

Decision of the Executive Director

ED-22-11

Adopting EU-Rail Document Management Policy-version 3.0 and repealing ED Decision n° ED 21-06

THE EXECUTIVE DIRECTOR

Having regard to Council Regulation (EU) No 2021/2085 on establishing the Horizon Europe joint undertakings (hereafter “the Single Basic Act” or the SBA”) and in particular the Europe’s Rail Joint Undertaking (hereafter “the EU-RAIL”).

Having regard to Articles 19, 91 and 174 (11) of the SBA which entrust the Executive Director with the tasks of ensuring the day-to-day management of the EU-RAIL in accordance with the decisions of the Governing Board and the sustainable and efficient management of the Joint Undertaking.

Having regard ED Decision n°21-06 dated 01/08/2021 adopting Shift2Rail Joint Undertaking (hereafter “S2R JU”) Document Management Policy-version 2.1 and repealing ED Decision n° ED 18-16.

Having regard to the ED Decision n° 20-08 dated 28/04/2020 adopting the Shift2Rail Joint Undertaking Internal Control Framework.

Having regard to the ED Decision n° 21-04 dated 27/05/2021 amending ED decision n° ED-19-02 and adopting internal mission procedure using Ares.

Having regard to Commission Decision (EU, Euratom) 2020/4482 of 6 July 2020 on records management and archives (C(2020) 4482 final),

Having regard to Implementing Rules EC(2020)800 for Commission Decision (EU, Euratom) 2020/4482 of 6 July 2020 on records management and archives,

Having regard to Commission Decision (EU) 2021/2121 of 6 July 2020 on records management and archives¹, and in particular Article 11 on Validity of documents and procedures.

Whereas EU-RAIL is the legal and universal successor of the S2R JU in accordance with the SBA,

¹ OJ L 430, 2.12.2021, p. 30–41

Whereas the EU-RAIL Document Management Policy (hereafter “DMP”) must be aligned with the European Commission implementing rules on document management and electronic and digitized documents as well as with other relevant procedures and existing internal documentation,

Whereas the use of qualified electronic signature (hereafter QES)² shall have the equivalent legal effect of a handwritten signature,

Whereas EU-RAIL has onboarded in the European Commission electronic signatures and seals system, and in particular in the QES in Ares,

Whereas other adjustments must be made to the DMP following the migration to the Microsoft Office 365 tools.

HAS DECIDED AS FOLLOWS:

Article 1

The Europe’s Rail Document Management Policy-version 3.0 set out in Annex is hereby adopted.

Article 2

The ED Decision 21-06 dated 01/08/2021 - Document Management Policy-version 2.1 is repealed and replaced by this Decision.

Article 3

The Commission Decision (EU, Euratom) 2020/4482 of 6 July 2020 on records management and archives (C(2020) 4482 final), the Implementing Rules for Decision C(2020) 4482 of 6 July 2020 on records management and archives (SEC(2020) 800) and the Commission Decision (EU) 2021/2121 of 6 July 2020 on records management and archives included as an Annex of the Document Management Policy-version 3.0 are adopted by analogy.

Article 4

This decision shall enter into force on the date of its signature.

Done in Brussels, on

Carlo M. Borghini
Executive Director

Annex : Europe ’s Rail Document Management Policy-version 3.0 with the relevant annexes

² As defined in Regulation (EU) No 910/2014 on electronic identification and trust services for electronic transactions in the internal market (the eIDAS Regulation)