

# **PRESIDENT'S DECISION No. 33/2026**

**of 10 September 2026**

**regarding the administrative organisation of the  
European University Institute (hereinafter the  
EUI)**

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## **THE PRESIDENT,**

Having regard to the Convention (hereinafter the Convention) setting up a European University Institute (hereinafter the EUI), and in particular Articles 7, 8, 10, 11, and 13;

Having regard to the High Council Decision No. 6/2014 of 5 December 2014 laying down the Service Rules of Administrative Staff, as subsequently amended and supplemented;

Having regard to the High Council Decision No. 7/2014 of 5 December 2014 laying down the Service Rules of the Teaching Staff, as subsequently amended and supplemented, in particular by the High Council Decision No. 7/2022 of 2 December 2022 amending the Conditions of Employment of Teaching Staff of the European University Institute (EUI) regarding the rules and conditions for Deans, and the High Council Decision No. 3/2024 of 6 December 2024 amending the Conditions of Employment of Teaching Staff of the European University Institute (EUI) to introduce the role of Provosts;

Having regard to the High Council Decision No. 6/2015 of 4 December 2015 laying down the European University Institute's Financial Rules, as subsequently amended and supplemented;

Having regard to President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI (Data Protection Policy) and in particular Articles 20, 21, and 23;

Having regard to President's Decision No. 17/2019 of 15 May 2019 adopting provisions on the Digital Records Management System (DRMS) at the EUI, as amended by President's Decision No. 9/2023 of 20 February 2023 on the adoption of a Framework for Records and Archives Management;

## **WHEREAS,**

- (1) The EUI regulatory framework concerning the administrative organisation of the Institute has been amended over time and should be consolidated into a comprehensive version reflecting all relevant changes;

- (2) The use of the term “professional staff”, introduced by the previous decision, should be maintained, as it more accurately reflects the increasingly diverse and specialised competencies and skills of non-academic staff in academia than the terms “administrative staff” or “support staff”;
- (3) The specific provisions concerning professional staff are necessary to reflect the distinct nature of their duties and operational requirements within the Institute;
- (4) The organisational arrangements implemented since August 2024 should be reflected and formalised in the EUI regulatory framework;
- (5) The functions and powers of the President are established by the Convention and further specified in staff and financial rules, while this Decision defines the administrative organisation of the Institute and the allocation of responsibilities within it;
- (6) The rules governing the administrative organisation of the EUI should therefore be further revised and updated.

**HAS DECIDED AS FOLLOWS:**

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## **CHAPTER I**

### **GENERAL OVERVIEW**

#### ***Article 1***

#### **Organisational structure of the EUI**

1. The organisational structure of the EUI is composed as follows:

a) Governance, advisory, support coordination, control and compliance:

- 1) The President,
- 2) The Secretary General,
- 3) The Chief Operating Officer,
- 4) The Provosts,
- 5) The Dean of Graduate Studies,
- 6) The Internal Audit Office,
- 7) The Legal Advisor's Office, and the Data Protection Officer,
- 8) The Management Team.

b) Administrative Services:

- 1) The Academic Service,
- 2) The Accounting Service,
- 3) The Budget and Financial Affairs Service,
- 4) The Communications Service,
- 5) The Development and External Relations Service,
- 6) The Human Resources Service,
- 7) The Information and Communication Technology Service,
- 8) The Library,
- 9) The Real Estate and Facilities Service.

c) Academic Units:

- 1) The Department of Economics,
- 2) The Department of History,
- 3) The Department of Law and the Academy of European Law,
- 4) The Department of Political and Social Sciences,
- 5) The Florence School of Transnational Governance,
- 6) The Max Weber Programme for postdoctoral studies<sup>1</sup>,
- 7) The Robert Schuman Centre for Advanced Studies.

d) The Historical Archives of the European Union.

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<sup>1</sup> The administration of the Max Weber Programme is overseen by the Academic Service.

## **CHAPTER II**

### **GOVERNANCE, ADVISORY, SUPPORT COORDINATION, CONTROL AND COMPLIANCE**

#### ***Article 2***

##### **The Secretary General**

The Secretary General assists the President in organisational and administrative duties as well as in governance and external relations.

Thus, the Secretary General has the following responsibilities in:

##### **External Relations**

- Organises and facilitates external relations with main institutional stakeholders:
  - Member States,
  - Bodies of the European Union and other European Institutions,
  - Third Countries,
  - Works towards the accession of those EU Member States that are not yet members of the EUI.
- Coordinates institutional relations with the Italian Government, as well as the regional and local authorities.
- Promotes relations of the EUI with local, national and international governmental and non-governmental organisations.
- Enhances the visibility of the EUI in Member States and beyond.
- Develops a framework of cooperation with third countries, if appropriate.

##### **Governing bodies**

- Coordinates the preparation of High Council and Strategic Standing Committee meetings, as well as the follow-up, according to the EUI Strategy.

##### **Governance**

- Coordinates, if needs be, the governance revision process of the EUI.

##### **Fundraising**

- Oversees the fundraising activities of the EUI.
- Oversees the relations with the EUI alumni.

##### **Health, Safety and Security**

- In their role as Occupational Health, Safety and Security Manager, coordinates the implementation of the relevant regulation at the Institute.

##### **Real estate policy**

- Coordinates the relations with national, regional and local authorities to implement the real estate development of the EUI.

##### **Cybersecurity**

- Supervises the activity in this area in coordination with national and European competent Authorities.

##### **Administration and Accountability**

- Supervises:
  - The Internal Auditor in respect of its peculiarities.
  - The Historical Archives of the EU.
  - The Development and External Relations Service.
  - The Academic Service, jointly with the Chief Operating Officer.
  - The Communications Service, jointly with the Chief Operating Officer.
  - The Legal Advisor's Office, jointly with the Chief Operating Officer.
- Prepares the annual evaluation report of the Chief Operating Officer.
- Prepares the annual evaluation report of the Directors under their supervision.
- Upon a proposal from the Chief Operating Officer, drafts the yearly list of candidates for promotion among Directors of Service.
- Acts as Chief Risk Officer, coordinates overall risk management, and implements the EUI-wide risk management framework.
- Is responsible for Data Protection (implements the Data Protection Policy, nominates data controllers, and is the reporting manager to the Data Protection Officer without prejudice to the independence of the latter).

### **Article 3**

#### **The Chief Operating Officer**

The Chief Operating Officer is appointed by the President after consultation with the Secretary General.

The Chief Operating Officer is in charge of the EUI's daily business operations and administration. The duties of the Chief Operating Officer include the EUI's whole administrative and financial management and the related planning, implementing business strategies and optimising the organisation's operational capabilities.

They assist the President in horizontal internal management and may perform the function of Acting Secretary General during transitional periods.

They report directly to the President.

Thus, the Chief Operating Officer has the following responsibilities in:

#### Governing bodies

- Coordinates the preparation of the Budget Committee and Audit Committee meetings, as well as their follow-up.

#### Administration

- Supervises:
  - The Accounting Service, in the respect of its peculiarities.
  - The Budget and Financial Affairs Service.
  - The Human Resources Service.
  - The Information and Communication Technology Service.
  - The Library.
  - The Real Estate and Facilities Service.
  - The Academic Service, jointly with the Secretary General.
  - The Communications Service, jointly with the Secretary General.
  - The Legal Advisor's Office, jointly with the Secretary General.
- Oversees the procurement procedures of the EUI.
- Oversees the document management procedures of the EUI.

- Steers, in coordination with the Secretary General, and implements a strategy of administrative development, ensuring agile bureaucratic processes.
- Prepares the annual evaluation report of the Directors under their supervision.
- Proposes to the Secretary General, the yearly list of candidates for promotion among Directors of Service.
- Chairs the Promotion Committee of the staff members.
- For administrative units jointly supervised by the Secretary General and the Chief Operating Officer, administrative management and reporting procedures fall under the responsibility of the Chief Operating Officer in consultation with the Secretary General as required.
- The Chief Operating Officer may propose to the President and the Secretary General the appointment of the Chief Financial Officer, defining their tasks, responsibilities, and job description.

#### **Article 4**

##### **The Provosts**

The two Provosts support the President in the academic governance of the EUI, by strengthening academic leadership, streamlining operations, and improving coordination across academic units.

The Provosts support the President in the development of the EUI strategy, as well as in the definition of the related priorities. They oversee and coordinate the specific academic areas assigned to each of them, as detailed in High Council Decision No. 03/2024, with regard to external relations, research, institutional development, education and academic staff development.

The Provosts are under the direct supervision of the President and work in close collaboration with all the academic units and professional services. The Provosts may substitute the President at the latter's request, pursuant to applicable regulations, in matters relating to the academic functioning of the EUI. There shall be no hierarchy between the two Provosts, except when delegation or substitution of the President is required, in which case responsibilities shall be formalised. In the case that the designated Provost in a specific area is not available, the other Provost will assume responsibility and take appropriate action.

#### **Article 5**

##### **The Dean of Graduate Studies**

The Dean of Graduate Studies is responsible for steering and coordinating the structured graduate programme in the departments.

In agreement with the President and the Provost for Education and Academic Staff Development, the Dean of Graduate Studies:

- Coordinates teaching/supervision activities in close consultation with the departments.
- Is a reference point for doctoral researchers for all problems related to their studies in coordination with the Directors of Studies in the departments.
- Liaises with the departments for all academic matters related to teaching and supervision.
- Chairs the Entrance Board and the Doctoral Programme Committee.
- Drafts an annual report on doctoral studies at the EUI that includes an appropriate

- set of indicators.
- Addresses issues of Specific Educational Needs of Researchers.

## **Article 6**

### **The Internal Audit Office**

The Internal Audit Office reports administratively directly to the President, or the Secretary General on the President's behalf, and functionally to the Audit Committee. The purpose, authority, and responsibility of the Internal Audit Office is formally defined in an internal audit charter.

In line with the EUI's Financial Rules, the Internal Audit Office is responsible for verifying the proper operation of budgetary implementation systems and procedures at the EUI. The Internal Audit Office advises EUI management on risk by issuing independent opinions on the quality of management and control systems, and by issuing recommendations for improving operations and promoting sound financial management. The Internal Audit Office carries out internal audits and performs secretariat functions in proceedings before the Court of Justice of the European Union involving the EUI.

The Internal Audit Office carries out its functions in compliance with the relevant International Standards and shall enjoy full independence in the performance of its duties.

## **Article 7**

### **The Legal Advisor's Office and the Data Protection Officer**

The Legal Advisor's Office performs its activities under the guidance of the President, as well as the joint supervision of the Secretary General and the Chief Operating Officer. The main tasks and functions of the Legal Advisor's Office include:

- Providing legal advice in all fields of law relevant to the EUI's governance, operations, and legal framework, including identifying and assessing legal issues and risks, and advising on their implications for the EUI.
- Representing and defending the position of the EUI during meetings; the Legal Advisor's Office may also assist the EUI in judicial and extrajudicial proceedings.
- The overall improvement and revision towards the consistency as well as quality of the EUI's legal framework and its interpretation.
- Liaising with the legal advisors of other institutions and bodies of the European Union or other international organisations, to promote the exchange of knowledge and best practices.
- By specific decision of the President, the Legal Advisor may also perform the duties of Data Protection Officer.

The Data Protection Officer shall ensure compliance with the EUI's Data Protection Policy. They shall perform their duties independently and shall neither seek nor take instructions in the performance of those duties. Overall institutional responsibility for data protection shall remain with the Secretary General.

## **Article 8**

### **The Management Team**

The Management Team acts as the consultative and informative body for support functions and for the coordination of the academic and administrative services.

The Management Team comprises the Directors of the administrative services, one representative from each academic unit, and one representative of the staff subject to the statutory rules.

The Management Team meets regularly and is co-chaired by the Secretary General and the Chief Operating Officer. Guests may be invited by the Chairs. Restricted sessions can be held with Directors only. The Management Team may meet jointly with the Executive Committee, in which case it shall be chaired by the President.

## **CHAPTER III**

### **ADMINISTRATIVE SERVICES**

#### ***Article 9***

##### **The Academic Service**

The Academic Service supports key academic processes, including admissions, registration, academic progress, and governance for Master's students, doctoral and postdoctoral researchers, and fellows. As the university Registrar, it works closely with academic units, the Dean of Graduate Studies, and the Provost for Education and Academic Staff Development to ensure the smooth delivery and quality of academic programmes. The Service provides comprehensive support across the student lifecycle, covering programme administration, funding and insurance arrangements, international mobility, student governance, and the administrative coordination of the Max Weber Programme. It also oversees quality assurance, accreditation, and degree recognition, while supporting academic committees such as the Ethics Committee. In addition, the Academic Service enhances the scholarly experience through Welcome and Life-in-Florence services, as well as the Scholars' Hub offerings in areas such as academic literacies, languages, skills, and career development, the Psychological and Wellbeing Service, and community and extracurricular activities.

#### ***Article 10***

##### **The Accounting Service**

The Accounting Service provides qualitative and quantitative financial information for decision-making processes and accountability. Within the scope of this mission, the Accounting Service is responsible for keeping, preparing, and presenting the annual accounts in accordance with the Financial Rules and with the applicable accounting and financial reporting framework. In addition to the duties assigned in the Financial Rules and other legal and administrative provisions, the Accounting Service is also responsible for supporting the Supervisory Board of the Pension Reserve Fund.

#### ***Article 11***

##### **The Budget and Financial Affairs Service**

The Budget and Financial Affairs Service supports the President, the Secretary General, and the Chief Operating Officer in organising and rationalising financial management. The Budget and Financial Affairs Service supports the Chief Operating Officer in drafting the EUI's annual budget, medium-term financial estimates, and the EU's Operating Grant. It provides financial analysis. The Service is responsible for the financial

management of all academic and support services' budgets (with a partial exclusion of the Library) and of internal and external research allocations. It calculates and pays salaries, pensions, and related rights to all categories of statutory staff and pays grants and traineeships. It supports the High Council's Budget and Finance Committee, prepares decisions to transfer appropriations and decisions on the delegation and sub-delegation of authorising officers.

## ***Article 12***

### **The Communications Service**

The Communications Service is responsible for devising and implementing the EUI Communications Strategy, with a view to raising the EUI's visibility across Europe and beyond. It works in close cooperation with the President, Secretary General, and the Chief Operating Officer, supporting the activities of all the academic units and support services. It oversees the EUI's public and media relations, its website, and manages its social media presence. It organises events promoting the EUI research activities.

## ***Article 13***

### **The Development and External Relations Service**

The Development and External Relations Service provides strategic support to EUI management and stakeholders by aligning institutional goals with broader societal needs. The Service forges and nurtures alliances with leading academic institutions, research centres, ministries of Member States, intergovernmental organisations (including EU institutions and bodies), civil society actors, and companies to enhance its impact, in collaboration with the Provosts. The Service contributes to the external relations with Member States and High Council delegations.

Under the guidance of the Provosts, the Service coordinates, systematises, and expands high-quality research support for EUI academic units, faculty, and researchers (Research Support area). The Service supports applications for external funds, manages academic exchanges and other operational tasks traditionally handled by international offices in an educational context and promotes the visibility of the EUI in the Member States and beyond. In collaboration with the Secretary General, the Service develops Alumni relations and strategic fundraising.

## ***Article 14***

### **The Human Resources Service**

The Human Resources Service enables the EUI to achieve its mission by supporting the EUI community. As a strategic partner HRS attracts, develops and empowers talent, provides expert advice to management, staff and communities, designing people policies and practices that promote excellence, innovation and organisational effectiveness. The Human Resources Service fosters an inclusive, healthy and engaging workplace where diversity is valued and equal opportunities are promoted.

This includes recruiting, administering, training and advising EUI staff in various contractual categories. The Human Resources Service also develops and revises policies and procedures, supports performance management, provides career-development advice and maintains productive staff relations.

## ***Article 15***

### **The Information and Communication Technology Service**

The Information and Communication Technology Service provides the digital infrastructure and technology services that support the Institute's academic and administrative activities. It delivers secure and reliable data, voice and visual communications across the EUI community and with external partners. The Service manages applications, identity and access management, user support and the central Helpdesk. It also supports learning technologies, audiovisual environments, enterprise systems, integrations and campus-wide networks. By safeguarding the security, integrity and resilience of digital assets, it contributes to efficient operations, effective business processes, management information systems and sound IT governance.

The Information Security Officer is appointed by the Secretary General upon a proposal from the Director of the Information and Communication Technology Service and acts as the single point of contact for all cybersecurity matters within the EUI. In performing these functions, the Information Security Officer shall act in close cooperation with the Director of the Information and Communication Technology Service. The Information Security Officer acts as the Local Cybersecurity Officer vis-à-vis the European Institutions, oversees the Institute's cybersecurity governance and the implementation of its cybersecurity strategy, and cooperates with the Data Protection Officer and other relevant stakeholders to ensure coherence between cybersecurity, information security and data protection requirements.

## ***Article 16***

### **The Library**

The EUI Library supports the activities of the academic community by selecting and making available all information sources covering the different scientific fields of the EUI, both for research and learning. The Library is responsible for collection development, for enabling the consultation of resources and their long-term access, and for pursuing the goals of Open Science for publications and data. It oversees information resources, the multi-device digital frontends, the EUI institutional repository, as well as provides training to use these resources. The Library fosters cooperation with other research libraries, in particular within the EU. The Library ensures that its facilities meet the needs of all its users and manages the print collection.

## ***Article 17***

### **The Real Estate and Facilities Service**

The mission of the Real Estate and Facilities Service is to offer the community of users and all visitors an optimal work and life environment for the scope of their stay, managing the overall infrastructure of the EUI Campus, operating, maintaining and developing all of the EUI's buildings and their services, and implementing the EUI's environmental policy.

The Health, Safety and Security Officer is appointed by the Secretary General upon a proposal from the Director of the Real Estate and Facilities Service. The Health, Safety and Security Officer is the coordinator for matters in the field of health, safety and physical security of persons and buildings.

## **CHAPTER IV**

### **ACADEMIC UNITS**

#### ***Article 18***

##### **The Academic Units**

The EUI's academic units are the following:

- The Department of Economics,
- The Department of History,
- The Department of Law and the Academy of European Law,
- The Department of Political and Social Sciences,
- The Florence School of Transnational Governance,
- The Max Weber Programme for postdoctoral studies,
- The Robert Schuman Centre for Advanced Studies.

The EUI's academic units operate in the pursuit of academic excellence by fostering world-class research in the Social Sciences and Humanities and by establishing best practices in the teaching and training of different categories of learners. The EUI's academic units carry out administrative duties within their fields of competence. They benefit from the assistance of the administrative services, with which they collaborate to enhance the consistency of the EUI's administrative action.

## **CHAPTER V**

### **THE HISTORICAL ARCHIVES OF THE EUROPEAN UNION**

#### ***Article 19***

##### **The Historical Archives of the European Union**

The Historical Archives of the European Union preserves and makes accessible to research and the public the archives of EU institutions. The Historical Archives of the European Union also collects private papers of individuals, movements and international organisations involved in European integration. Furthermore, the Historical Archives of the European Union facilitates research on and promotes interest for the history of European integration. The Historical Archives of the European Union is governed by Council Regulation 354/83 in its current version of 2015 (Regulation 2015/496), which has made the archival deposit at the Historical Archives of the European Union mandatory for EU institutions. Framework Partnership Agreements with the European Commission are signed every four years, defining the Historical Archives of the European Union's strategic objectives; its yearly work programme and budget are approved by the depositing EU institutions.

## **CHAPTER VI**

### **FINAL PROVISIONS**

#### ***Article 20***

##### **Entry into force**

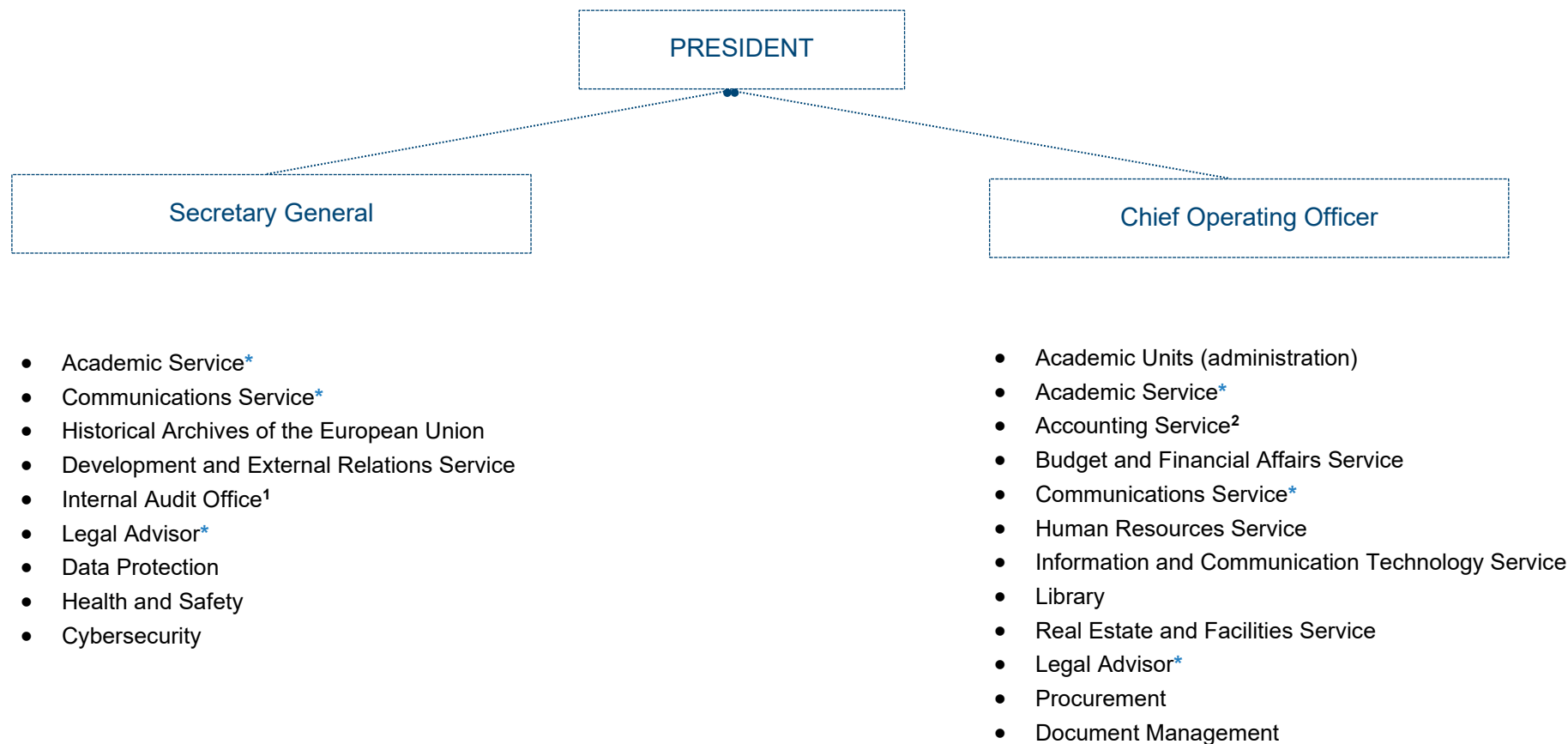
1. This decision shall enter into force on the date of its adoption.
2. This decision shall repeal and replace President's Decision No. 12/2021 of 2 March 2021 regarding the administrative organisation of the European University Institute and repealing President's Decision No. 36/2015 of 4 November 2015; and President's Decision No. 27/2024 of 25 July 2024 amending articles 1, 3, 6, 7, 19 and introducing article 17b to President's Decision No. 12/2021 of 2 March 2021 regarding the administrative organisation of the European University Institute.

Done in Florence, on 10 September 2026.

The President

[original signed]

Patrizia Nanz



\*Shared responsibility