

DECISION No GB/2024/11

of

**The Governing Board of the European Cybersecurity Industrial, Technology and
Research Competence Centre on**

**The adoption of the standard Terms of Reference for the Governing Board Working
Groups**

THE GOVERNING BOARD,

Having regard to Regulation (EU) 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 Co-ordination Centres (hereinafter “the Regulation”), and in particular Art13(3)(n) thereof,

WHEREAS:

1. Whereas the Terms of Reference for all Working Groups shall follow a unified structure, with specific mandates outlined in the respective Annexes.
2. To this end, adoption of the standard Terms of Reference for the GB Working Groups is required.

HAS DECIDED TO ADOPT THE FOLLOWING DECISION:

Article 1

The standard Terms of Reference for the GB Working Groups are adopted. The Terms are attached to this Decision.

Article 2

This Decision shall enter into force on the date of its adoption.

Done at Munich on 10th October 2024.

For the European Cybersecurity Industrial,
Technology and Research Competence Centre

(e-signed)

Pascal Steichen

Chairperson of the Governing Board

**STANDARD TERMS OF REFERENCE
OF THE
ECCC GOVERNING BOARD WORKING GROUPS**

*Article 1
Background*

1. The Working Group (WG) is set up by the European Cybersecurity Industrial, Technology and Research Competence Centre (ECCC) Governing Board (GB) in accordance with Article 14 of the Rules of Procedure of the ECCC Governing Board¹, adopted in line with Article 13(2) of the Regulation establishing the ECCC² (The Regulation).
2. The present Term of Reference (ToR) applies to all WG set up according to Article 1.1. The individual mandates are included in Annex 1.

*Article 2
Composition*

1. The WG shall be composed of representatives of Member States (MS), EEA countries and the European Commission. ENISA can also indicate representatives who will attend the WG meetings as observers.
2. MS, EEA countries, Commission and ENISA shall appoint maximum one representative each and, when necessary, additional experts who will attend as observers.
3. The total number of observers shall be limited and shall not exceed 1/3 of the total number of representatives.
4. All participants shall contribute to the work of the WG providing unbiased expertise in the sole interest of the ECCC and the network of NCCs and shall strive to decide by consensus. When consensus cannot be reached on a specific topic, divergent opinions shall be presented to the Governing Board.
5. The WG may invite external experts from the Strategic Advisory group or from the Community, as referred to in Article 14(5) of the Rules of Procedure of the ECCC Governing Board, to participate as observers in its meetings. Participation of Observers and Experts shall be communicated to the Secretariat of the Working Group with their contact details.

¹ [DECISION No GB/2022/15 of The Governing Board of the European Cybersecurity Industrial, Technology and Research Competence Centre](#)

² [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](#)

Article 3

Working Group individual mandates (Annexes)

1. The individual mandates of Working Groups are included in individual Annexes to these Terms of Reference.
2. When setting up a Working Group, the ECCC and the Governing Board shall provide the Working Groups guidance on their mandate, objectives and expected outcomes.
3. The mandate of the WG as described Article 3 (1) shall be adopted by the Working Group and presented to the ECCC GB for approval. The mandate shall include the objective of the WG, the expected deliverables and relevant KPIs.

Article 4

Chair and Deputy Chair

1. The WG work shall be coordinated by one Chair supported by one Deputy Chair who shall substitute the Chair in case of absences or impediments of the Chair.
2. The Chair and the Deputy Chair collaborate in organising the work of the WG as per Art. 5 below and in facilitating the discussions to ensure the overall WG objectives are met.
3. The GB shall elect a Chair and a Deputy Chair based on a proposal from the WG in accordance with the GB voting rules.
4. The Chair and Deputy Chair are elected for a one-year term, renewable once.
5. The Chair shall report regularly to the GB on the ongoing work of the WG and at least at every GB meeting.

Article 5

Meetings and reporting

1. The WG shall meet regularly and at least three times per year. The WG members shall decide on the exact frequency of meetings in view of the work programme of the WG.
2. Meetings shall be held preferably by video conference system, unless physical presence is needed.
3. The ECCC shall provide secretariat support and contribute to the core activities of the WG including setting up an online space for sharing information and documents and assisting the Chair in the practical organisation of the meetings.
4. The Chair, with the support of the ECCC secretariat, shall ensure that the following documents are circulated at least a week in advance of each meeting:
 - a. The agenda for the meeting
 - b. The list of actions of the previous meeting including the status of their implementation

- c. Any other relevant document necessary for the discussion of the WG
5. Within 10 days from the meeting, the ECCC secretariat will prepare or update the list of actions concluded at the meeting that will be shared with the WG
6. The WG may set up ad hoc temporary subgroups with the presence of external experts, for the purpose of implementing specific tasks as foreseen in the Annex 1 or in the Work Plan. The WG shall inform the GB of the new sub-groups including the nominations of the experts.
7. All the documents and activities conducted by the WG are subject to the same confidential rules of the ECCC GB and all participants must sign an NDAs confirming adherence to the confidentiality rules.
8. If required, the dates proposed in paragraphs 4 and 5 of the current article can be expedited.

Article 6

Terms of Reference and Annexes review

1. A review of the WGs Terms of Reference and/ or Annexes may be requested at any time by the Network of the NCCs or by the ECCC Governing Board and shall be approved by the GB.
2. A review of the individual mandate (the Annex) may be requested and initiated at any time by the WGs members and subsequently be submitted to the Governing Board for approval.
3. The proposed review to these Terms of Reference and Annexes shall be sent to the ECCC for review and shall be presented to the Governing Board for approval.
4. The Decommissioning of a Working Group may be requested by the Network of the NCCs or by the ECCC Governing Board when a Working Group Objectives will be deemed as met or for other justified reasons.