



DECISION OF THE EUROPEAN CENTRAL BANK
of 3 December 2019
on the adoption of the Business Rulebook and amending Decision ECB/2009/NP11
(ECB/2019/NP36)

THE EXECUTIVE BOARD OF THE EUROPEAN CENTRAL BANK,

Having regard to the Treaty on the Functioning of the European Union,

Having regard to the Statute of the European System of Central Banks of the European Central Bank, and in particular Articles 11.6, 37 and 38 thereof,

Having regard to Decision ECB/2004/2 of 19 February 2004 adopting the Rules of Procedure of the European Central Bank, and in particular Article 11.2 thereof,

Having regard to the views expressed by the Staff Committee in its consultation pursuant to Article 21.4 of the Rules of Procedure of the European Central Bank,

Whereas:

- (1) On 3 July 2007, the Executive Board of the European Central Bank (ECB) approved the Business Practice Handbook, which sets out the ECB's business practices.
- (2) It is the responsibility of the ECB to regularly update, publicise and explain relevant business processes to ECB staff and other individuals working for the ECB.
- (3) ECB staff and other individuals working for the ECB must be able to clearly identify relevant business processes in order to be able to understand their professional duties and carry them out accordingly.
- (4) If ECB staff do not follow these business processes they may, as a means of last resort, be disciplined in line with the principles of proportionality, equal treatment and fairness.
- (5) To this end, the ECB reviewed its business processes and transformed them into a compilation of clear, concise and user-friendly business rules called the Business Rulebook, which is to replace the Business Practice Handbook.
- (6) Decision ECB/2009/NP11 of the European Central Bank¹ delegates the power to update certain sections of the Business Practice Handbook to the Chief Services Officer.
- (7) Therefore, Decision ECB/2009/NP11 should be amended accordingly.
- (8) To ensure a smooth transition from the previous business practices in the Business Practice Handbook to those under the Business Rulebook, a transitional period should be established.

¹ Decision ECB/2009/NP11 of the European Central Bank of 4 August 2009 on the delegation of powers to update the Business Practice Handbook and the Functions Paper.

This will allow ECB staff and other individuals working for the ECB to put in place all necessary measures to comply with the relevant requirements and obligations under this Decision.

- (9) The Executive Board considers that since the Business Rulebook includes only ECB internal business processes, it is not appropriate for this Decision to be published,

HAS ADOPTED THIS DECISION:

Article 1

The Business Rulebook

The Business Rulebook, as set out in the Annex to this Decision, is hereby adopted.

Article 2

Amendments to Decision ECB/2009/NP11

Paragraphs 1 and 2 of Article 1 of Decision ECB/2009/NP11 are replaced by the following:

- ‘1. The Executive Board delegates to the Chief Services Officer the power to approve and to adopt amendments to the Business Rulebook, provided that the amendments do not require supplementing the approved budget and do not substantially impact the multiannual budget, with regard to the following chapters:
- (a) budget management, procurement and P2P process;
 - (b) committing the ECB and signing on its behalf;
 - (c) business travel;
 - (d) operational risk management;
 - (e) business continuity management and incident and crisis management;
 - (f) combating money-laundering, terrorist financing and the financing of proliferation of weapons of mass destruction;
 - (g) internal audit;
 - (h) IT and communication equipment;
 - (i) security and safety;
 - (j) environmental management.
2. The Executive Board sub-delegates to the Chief Services Officer the power to amend the Business Rulebook with regard to amendments that are not covered by paragraph 1, provided that these amendments:
- (a) are of an editorial nature only; or
 - (b) implement a policy of which the Executive Board has approved the main substance.’.

Article 3

Entry into force

1. This Decision shall enter into force on 1 January 2020.

2. The section on Business Travel shall apply from 1 March 2020.
3. The requirement to attend training on market interactions prior to gathering market intelligence in the section on Meetings and Conferences shall apply from 1 May 2020.

Done at Frankfurt am Main, 3 December 2019.

A handwritten signature in black ink, appearing to read 'Chiyach', written in a cursive style.

The President of the ECB

Christine LAGARDE