

Controller: European Union Agency for the Operational Management of Large-Scale IT Systems in the Area of Freedom, Security and Justice (eu-LISA)
Address: Via della Stazione, 15402 Tabara, Esteve
Website: eu-lisa.europa.eu
General description of security measures: Personal data is stored on eu-LISA ICT infrastructure with limited access. Personal ICT security measures are implemented in accordance with the EU Directive on network and information security (NIS2), network and information security, data encryption and protection, data to be subject to regular and security audits to test up-to-date, eu-LISA processes are not publicly accessible and secured. Access to personal data is restricted to authorized users requiring the purpose of the processing. eu-LISA controls include data protection processes as detailed which must be completed only by contractors.
 * Data processing activities marked with an asterisk have been finished. The respective row was hidden from the register.

ID	Code	Start	End	Location	Description	Purpose	Category of Data Subject	Category of Data	Justification	Processor	Retention Period	Access	Transparency/Notice	Data Sharing/Transfer	Automated Decisions	Other		
17	0080204	17102024		Business and Decision Making Unit	Requirement management application - RUCSE	To comply with the legislative stemming from the legislative planning eu-LISA activities to require the development of application mentioned in this area, the requirement management with RUCSE software	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	EU law assigned to a different role or product termination.	Designated eu-LISA staff members	N/A	N/A	N/A	N/A		
18	0072024	22102024		Corporate Services Unit	Visual Desktop Infrastructure (VDI)	A VDI/VDI infrastructure (VDI) is implemented to ensure a secure and stable remote access to eu-LISA systems in a cloud environment. The VDI infrastructure is used to provide a secure and stable remote access to eu-LISA systems in a cloud environment. The VDI infrastructure is used to provide a secure and stable remote access to eu-LISA systems in a cloud environment.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	EU law assigned to a different role or product termination.	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	
19	0050204	24072024	02092024	Business and Decision Making Unit	SPOC Communication Correspondence	Registration of the professional contact data to facilitate distributed eu-LISA communication for all requests or advice pertaining to the business area of individual operation entities eligible to share information for the dissemination of eu-LISA standards	eu-LISA internal staff	Personal data: Name, contact details and affiliation	From collection until outdated	N/A	From collection until outdated	Users of eu-LISA internal page	N/A	N/A	N/A	N/A	N/A	
20	0060204	20072024	20072024	IT/Forms and Infrastructure Unit	Asure EMTRA O	The processing of personal data is necessary to inform and inform administrative for creating, modifying and deleting personal data with Asure EMTRA O. The processing of personal data is necessary to inform and inform administrative for creating, modifying and deleting personal data with Asure EMTRA O.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	After deletion of the account 90 days before and 270 days before incident response processes and in the with our logging disabled.	N/A	Microsoft External Consultant	Designated eu-LISA staff members	Yes, under Attorney Decision	N/A	N/A	N/A	N/A	
21	0080204	04062024	08072024	Corporate Services Department	Contract Management and Monitoring (CMT)	In EU/EEA procurement procedure (contract award) the awarding of the official representative of Contractors in order to grant financial guarantees for the contract award. The awarding of the official representative of Contractors in order to grant financial guarantees for the contract award.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	As per the financial regulations applicable to contractual and financial documents related to the procurement of goods and services by the agency, information related to the procurement procedure launched on ELIMIT is subject to public access.	N/A	N/A	Low Managers of the data subject Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	
22	0022024	24022024	03092024	Business and Decision Making Unit	Justice and Home Affairs Agency Network (JMAN) - 2024 Staff Exchange Programme	The Justice and Home Affairs Agency Network (JMAN) Staff Exchange Programme aims the opportunity for the JMAN staff to work in other JMAN units and vice versa. The JMAN staff will be working in other JMAN units and vice versa. The JMAN staff will be working in other JMAN units and vice versa.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	EU law assigned to a different role or product termination.	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	
23	0012024	24012024		Security Unit	Personal data for physical security and access control at premises of eu-LISA	The personal data entered into the personal identification document and the identity of the subject, having to control the access to eu-LISA premises and to ensure the security and the safety of personnel, individuals and goods. It complies other physical security measures such as the other identification system.	Personal data: Name, contact details and affiliation	Personal identification documents, biometric data, photographs, nationality and country code, sex, date and place of birth, personal identification number (ID), number, signature, address, ID card, support letter.	N/A	CAF External Consultant	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A	
24	01432024	11012024		Human Resources Unit	Thresholds of staff working in shifts	The purpose of the processing is to ensure the compliance with the requirements set out in Article 4 of the Directive of the Management Board of eu-LISA No 2022/20/1 of 10 November 2022 on working time and staff working hours. The purpose of the processing is to ensure the compliance with the requirements set out in Article 4 of the Directive of the Management Board of eu-LISA No 2022/20/1 of 10 November 2022 on working time and staff working hours.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
25	0102024	10082023		Governance and Capital Unit	CB Register	The CB Register is used to collect and register information for the purposes of the processing of personal data. The CB Register is used to collect and register information for the purposes of the processing of personal data.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	Microsoft External Consultant	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
26	0012024	08072023		Corporate Services Unit	DMZ Active Directory	Configuration of DMZ Active Directory	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	Microsoft External Consultant	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
27	01432024	06082023		Corporate Services Unit	Health and Safety notices and incidents register	The personal data processed to manage and control health and safety incidents in eu-LISA premises such as work-related accidents and health and safety incidents. The personal data processed to manage and control health and safety incidents in eu-LISA premises such as work-related accidents and health and safety incidents.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
28	00802024	05072023		Governance and Capital Unit	KVM Migration	In order for users to use the KVM Migration tool they need to log with their active directory credentials. In this way, users will be able to log into their virtual machines. In order for users to use the KVM Migration tool they need to log with their active directory credentials. In this way, users will be able to log into their virtual machines.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
29	00802024	14092023		IT and Transfer Unit	CBS System Solution Testing tools suite	The purpose of the processing is to manage and control the testing of the CBS System Solution. The purpose of the processing is to manage and control the testing of the CBS System Solution.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	Microsoft External Consultant	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
30	00972024	14092023		Corporate Services Unit	Remote Access of ICT Services (RACS)	eu-LISA uses the collected through the RACS remote access system for the purpose of managing, maintaining and monitoring the RACS system. The purpose of the processing is to manage and control the testing of the CBS System Solution.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
31	00802024	05032023		Governance and Capital Unit	Online message software	The purpose of the processing is to support eu-LISA members in holding or their professional and personal requirements by making available relevant messages that received external messages processed in eu-LISA.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
32	00602024	12042023		Security Unit	Security alert server	The purpose of the processing of personal data is to grant eu-LISA users the possibility to connect with other users using Active Directory credentials. The purpose of the processing of personal data is to grant eu-LISA users the possibility to connect with other users using Active Directory credentials.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
33	00502024	04022023		Corporate Services Unit	ESRIS Service in eu-LISA	The main purpose of the processing activity is to enable user to qualified electronic signatures in eu-LISA, by specific activities, regarding a user in the European Register system, regarding the signature and the ESRIS system, regarding the user who signs the document. The main purpose of the processing activity is to enable user to qualified electronic signatures in eu-LISA, by specific activities, regarding a user in the European Register system, regarding the signature and the ESRIS system, regarding the user who signs the document.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	European Commission (ESRIS)	Low Managers of the data subject Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
34	00802024	15022023		Human Resources Unit	Recruitment and Staff Agreements - Data Migration	The purpose of the processing of personal data is to fulfil the requirements of the Article 10 of the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of personal data processed by the European Union institutions, bodies, offices and agencies.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
35	00972024	14062023		Corporate Services Unit	External eTP	The implementation of the External eTP System for the external contractors to have access to eu-LISA internal systems. In particular, these users are not allowed to access any data stored in the eu-LISA internal systems.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
36	01432024	05012023		Security Unit	CSIRT operations and services	The objective of the Computer Security Incident Response Team (CSIRT) is to ensure the coordinated response across the Agency to IT security incidents, monitoring the register and the handling of the incidents, and the communication with the external stakeholders. The objective of the Computer Security Incident Response Team (CSIRT) is to ensure the coordinated response across the Agency to IT security incidents, monitoring the register and the handling of the incidents, and the communication with the external stakeholders.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	CSIRT EU	Low Managers of the data subject Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
37	00802024	15022023		Human Resources Unit	Healthplan and Staff Agreements - Data Migration	The purpose of the processing of personal data is to fulfil the requirements of the Article 10 of the Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of personal data processed by the European Union institutions, bodies, offices and agencies.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
38	00972024	14062023		Corporate Services Unit	External eTP	The implementation of the External eTP System for the external contractors to have access to eu-LISA internal systems. In particular, these users are not allowed to access any data stored in the eu-LISA internal systems.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
39	01432024	05012023		Security Unit	Security and access management for the operational Core business systems (CMB for CBS)	The purpose of the processing activity is to ensure an appropriate level of security and manage user populations and their rights when creating new accounts in the CBS for eu-LISA staff members and external contractors. The purpose of the processing activity is to ensure an appropriate level of security and manage user populations and their rights when creating new accounts in the CBS for eu-LISA staff members and external contractors.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
40	00712024	08112022	09092024	Information Management Unit	Peer Award	The purpose of the processing of personal data is to grant eu-LISA members the opportunity to share appreciation and recognize high-level contributions to the Agency's mission.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
41	01432024	10112022	08112024	Information Management Unit	EU MMS and Vision survey	The purpose of the processing of personal data is to grant eu-LISA members the opportunity to share appreciation and recognize high-level contributions to the Agency's mission.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
42	00802024	19032023		Executive Support and Information Unit	Speech to Text for meeting minutes	The purpose of the processing activity is to enable users to create meeting minutes from audio recordings. The purpose of the processing activity is to enable users to create meeting minutes from audio recordings.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
43	00802024	19032023		Corporate Services Unit	Calendar	The purpose of the processing activity is to enable users to create meeting minutes from audio recordings. The purpose of the processing activity is to enable users to create meeting minutes from audio recordings.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
44	00802024	03032023		Corporate Services Department	Public Access to Documents	The purpose of the processing activity is to enable users to create meeting minutes from audio recordings. The purpose of the processing activity is to enable users to create meeting minutes from audio recordings.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A
45	00432024	10082022	10122022	Internal Audit Capabilities	Recording for Transparency Register of eu-LISA	The purpose of the processing activity is to enable users to create meeting minutes from audio recordings. The purpose of the processing activity is to enable users to create meeting minutes from audio recordings.	eu-LISA internal staff	Personal data: Name, contact details and affiliation	EU law assigned to a different role or product termination.	N/A	N/A	Designated eu-LISA staff members	N/A	N/A	N/A	N/A	N/A	N/A

ID	Date	Frequency	Category	Activity	Description	Responsible Party	Frequency	Notes	Impact	Priority	Other	Comments
43	04/02/2016	18/03/2016	Security Unit	IT Project Security Log analysis	IT Security Review (ITSI) log analysis for security breach handling and assessment	IT Security Unit	Quarterly	IT Security Unit	IT Security Unit	IT Security Unit	IT Security Unit	IT Security Unit
44	04/02/2016	09/03/2016	Resource and Administration Department	360 Feedback	To gather feedback for performance appraisals, ensuring that feedback, especially where the manager does not have direct, trusted knowledge of their employee performance	HR/HRD	Annual	360 Feedback	HR/HRD	360 Feedback	360 Feedback	360 Feedback
47	04/02/2016	09/03/2016	Resource and Administration Department	Competency Framework	To review the staff with positions of the skills and capabilities required to grow professionally	HR/HRD	Annual	Competency Framework	HR/HRD	Competency Framework	Competency Framework	Competency Framework
46	00/06/2016	19/03/2016	Resource and Administration Department	Special Festival due medical re-evaluation	To purchase special festival for staff due to their medical condition	HR/HRD	Annual	Special Festival	HR/HRD	Special Festival	Special Festival	Special Festival
45	00/06/2016	08/01/2016	Corporate Services Unit	Management of the relations file in eu-LISA	The process of the processing of personal data to identify the eu-LISA staff member going on mission to register the mission order as well as to handle the expenses incurred in order to obtain the final endorsement	Corporate Services Unit	Annual	Management of the relations file in eu-LISA	Corporate Services Unit	Management of the relations file in eu-LISA	Management of the relations file in eu-LISA	Management of the relations file in eu-LISA
44	00/06/2016	08/01/2016	Operations Department	Managing Service Desk operations	To maintain the role of working in a team to meet the operational objectives and guarantee the regular operational and administrative organization goals as well as the operational contingency	Operations Department	Annual	Managing Service Desk operations	Operations Department	Managing Service Desk operations	Managing Service Desk operations	Managing Service Desk operations
43	00/06/2016	08/01/2016	Budget and Finance	Financial Management of the Payroll	Administrative processing of financial information provided by PESCO for their accounting in the HRMS according to existing policies	Budget and Finance	Annual	Financial Management of the Payroll	Budget and Finance	Financial Management of the Payroll	Financial Management of the Payroll	Financial Management of the Payroll
42	00/06/2016	08/01/2016	Resource and Administration Department	VAT Register	To establish a list of eu-LISA staff members, SME and family members entitled to a refund of their payment for the purchase of goods during the period of their staff member's assignment in eu-LISA	Resource and Administration Department	Annual	VAT Register	Resource and Administration Department	VAT Register	VAT Register	VAT Register
41	00/06/2016	11/01/2016	04/11/2016	Security Unit	eu-LISA Key Management System (KMS)	Security Unit	Annual	Security Unit	Security Unit	Security Unit	Security Unit	Security Unit
40	00/06/2016	07/01/2016	03/02/2016	Executive Support and Administration Unit	Organisation of the Advisory Group, Working Group and Cooperation Group meetings	Executive Support and Administration Unit	Annual	Organisation of the Advisory Group, Working Group and Cooperation Group meetings	Executive Support and Administration Unit	Organisation of the Advisory Group, Working Group and Cooperation Group meetings	Organisation of the Advisory Group, Working Group and Cooperation Group meetings	Organisation of the Advisory Group, Working Group and Cooperation Group meetings
39	00/06/2016	07/01/2016	03/02/2016	Executive Support and Administration Unit	Organisation of the Advisory Group, Working Group and Cooperation Group meetings	Executive Support and Administration Unit	Annual	Organisation of the Advisory Group, Working Group and Cooperation Group meetings	Executive Support and Administration Unit	Organisation of the Advisory Group, Working Group and Cooperation Group meetings	Organisation of the Advisory Group, Working Group and Cooperation Group meetings	Organisation of the Advisory Group, Working Group and Cooperation Group meetings
38	00/06/2016	07/01/2016	03/02/2016	Executive Support and Administration Unit	Article 21 - public interest	Executive Support and Administration Unit	Annual	Article 21 - public interest	Executive Support and Administration Unit	Article 21 - public interest	Article 21 - public interest	Article 21 - public interest
37	00/06/2016	03/02/2016	14/10/2016	Security Unit	View Rights of eu-LISA premises (Security review "View Rights of the premises access logs of eu-LISA")	Security Unit	Annual	View Rights of eu-LISA premises	Security Unit	View Rights of eu-LISA premises	View Rights of eu-LISA premises	View Rights of eu-LISA premises
36	00/06/2016	04/12/2016	16/09/2017	Resource and Administration Department	Staff Extensions Administration	Resource and Administration Department	Annual	Staff Extensions Administration	Resource and Administration Department	Staff Extensions Administration	Staff Extensions Administration	Staff Extensions Administration
35	00/06/2016	16/09/2017	Security Unit	Monitoring of the exchange of the assets of the eu-LISA accounts	To ensure the implementation of the specific security measures concerning the monitoring of the assets exchange, in order to identify possible security risks associated with the asset exchange and the exchange of the registration data	Security Unit	Annual	Monitoring of the exchange of the assets of the eu-LISA accounts	Security Unit	Monitoring of the exchange of the assets of the eu-LISA accounts	Monitoring of the exchange of the assets of the eu-LISA accounts	Monitoring of the exchange of the assets of the eu-LISA accounts
34	00/06/2016	16/09/2017	Security Unit	Access Control to Traffic generation system	Authorise the access rights, record and monitor the use of each access control system distributed to eu-LISA staff and the authorized contractors to access the communication system of the eu-LISA premises in order to ensure appropriate control	Security Unit	Annual	Access Control to Traffic generation system	Security Unit	Access Control to Traffic generation system	Access Control to Traffic generation system	Access Control to Traffic generation system
33	00/06/2016	03/07/2016	10/06/2017	Resource and Administration Department	Leave and Absence management	Management of annual, special and sick leave	Resource and Administration Department	Annual	Leave and Absence management	Resource and Administration Department	Leave and Absence management	Leave and Absence management
32	00/06/2016	08/10/2016	12/01/2017	Resource and Administration Department	Annual medical check-up	Implementation of the annual medical check-up, based on the approval of the Medical Service of the EC	Resource and Administration Department	Annual	Annual medical check-up	Resource and Administration Department	Annual medical check-up	Annual medical check-up
31	00/06/2016	16/09/2017	Resource and Administration Department	IT Program	Delivery of IT services for eu-LISA staff and visitors	IT Program	Annual	IT Program	IT Program	IT Program	IT Program	IT Program
30	00/06/2016	03/03/2016	14/07/2016	Human Resources Unit	Personal administration (formerly named "Administrative Unit")	Personal administration (formerly named "Administrative Unit")	Annual	Personal administration (formerly named "Administrative Unit")	Human Resources Unit	Personal administration (formerly named "Administrative Unit")	Personal administration (formerly named "Administrative Unit")	Personal administration (formerly named "Administrative Unit")
29	00/06/2016	03/10/2016	20/03/2016	Executive Support and Administration Unit	eu-LISA Annual Conference	Annual conference of eu-LISA staff members	Executive Support and Administration Unit	Annual	eu-LISA Annual Conference	Executive Support and Administration Unit	eu-LISA Annual Conference	eu-LISA Annual Conference
28	00/06/2016	02/10/2016	16/07/2016	General Coordination Unit	Participation and dissemination of information and the administrative management of the eu-LISA website	Participation and dissemination of information and the administrative management of the eu-LISA website	Annual	Participation and dissemination of information and the administrative management of the eu-LISA website	General Coordination Unit	Participation and dissemination of information and the administrative management of the eu-LISA website	Participation and dissemination of information and the administrative management of the eu-LISA website	Participation and dissemination of information and the administrative management of the eu-LISA website
27	00/06/2016	02/10/2016	21/10/2016	General Coordination Unit	Annual eu-LISA administrative meeting	Annual eu-LISA administrative meeting	Annual	Annual eu-LISA administrative meeting	General Coordination Unit	Annual eu-LISA administrative meeting	Annual eu-LISA administrative meeting	Annual eu-LISA administrative meeting
26	00/06/2016	02/10/2016	21/10/2016	Resource and Administration Department	Partners	The implementation of meeting facilities meeting rooms for facilitating the conclusion of professional life and business administration	Resource and Administration Department	Annual	Partners	Resource and Administration Department	Partners	Partners
25	00/06/2016	02/10/2016	21/10/2016	Resource and Administration Department	Partners	Meeting, which is based on the monthly attendance sheet for normal working hours	Resource and Administration Department	Annual	Partners	Resource and Administration Department	Partners	Partners
24	00/06/2016	15/12/2016	Resource and Administration Department	Monthly attendance sheet (MCA) Special Report control system for the Service Provider (SP) system	Meeting, which is based on the monthly attendance sheet for normal working hours	Resource and Administration Department	Annual	Monthly attendance sheet (MCA) Special Report control system for the Service Provider (SP) system	Resource and Administration Department	Monthly attendance sheet (MCA) Special Report control system for the Service Provider (SP) system	Monthly attendance sheet (MCA) Special Report control system for the Service Provider (SP) system	Monthly attendance sheet (MCA) Special Report control system for the Service Provider (SP) system
23	00/06/2016	08/11/2016	20/04/2016	Security Unit	Monitoring remote access to eu-LISA IT infrastructure for security and technical troubleshooting	Monitoring remote access to eu-LISA IT infrastructure for security and technical troubleshooting	Annual	Monitoring remote access to eu-LISA IT infrastructure for security and technical troubleshooting	Security Unit	Monitoring remote access to eu-LISA IT infrastructure for security and technical troubleshooting	Monitoring remote access to eu-LISA IT infrastructure for security and technical troubleshooting	Monitoring remote access to eu-LISA IT infrastructure for security and technical troubleshooting
22	00/06/2016	09/12/2016	Resource and Administration Department	Teleworking	To define and update a report of a staff member teleworking	Resource and Administration Department	Annual	Teleworking	Resource and Administration Department	Teleworking	Teleworking	Teleworking
21	00/06/2016	08/11/2016	General Coordination Unit	List of participants for emergency and substitution work	Emergency and substitution work	General Coordination Unit	Annual	List of participants for emergency and substitution work	General Coordination Unit	List of participants for emergency and substitution work	List of participants for emergency and substitution work	List of participants for emergency and substitution work
20	00/06/2016	04/03/2016	Resource and Administration Department	External Active directory	To make access to the external platform of eu-LISA Agency working on an identity management mechanism in the mission or the administration	Resource and Administration Department	Annual	External Active directory	Resource and Administration Department	External Active directory	External Active directory	External Active directory
19	00/06/2016	22/10/2016	Operations and Information Unit	Establishing a control for the ATRISA	Establishing a control for the ATRISA	Operations and Information Unit	Annual	Establishing a control for the ATRISA	Operations and Information Unit	Establishing a control for the ATRISA	Establishing a control for the ATRISA	Establishing a control for the ATRISA
18	00/06/2016	15/10/2016	Human Resources Unit	Recruitment exercise	To recruit and complete the needs of eligible staff members with the aim of providing their staff members to the best grade who have the necessary qualifications and experience to carry out the specific tasks, complete responsibilities and tasks specified in the Administrative Notice for each exercise	Human Resources Unit	Annual	Recruitment exercise	Human Resources Unit	Recruitment exercise	Recruitment exercise	Recruitment exercise
17	00/06/2016	21/09/2016	Human Resources Unit	Appraisal	To evaluate the performance and provide an annual appraisal of eu-LISA staff	Human Resources Unit	Annual	Appraisal	Human Resources Unit	Appraisal	Appraisal	Appraisal

