make public the results and the outputs of its activities.
11. The WG shall agree upon activities related to public communication, for example for publishing information about the meetings and the work progress.

#### *Article 6*

##### ***Thematic subgroups***

1. The WG may decide to establish, for a specific duration, thematic subgroups to address topics defined by the WG and falling within the scope of its activities.
2. WG5 members can be members of any thematic working group and may participate in one or more groups. Experts appointed by members and observers may be involved in the thematic subgroups depending on the subject matter of the topics to be discussed.
3. The thematic working subgroups shall prepare reports on their activities, which shall be submitted for information and discussion to WG. The activities of the subgroup shall be included in the reporting to the GB on the ongoing work of the WG.
4. The members of the thematic subgroups shall appoint a representative who shall be responsible for the overall work of the group and for preparing the reports referred to in paragraph 3.

5. The members of the thematic subgroups lay down rules and deadlines for holding meetings and/or online discussion and decision-making on specific issues and problems, subject to the work of the respective subgroup.

## **ANNEX 1 to the Terms of Reference**

### **Tasks proposed in the communication on a Cybersecurity Skills Academy in relationship to the Strategic Agenda (“SA”)**

- a) Knowledge generation and training:
  - i. [SA 2.1.2 and 2.2.2] Support ENISA in mapping of education institutions providing cyber programmes and development of repositories on trainings and certifications
  - ii. [SA 2.1.1] Explore setting up national Cyber Campuses/Academies
  
- b) Funding:
  - i. [SA Short-term impact statements 2 and 3] Gather information on how EU funds are used to finance cybersecurity skills, assess the effectiveness of funding
  - ii. [SA Short-term impact statement 2 and 3] Provide guidance on actions to be financed to better address the cyber skills gap
  
- c) Measuring progress:
  - i. [SA Short-term impact statement 2] Provide feedback on draft indicators to be designed by ENISA with the support of the NIS Cooperation Group and the Commission
  - ii. [SA Short-term impact statement 2] Support the collection of data following the definition of indicators
  - iii. [SA Short-term impact statement 2] Support ENISA in defining Key Performance Indicators (KPIs) for cybersecurity professionals.

**ANNEX 2 to the Terms of Reference**  
**Lead person, alternate and co-chairs of the WG**

<b>VERSION</b>	<b>DATE</b>	<b>COMMENTS</b>
1.0	DD MM 2023	Initial list

**1. WG cochairs**

- AT
- ES
- FI
- FR
- LU
- PL

**2. Lead person and alternate**

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