



**DECISION No. 3/2017 OF THE SECRETARY GENERAL
of 5 June 2017**

On the appointment of a Safety and Security Officer

THE SECRETARY GENERAL,

Whereas the European University Institute (EUI) places a high priority on occupational safety and security policy,

Having regard to the President's Decision 36 of 04 November 2015 amending President's Decision 15/2004 of 29 June 2004 introducing a regulation regarding the administrative organization of the EUI and in particular its Article 3 C,

Having regard to the President's Decision 24/2017 of 10/04/2017 on the Safety and Security Committee,

Whereas the Secretary General bears the overall responsibility for the EUI's safety and security policy under Article 3 C of President's decision No 36/15,

Whereas in the light of the growing importance of safety and security in international organisations, safety and security measures concerning persons and buildings should be reinforced,

Whereas it is necessary to appoint a Safety and Security Officer who provides support to the Institute in the field of safety and security, under the supervision of the Director of the Real Estate and Facilities Service (REFS).

HAS DECIDED AS FOLLOWS

Article 1

Mr Stefano Carfi, member of the Real Estate and Facilities Service, is appointed as Safety and Security Officer.

Article 2

The Safety and Security Officer provides support to the Institute in the field of safety and security, under the supervision of the Director of the Real Estate and Facilities Service (REFS). His tasks will consist in particular in:

- Acting as the EUI internal coordinator for all relevant issues.
- Oversee concrete measures, such as scheduling repair activities in a timely manner, and continuously monitor the relevant systems to ensure that they are in working order and meet the required standards.

- Providing support in relevant procurement procedures and in the management of the related contracts (such as RSPP “Responsabile del Servizio Prevenzione e Protezione”, Guards, systems’ maintenance).
- Acting as a counterpart for external service providers in the fields.
- Coordinate physical safety and security matters (control room management, keys, etc.) within the REFS Service.
- Liaising with the police, fire fighters and other local authorities to ensure the best possible use of their services in order to provide a high level of security and safety.
- Assisting in developing/updating of relevant policies and procedures.
- Assisting in the management of the relevant budget.
- Conducting physical and procedural specific risk assessments to identify needs.
- Investigating and submitting detailed records on related incidents.
- Providing emergency plans within EUI premises and assisting with calamity organization.
- Maintaining all records to document the effective functioning of the EUI’s Safety and Security capacity.

Article 3

The appointment of the Safety and Security Officer enters into force on the day of its adoption and shall remain valid for a period of one year.

Florence, 5 June 2017

Vincenzo Grassi
Secretary General

