



**EUROPEAN COMMISSION**  
 ENTERPRISE AND INDUSTRY DIRECTORATE-GENERAL  
 Resources and Communication  
 Director

Brussels, **08 JUIN 2011**  
 ENTR R/2/AB D(2011)

## **NOTE TO THE HEADS OF UNIT**

### **Subject: Ethics and integrity in DG ENTR – our role as managers**

As you may know, all staff members are bound by certain rules concerning Ethics and Integrity. These rules involve us not only as staff members, but also as managers. According to Internal Control Standards 2 ("Ethical Values"), management and staff must be aware of and share appropriate ethical and organisational values and uphold these through their own behaviour and decision making.

#### Existing measures

To ensure this happens, the DG has put in place several measures:

- Unit R2 has offered to all staff a half-day training on the subject. This training is available on a regular basis as well as on demand to various Units;
- All newcomers to the DG receive a half-hour training during their mandatory induction training;
- Managers joining the DG are briefed on the rules and of the available trainings during their personal induction meeting;
- The Assistants of the Directors are regularly reminded of the trainings offered by Unit R2. Also, since some of the Appointing Authority powers (i.e. for requests to carry out an external activity, to publish a text or to receive a gift) were delegated to Directors, the Assistants are also regularly reminded of their obligation to see that these requests are processed correctly and that the necessary copies are forwarded to DG HR and to Unit R2;
- The DG named an Ethics Correspondent who attends meetings of the Ethics correspondent network at Commission level and who is the point of contact in the DG for matters dealing with Ethics and Integrity;
- The DG will also send yearly reminders of their obligations to management and staff.

### New measures regarding ethics training

1. The DG is planning to replace the current programme of (voluntary) trainings which began at the end of 2009 by training that is mandatory for all staff, in a programme of Unit by Unit trainings, which at the current progression rate would see that all the staff of the DG will have followed the training by the end of the first trimester of 2012. Staff members who have already followed this training during the previous 5 years would be exempted.
2. Alternatively, Heads of Unit may themselves conduct an Ethics and Integrity session for their staff during a Unit meeting, but in this case a minute of the meeting should be prepared and sent to Unit R2 to evidence compliance with the obligation.

### Our role as managers

The role we have to play in ensuring that these measures are successful is twofold:

- To ensure that our staff are aware of the rules governing E&I, by enrolling our Units in one of the training sessions organized by Unit R2, or by holding an E&I training session themselves once a year. For this, you will only need to contact Unit R2 and choose a date, or (should you choose to hold the training), send to Unit R2 a note confirming that the training session has taken place;
- To examine and treat requests from staff concerning E&I matters in a timely fashion (i.e. outside activity, receiving a gift or honour, publishing an article or speech) in accordance with the E&I rules. In practice, this means that you will need to regularly check the Sysper2 Ethics module (no automatic reminders are sent) for outside activities requests, or visa the paper forms submitted to you by your staff, and examine these requests in light of the applicable rules.

For any queries, you are kindly invited to contact our local Ethics correspondent, Mr Andrei BUNIS in Unit R2.



Carlo PETTINELLI