Standard Operating Procedure

Number: **004**

Name: **Organisation chart**

Title: Procedure for the assignment and revocation of tasks and responsibilities among the EU Pollinator Hub team

Category: General

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1 Document history

1.1 Current Release

1.1.1 Drafted

Submitted on 2023-06-05 by Michael Rubinigg, quality manager.

1.1.2 Reviewed

Reviewed on 2023-06-30 by Noa Simòn Delso, general manager.

1.1.3 Approved

Approved on 2023-06-30 by Michael Rubinigg, quality manager.

1.2 Change history

n.a.

2 Abbreviations

DPO	Data Protection Officer
EU	European Union
EUPH	EU Pollinator Hub
n.a.	not available
SOP	Standard Operating Procedure

3 Introduction

This document defines the process of the assignment of tasks to roles, the process of the assignment of roles to individual role holders and the revocation of individual role holders from roles within the organisation EU Pollinator Hub (EUPH).

3.1 Definitions

Role is the function a person has within the organisation EUPH.

Role holder is the person, which holds a particular role.

4 Validity

4.1 Area

The of validity of this document is limited to the assignment to or revocation of tasks and roles from role holders within the EU Pollinator Hub (EUPH).

4.2 Time

The period of validity of this SOP begins on 2023-06-30 and ends with its revocation.

4.3 Related Documents

Document type	Number	Name
SOP	001	SOP instructions
WI	011	Organisation management
WI	020	Roles and tasks

4.4 Related Tasks

Persons who have been assigned one of the following tasks, as defined in SOP-004, assume a responsibility within this SOP:

- Management of the organisation

5 Procedure

5.1 Organisation chart

5.1.1 Responsibilities

- The person responsible for management of the organisation, as defined by SOP-004, is responsible for the tasks described in this SOP.

5.1.2 Roles

5.1.2.1 Creating a role

- The person responsible for the tasks described in this SOP defines the required skills of a role.
- The required skills of a role are inserted in the database as described in WI-020 by the person responsible for the tasks described in this SOP or a person appointed by him/her for this purpose.

5.1.2.2 Updating a role

- The required skills of a role are updated in the database as described in WI-020 by the person responsible for the tasks described in this SOP or a person appointed by him/her for this purpose.

5.1.3 Tasks

5.1.3.1 Creating a task

- The person responsible for the tasks described in this SOP defines the responsibilities of a task.
- The responsibilities of a tasks are inserted in the database as described in WI-020 by the person responsible for the tasks described in this SOP or a person appointed by him/her for this purpose.

5.1.3.2 Updating a role

- The responsibilities of a task are updated in the database as described in WI-020 by the person responsible for the tasks described in this SOP or a person appointed by him/her for this purpose.

5.1.4 Employment of an individual by the organisation

5.1.4.1 Registration of an individual

- The person responsible for the tasks described in this SOP decides on the employment of an individual in the organisation.
- The personal information of an employed individual is inserted in the database as described in WI-011 (Organisation management) by the person responsible for the tasks described in this SOP or a person appointed by him/her for this purpose.

5.1.5 Assignment and revocation of roles to individuals

5.1.5.1 Assignment of a role and a reporting line

- The person responsible for the tasks described in this SOP assigns roles and the reporting line to individuals.
- The assignment of a role and the reporting line is inserted in the database by the person responsible for the tasks described in this SOP, or a person appointed by him/her for this purpose as described in WI-011 (Organisation management).

5.1.5.2 Revocation of an assignment

- The person responsible for the tasks described in this SOP revokes the assignment of roles to individuals.
- The assignment of a role and the reporting line is inserted in the database by zhe person responsible for the tasks described in this SOP, or a person appointed by him/her for this purpose as described in WI-011 (Organisation management).

5.1.5.3 Transfer of tasks

- In the event of the person responsible for the management of the organisation, as defined by SOP-004, leaving the organisation, all duties of this person, as defined in this SOP, pass to a person appointed by him/her for this purpose.
- If no person has been assigned the duties of the person responsible for the management of the organisation, as defined by SOP-004, all duties of this person, as defined in this SOP, are assigned to the person next in the reporting line with the longest tenure in the organisation, as defined by SOP-004.
- If there is more than one person in this capacity, all responsibilities of the person responsible for the management of the organisation, as defined in this SOP, shall be assigned to the most senior person in the reporting line with the longest tenure in the organisation, as defined by SOP-004.

5.1.6 Appointment of a DPO

- The person responsible for the tasks described in this SOP appoints a Data Protection Officer (DPO) as defined in section 5.1.5.

6 References

There are no sources in the current document.

7 Annexes

There are no annexes in the current document.