



EUROPEAN  
COMMISSION

Brussels, 4.4.2016  
C(2016) 1881 final

ANNEX 2

## **ANNEX**

*to the*

### **Commission Decision**

**amending Decision C(2013)3288 of 4 June 2013 on the exercise of powers conferred by the Staff Regulations on the appointing authority (AIPN) and by the Conditions of Employment of Other Servants on the authority empowered to conclude contracts of employment**

**ANNEX II TO COMMISSION DECISION C(2013)3288 as amended by Commission Decisions C(2013)9056, C(2014)2534 and C(2014)9864**

**AIPN/AHCC TABLES for the staff of JRC**

**Key**

**DG** Directors-General and equivalent / Directorate-General

**DGA** Deputy Directors-General and equivalent

**CHC** Advisers Hors Classe and equivalent

**D** Directors and equivalent

**CP** Principal Advisers and equivalent

**CL** Advisers and equivalent, except SE

**CU** Heads of Unit and equivalent (CU13/14, CU9/14: posts fixed at levels AD13/AD14 and AD9/AD14 respectively)

**SE** Senior Experts (staff members assigned to the type of post "Adviser or equivalent" who do not appear in the organisation chart)

**ADM** All persons in function group AD who do not belong to one of the above categories.

However, SE are included where no special delegation of powers is provided for regarding SE for the same subject.

**AST** All persons in function group AST (AST 1 - AST 11) or AST/SC (AST/SC 1 - AST/SC 6). Where a grade is added, reference is made only to function group AST.

**AST/SC** All persons in function group AST/SC (AST/SC 1 - AST/SC 6)

**SR** = Staff Regulations; **CEOS** = Conditions of Employment of Other Servants; **AIPN** = Appointing Authority; **AHCC** = Authority empowered to conclude contracts of employment; **Ann** = Annex(es) to the Staff Regulations; **Art** = Article(s); **para** = paragraph(s); **subpara** = subparagraph

Where function types are mentioned in a merged cell belonging to both the columns "Director-General for Human Resources and Security" and "Director-General JRC", this means that the **powers in question are exercised jointly** by those two Directors-General. Each of them can sub-delegate their powers pursuant to Art 6 of the present decision.

**Simplified procedure:** in agreement with the President and with the Member of the Commission responsible for human resources.

The **Director-General for Human Resources and Security** is authorised (with the possibility of subdelegation) **to sign** all decisions adopted by the Commission, one of its Members or a Director-General concerned as Appointing Authority or Authority Empowered to Conclude Contracts of Employment.

Where a **decision requires agreement from another department**, an administrator or team leader in the competent unit of that department is authorised to give the agreement, save as otherwise laid down by the Director-General or Head of Department.

## ANNEX II - AIPN TABLES (JRC)

### I A FILLING VACANT POSTS

Numbering	SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director- General JRC	Director EPSO
<b>1.</b>	<b>Vacancy notice:</b>						
1.1.	- determination of level	Art 4(2nd para)	DG-DGA-CHC-D-CP		CU13/14	CU9/14-ADM-AST	
1.2.	- decision to publish internal vacancy notice	Art 4(2nd para)	DG-DGA-CHC			D[2] CP[2] CL/CU-ADM-AST	
1.3.	- decision to publish interinstitutional vacancy notice	Art 4(3rd para)	DG-DGA-CHC		D[2]-CP[2]-CL/CU	ADM-AST	
<b>2.</b>	<b>Procedure for filling a vacant post:</b>						
2.1.	- promotion	29(1)(a)(iii)	DG-DGA-CHC-D-CP CU9/14-ADM-AST[6]		SE-AST10[15]	CL/CU 13/14[2]	
2.2.	- appointment in accordance with Art 45a SR	29(1)(a)(ii)			AST 5/11 [10]		
2.3.	- transfer to JRC from another department (at the official's request) [5]	29(1)(a)(i)	DG-DGA-CHC-D-CP		CL/CU13/14[2] - CU9/14[12][4]-ADM-AST		
2.4.	- transfer within JRC (at the official's request)	29(1)(a)(i)	DG-DGA-CHC-D-CP			CL/CU13/14[2]-CU9/14[4][11][12]-ADM-AST[11]	
2.5.	- transfer to JRC from another department (reassignment in the interest of the service)	7(1)	DG-DGA-CHC-D-CP		CL/CU[7][8][9]-ADM-AST[9]		
2.6.	- transfer within JRC (reassignment in the interest of the service) [13]	7(1)	DG			DGA-CHC-D-CP[2]-CL/CU[7][8][14]-ADM-AST	
2.7.	- transfer from another institution (to the JRC in the Commission)	29(1)(b)+97+98(2)	DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
<b>3.</b>	<b>Appointment following a competition (including determination of grade and date of entry into service)</b>	29(1); 30(2nd para); 7(1); 31(1st para); Ann XIII Art 5, 12, 13	DG-DGA-CHC-D-CP[1]		CL/CU-ADM-AST		
<b>4.</b>	<b>Recruitment otherwise than by competition</b>	29(2)	DG-DGA-CHC-D-CP[3] CL/CU-ADM-AST				

[1] Date of entry into service to be specified by DG HR in agreement with JRC.

[2] Simplified procedure.

[3] If decision after internal publication: simplified procedure.

[4] Where referred to the CCA: modification of Appointing Authority as stipulated in Commission Decisions C(2008)5028 and C(2008)5029 .

[5] Where an AD or an AST transfers from the JRC, the AIPN is the Director-General for Human Resources and Security.

[6] The functions of CU9/14, ADM and AST - except SE and AST10 - are not in principle published under 29(1)(a)(iii) SR. If they are, the Commission is the AIPN.

[7] For reassignment of a CU to a non-management post or of a CL to a post not appearing on the organisation chart, under the terms and procedure laid down in Commission Decisions C(2008)5028 and C(2008)5029.

[8] For the reassignment of advisers to a management post: simplified procedure.

[9] In the case of an official who has acted in accordance with the whistleblowing procedures the transfer decision is taken by the Director-General for HR and Security.

[10] AST without restriction.

[11] DG HR shall be informed about decisions comprising a change of place of employment. Procedures may be detailed by agreement between the two Directorates-General.

[12] After information/consultation of the Member of the Commission responsible for DG JRC.

[13] Including change of the place of employment defined for a vacant post or for an occupied post when the decision is not linked to an appointment or transfer, in the interest of the service or at the official's request. DG HR shall be informed about decisions comprising a change of place of employment.

Procedures may be detailed by agreement between the two Directorates-General.

[14] After opinion of DG HR; if negative, simplified procedure.

[15] At the request of DG JRC.

## ANNEX II - AIPN TABLES (JRC)

### I B Competitions

Numbering	SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General JRC	Director EPSO
1.	<b>Competitions, adoption of notice:</b>						
1.1.	- internal competitions	29(1) + Ann III Art 1	DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
1.2.	- open competitions for the Commission	29(1) + Ann III Art 1	DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
1.3.	- interinstitutional competitions	29(1) + Ann III Art 1	DG-DGA-CHC-D-CP[1]				CL/CU-ADM-AST
2.	<b>Adoption of application form</b>	Ann III Art 2					All grades/functions
3.	<b>Appointment of chairman and members of selection board:</b>						
3.1.	- for competitions for the Commission	Ann III Art 3			All grades/functions		
3.2.	- for interinstitutional competitions	Ann III Art 3					All grades/functions
4.	<b>Drawing up of lists of candidates fulfilling the criteria laid down in Art 28 (a) - (c) SR:</b>						
4.1.	- for competitions for the Commission	Ann III Art 4			All grades/functions		
4.2.	- for interinstitutional competitions	Ann III Art 4					All grades/functions

[1] If the Commission is the institution responsible (having received delegation of Appointing Authority powers from the other participating institutions). If one of the other institutions takes the lead, the relevant Appointing Authority powers are delegated to this institution.

## ANNEX II - AIPN TABLES (JRC)

### II RECRUITMENT

Numbering	SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director- General JRC
1.	Exemption from the requirement to be a national of a Member State	28(a)	DG-DGA-CHC-D-CP	CL/CU[2]	ADM-AST	
2.	Determination of step	32; Ann XIII Art 5, 7, 13		DG-DGA-CHC-D-CP	CL/CU-ADM-AST	
3.	Pre-recruitment medical examination, including notably:	33			All grades/functions	
3.1.	- composition of the medical committee	33(2nd para)				
3a.	Assessment and measures regarding conflicts of interest	Art 11 (3rd para)		DG-DGA-CHC-D-CP[4]	CL-CU-ADM-AST	
4.	Probationary period:					
4.1.	- reassignment during probationary period, extension of probationary period	34		DG-DGA-CHC-D-CP[3]	CL/CU[1]-ADM-AST	
4.2.	- establishment	34		DG-DGA-CHC-D-CP[3]	CL/CU[1]-ADM-AST	
5.	Suspension of admission to benefits in respect of invalidity or death.	Ann VIII Art 1			All grades/functions	

[1] In agreement with the Members of the Commission responsible for the JRC and for human resources.

[2] In agreement with the Member of the Commission responsible for the JRC.

[3] In agreement with the President and with the Member of the Commission responsible for the JRC and, where applicable, with the Member of the Commission responsible for another department concerned.

[4] After consulting DG HR and JRC.

## ANNEX II - AIPN TABLES (JRC)

### III CAREER

Numbering	SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director- General JRC
1.	Type of post, determination or assignment otherwise than by transfer	Art 30(2) and Art 31(2) of Ann XIII, Art 5(4) SR			All grades/functions	
1a.	Temporary posting [6]	7(2)		DG-DGA-D	CU[1]	
2.	Promotion:					
2.1.	- drawing up of lists of promoted officials	45(1)	DG-DGA-CHC-D-CP		CL/CU-ADM-AST	
2.2.	- determining the consequences of a promotion (including promotion through procedure under Art 29 SR)	Ann XIII Art 7			All grades/functions	
3.	Appointment following a "change of category" competition (lists of successful candidates published before 1.5.2006).	Ann XIII Art 5(2)			AST-ADM	
4.	Certification:					
4.1.	- determine the number of officials authorised to follow the training programme and publish the call for applications	45a(2)			AST 5/11	
4.2.	- adopt and publish the list of officials admitted	45a(2)			AST 5/11	
4.3.	- adopt and publish the list of pre-selected officials	45a(2)			AST 5/11	
4.4.	- adopt and publish the list of officials authorised to take part in the training programme	45a(2)			AST 5/11	
4.5.	- publish the list drawn up by EPSO of officials who have passed the written and oral tests [8]	45a(1)(c)			AST 5/11	
5.1.	Secondment in the interests of the service [2][3].	37(1st para)(a); 38	DG-DGA-CHC-D-CP[11]		CL/CU-ADM-AST[7][7a]	
5.2.		For the Head and the Deputy Heads of the European Political Strategy Centre (EPSC), the European Commission Chief Spokesperson, the Deputy Chief Spokespersons and the Coordinating Spokespersons this power is delegated to the President. The Directorate-General of origin is informed.				
5.3.		For the Team Leaders in the EPSC this power is delegated to the Head of the EPSC, acting in agreement with the President. The Directorate - General of origin is informed.				
5.4.		For Heads and Deputy Heads of Cabinet and for the Director of Coordination and Administration in the President's Cabinet this power is delegated to the Member of the Commission responsible for human resources, acting in agreement with the President. The Directorate- General of origin is informed.				

**Cont.**

## ANNEX II - AIPN TABLES (JRC)

### III CAREER

Numbering	SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director- General JRC
<b>6.</b>	<b>Secondment on request:</b>					
6.1.	- granting, extension, modification	37(1st para)(b); 39	DG-DGA-CHC-D-CP		CL/CU-ADM-AST	
6.2.	- reinstatement	39(f)	DG-DGA-CHC-D-CP		CL/CU-ADM-AST	
<b>6a.</b>	<b>Exemption for trade union/staff committee purposes:</b>	9, 24b				
6a.1.	- granting, extension, modification				All grades/functions	
6a.2.	- reinstatement				All grades/functions	
<b>7.</b>	<b>Leave on personal grounds:</b>					
7.1.	- granting, extension	40		DG-DGA-CHC-D-CP[5]		CL/CU-ADM-AST[5a]
7.2.	- reinstatement [9]	40		DG-DGA-CHC-D-CP	CL/CU-ADM-AST	
<b>7a.</b>	<b>Leave in the interests of the service:</b>	42c				
7a.1.	- placing on leave		DG-DGA-CHC-D-CP		CL-CU-ADM-AST[10]	
7a.2.	- reinstatement		DG-DGA-CHC-D-CP		CL-CU-ADM-AST[10]	
<b>8.</b>	<b>Non-active status</b>	41		All grades/functions		
<b>9.</b>	<b>Leave for military service</b>	42(1st para)				All grades/functions
<b>10.</b>	<b>Classification in a lower grade due to incompetence</b>	51	DG-DGA-CHC-D-CP		CL/CU-ADM-AST[4]	
<b>11.</b>	<b>Additional step linked to function</b>	44( 2nd para), 46			DG-DGA-D-CU	

[1] After Joint Committee opinion.

[2] As regards the attachment of officials in accordance with the decision of 5 January 1995, the Director-General for HR and Security has the powers of the Appointing Authority.

[3] As regards the attachment of officials between departments of the Institution, this responsibility is incumbent on the Director-General of origin, acting in agreement with the Director-General of posting and with DG HR. If there is any disagreement, this responsibility is held by the Director-General for HR and Security.

[4] The powers are exercised jointly by the Director-General for HR and Security, the Director-General JRC and a third agent designated by the Secretary-General from amongst Directors- General or Deputy Directors-General. The joint decision is taken by a majority of these three members of the tripartite AIPN.

[5] Where an outside activity or assignment is to be exercised during the period of leave on personal grounds, the Appointing Authority decides after consulting DG HR.

[5a] Where an outside activity or assignment is to be exercised during the period of leave on personal grounds, the Appointing Authority decides in agreement with DG HR.

[6] The function types refer to the posts on which the temporary postings are made

[7] In the case of secondment as a Member of Cabinet (including Cabinet Experts and Communication Advisers), of EPSC or of the Spokesperson's Service the President's Cabinet is informed.

[7a] In the case of secondment as Spokesperson or Press Officer or as Head of Unit in the Spokesperson's Service, the AIPN acts in agreement with the European Commission Chief Spokesperson and with the President. In the case of secondment as Spokesperson for the Vice-President/High Representative, the AIPN acts in agreement with the latter and with the European Commission Chief Spokesperson. The Directorate-General of origin is informed.

[8] The delegation of the power for establishing the list of officials who have passed the written and oral tests is set out in the general implementing provisions giving effect to Art 45a SR (see currently Art 10(1) of Commission Decision C(2013)6859 final, Administrative Notice No 42-2013).

[9] Including assessment and measures regarding conflicts of interest pursuant to Art 11(4th para) SR. The AIPN acts after consulting JRC and, where the AIPN is not the Director-General for Human Resources and Security, after consulting DG HR as well.

[10] After consulting JRC.

[11] Except in the case of secondment as Member of Cabinet within the Commission, for which the Director-General for Human Resources and Security and the Director-General of JRC shall be Joint AIPN.

## ANNEX II - AIPN TABLES (JRC)

### IV TERMINATION OF SERVICE

Numbering	SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General JRC
1.	Dismissal during or at the end of the probationary period	34	DG-DGA-CHC-D-CP		CU[1][2]/CL[2]-ADM[2]-AST	
2.	Resignation on request	48	DG-DGA-CHC-D-CP		CL/CU-ADM-AST	
3.	Compulsory resignation	49	DG-DGA-CHC-D-CP		CL/CU[2]-ADM[2]-AST	
4.	Retirement in the interests of the service	50	DG-DGA-CHC-D-CP			
5.	Dismissal for incompetence	51	DG-DGA-CHC-D-CP		CL/CU-ADM-AST[3]	
6.	Early retirement on request	52(1st para)(b) + Ann VIII Art 9			All grades/functions	
7.	Continuing to work beyond legal retirement age	52(2nd and 3rd para)		DG-DGA-CHC-D-CP-CL-CU[5]	ADM-AST	
8.	Invalidity	53			All grades/functions	
9.	Honorary rank	54	This power is delegated to the Member of the Commission responsible for human resources. [4]			

[1] Under the terms and procedure laid down in Commission Decision C(2008)5028.

[2] For CL/CU and ADM, these powers are exercised after consulting the Member of the Commission responsible for human resources.

[3] The powers are exercised jointly by the Director-General for HR and Security, the Director-General JRC and a third agent designated by the Secretary-General from amongst Directors-General or Deputy Directors-General. The joint decision is taken by a majority of these three members of the tripartite AIPN.

[4] In accordance with the procedure outlined in Art 5 of Commission Decision C(2012)3192 final. The power is exercised by the President in the cases referred to in Art 4 of that decision.

[5] In agreement with the Member of the Commission responsible for the JRC.



## ANNEX II - AIPN TABLES (JRC)

### V RIGHTS AND OBLIGATIONS

Numbering	SUBJECT	Article of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General JRC
1.	Permission to accept:					
1.1.	- a payment	11 (2nd para)			DG-DGA-CHC-D-CP	CL/CU-ADM-AST
1.2.	- a favour or a gift			DG[1]		DGA-CHC-D-CP-CL/CU-ADM-AST
1.3.	- an honour or a decoration				All grades/functions	
2.	Assessment of personal interest (except in the context of recruitment or reinstatement after leave on personal grounds)	11a(2)		DG[1]		DGA-CHC-D-CP-CL/CU-ADM-AST
3.	Permission to engage in an outside activity, whether or not paid, or carry out an assignment	12b			DG-DGA-CHC-D-CP	CL/CU-ADM-AST[5]
4.	Assessment of spouse's gainful employment	13			DG-DGA-CHC-D-CP	CL/CU-ADM-AST
5.	Assessment of situation of official standing for or elected or appointed to public office	15			All grades/functions	
6.	Publication of texts / documents	17a(2)				All grades/functions [4]
7.	Permission to disclose information in legal proceedings	19(1st para)			All grades/functions	
8.	Observation of privileges and immunities	23(2nd para)			All grades/functions [3]	
9.	Laissez-passer as required in the interest of the service	23(3rd para)			CL-ADM-AST	
10.	Request for assistance	24			All grades/functions	
11.	Complaints	90(2)			All grades/functions [2]	

[1] This power may be subdelegated to the Member of the Commission responsible for the JRC.

[2] Unless the contested decision was taken at the level of the Director-General for HR and Security with no subdelegation or by a tripartite Appointing Authority: the Appointing Authority in this case is the Commissioner responsible for human resources; if the contested decision was taken by a Member of the Commission or by the College: the Commission is Appointing Authority. For interinstitutional competitions the Director of EPSO is Appointing Authority.

[3] As far as staff employed at Ispra is concerned, the Director-General for Human Resources and Security is authorised to subdelegate these competences to the Director-General of DG JRC, who may sub-delegate them further pursuant to Art 6 of this decision. DG JRC shall keep DG HR informed about the use made of the subdelegation.

[4] With regard to the Director-General this power is exercised by the Member of the Commission responsible for the JRC.

[5] Where the outside activity or assignment is to be exercised during a period of leave on personal grounds, the Appointing Authority decides in agreement with DG HR.

## ANNEX II - AIPN TABLES (JRC)

### VI DISCIPLINE (administrative investigation, disciplinary proceedings) and personal liability in cases of serious misconduct

Numbering	SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General JRC
1.	Opening an administrative investigation	Ann IX Art 2(1)			For all officials (AD16-AST/SC1): Director-General for Human Resources and Security in agreement with the Secretary- General	
2.	Postponement of hearing in the context of the administrative investigation in cases of strictest confidentiality	Ann IX Art 2(1) + 1(2)			For all officials (AD16-AST/SC1) : Secretary-General in agreement with the Director-General for Human Resources and Security.	
3.	Informing the official concerned when an administrative investigation is closed with no further action taken	Ann IX Art 2(1) + 1(3)+ 29			For all officials (AD16-AST/SC1)	
4.	Informing the official concerned when an administrative investigation ends and communicating to him/her the conclusions of the investigation report and other documents	Ann IX Art 2(2)			For all officials (AD16-AST/SC1)	
5.	Preliminary hearing and initiation of disciplinary proceedings	Ann IX Art 3		AD16-AD14[1][2]	AD 14-AST/SC1	
6.	Referring cases to the Disciplinary Board	Ann IX Art 12		AD16-AD14[2][4]	AD14-AST/SC1	
7.	Withdrawing a case from the Disciplinary Board	Ann IX Art 14		AD16-AD14[2][4]	AD14-AST/SC1	
8.	Representation of the Appointing Authority before the Disciplinary Board	Ann IX Art 16(2)	For all officials (AD16-AST/SC1): The Director of IDOC or his/her representative [3]			
9.	Hearing preceding a possible penalty without referring the case to the Disciplinary Board or after withdrawing it from the Board	Ann IX Art 11 + 14(2nd para)		AD16-AD14[2]	AD14-AST/SC1	
9a.	Hearing preceding a possible penalty after referring the case to the Disciplinary Board	Ann IX Art 22(1)		AD16-AD14[2]	AD14-AST/SC1: these powers are exercised jointly by the Director- General for Human Resources and Security, the Director-General JRC and a third agent designated by the Secretary-General from amongst Directors-General or Deputy Directors-General. The joint decision is taken by a majority of these three members of the tripartite AIPN.	
10.	Penalty without referring the case to the Disciplinary Board or after withdrawing it from the Board	Ann IX Art 9 + 10 + 11 + 14(2nd para)		AD16-AD14[2][4]	AD14-AST/SC1	
10a.	Penalty after referring the case to Disciplinary Board	Ann IX Art 9 + 10 + 22	AD 16-AD 15[5]	AD15-AD14[2]	AD14-AST/SC1: these powers are exercised jointly by the Director- General for Human Resources and Security, the Director-General JRC and a third agent designated by the Secretary-General from amongst Directors-General or Deputy Directors-General. The joint decision is taken by a majority of these three members of the tripartite AIPN.	
11.	Reimbursement of expenses	Ann IX Art 21			For all officials (AD16-AST/SC1)	
12.	Where case is closed without imposing any disciplinary penalty: informing the official concerned and, where appropriate, suitable publicity for this decision	Ann IX Art 22(2) + 29			For all officials (AD16-AST/SC1)	
13.	Reopening of disciplinary proceedings where new facts come to light	Ann IX Art 28		AD16-AD14[2][4]	AD14-AST/SC1	
14.	Suspension in connection with an allegation of serious misconduct (preliminary hearing and decision)	Ann IX Art 23 + 24		AD16-AD14[2][4]	AD14-AST/SC1	
15.	Deletion of reference to disciplinary penalty from personal file	Ann IX Art 27		AD16-AD14[2][4]	AD14-AST/SC1	
16.	Personal liability in cases of serious misconduct	22(2nd para)		AD16-AD14[2][4]	AD14-AST/SC1: these powers are exercised jointly by the Director- General for Human Resources and Security, the Director-General JRC and a third agent designated by the Secretary-General from amongst Directors-General or Deputy Directors-General. The joint decision is taken by a majority of these three members of the tripartite AIPN.	

[1] The Member of the Commission may subdelegate the power to hold a preliminary hearing or designate a person to hold the hearing in his or her place.

[2] AD 14 only as far as senior officials (directors and equivalent) are concerned.

[3] The Director is authorised to designate another IDOC official.

[4] In respect of DG and DGA the Member of the Commission responsible for human resources takes the decision in agreement with the President and, where possible, after consulting the Member of the Commission responsible for JRC.

[5] AD 15 only as far as DG, DGA, CHC or holders of equivalent posts are concerned.

## ANNEX II - AIPN TABLES (JRC)

### VII WORKING CONDITIONS

Numbering	SUBJECT	Article of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director- General JRC	Director PMO
1.	Parental leave	42a			DG-DGA-CHC-D-CP	CL/CU-ADM-AST	
2.	Family leave	42b			DG-DGA-CHC-D-CP	CL/CU-ADM-AST	
3.	Normal working week (including flexible working- time arrangements) and public holidays:	55(2)+(4), 61					
3.1.	- rules of general application		All grades/functions [8]				
3.2.	- individual decisions					All grades/functions [6]	
4.	Special working hours	55(2)				All grades/functions	
5.	Decision on standby duty	55(3)				All grades/functions [1]	
6.	Part-time work	55a + Annex IVa		DG-DGA-CHC	D-CP	CL/CU-ADM-AST[7]	
7.	Job-sharing	55b	DG-DGA-CHC-D-CP			CL/CU-ADM-AST	
8.	Authorisation of night work and work on Sundays and public holidays	56(1st para)				All grades/functions	
9.	Shiftwork: Decision to set up shiftwork	56a				All grades/functions [1]	
10.	Annual leave and home leave [2]	57(1st para), 60 (1st para), Ann V (Art 1-5, 7)				All grades/functions	
11.	Special leave (including travelling time) and maternity leave:	57(2nd para), 58 + Ann V (Art 6)					
11.1	- individual cases					All grades/functions	
11.2	- collective special leave [3]				All grades/functions		
12.	Permission for absence for trade union / staff committee purposes	9, 24b			All grades/functions		
13.	List of independent doctors (establishment of the list and selection of doctors from it)	59(1)(6th subpara)			All grades/functions [5]		
14.	Requirement to take leave	59(5)			All grades/functions		
15.	Annual medical check-up, fixing maximum amount	59(6)			All grades/functions		
16.	Measures in cases of unauthorised absence	60(1st para)				All grades/functions	
17.	Permission to spend sick leave elsewhere than the place of employment	60(2nd para)				All grades/functions [4]	

*Cont.*

## ANNEX II - AIPN TABLES (JRC)

### VII WORKING CONDITIONS

- [1] Introduction of a systematic shiftwork system or standby service requires the agreement of DG HR.
- [2] Without prejudice to any authority conferred in this regard on the official's superior or on the human resources manager of his or her service by the Staff Regulation (see first sentence of first paragraph of Art 60) or by the Commission's implementing provisions on annual leave in their up-to-date-version (for the rules that are currently applicable see Commission Decision C(2013)9051 of 16.12.2013, Administrative Notice No 65-2013).
- [3] Unless the DG for Human Resources and Security has decided on travelling time (Annex V to the SR, Art 7), this decision is taken by the DG JRC.
- [4] After Medical Service opinion, if available within a time deemed appropriate by the AIPN.
- [5] Under Art 59(1), 6th subparagraph, this list is established by common consent of the Appointing Authority and the Staff Committee.
- [6] Subject to the rules set out in Commission Decision C(2014)2502 of 15 April 2014 on Working Time, Administrative Notice No 23-2014.
- [7] Except decisions on cases of serious hardship pursuant to Art 55a(2)(d) SR, which are to be taken by the Director-General for Human Resources and Security.
- [8] More detailed rules and practical procedures for the application of working time provisions may be adopted by the Director-General of DG HR.

## ANNEX II - AIPN TABLES (JRC)

### VIII PAY AND SOCIAL BENEFITS

Numbering	SUBJECT	Article of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General JRC	Director PMO
<b>1.</b>	<b>Compensatory leave and remuneration for overtime:</b>	56 + Ann VI					
1.1.	- Decision determining the compensatory leave and/or the amount of overtime to be remunerated					AST1-4, AST/SC1-6	
1.2.	- Decision determining the individual payment						AST1-4, AST/SC1-6
<b>2.</b>	<b>Allowance for shiftwork:</b>	56a					
2.1.	- Decision establishing the recipient of the allowance provided for in Art 56a SR					All grades/functions	
2.2.	- Decision determining the individual payment						All grades/functions
<b>3.</b>	<b>Allowance for regular standby duty:</b>	56b					
3.1.	- Decision establishing the recipient of the allowance provided for in Art 56b SR					All grades/functions	
3.2.	- Decision determining the individual payment						All grades/functions
<b>4.</b>	<b>Grant of an allowance to compensate for particularly arduous working conditions:</b>	56c					
4.1.	- Decision establishing the recipient of the allowance provided for in Art 56c SR					All grades/functions	
4.2.	- Decision determining the specific payment						All grades/functions
<b>5.</b>	<b>Family allowances:</b>	67- 68a, Ann VII (Art 1 - 3)					All grades/functions
5.1.	- Doubling of the dependent child allowance	67(3)					All grades/functions [3]
5.2.	- Extension of the period during which the dependent child allowance is paid	Ann VII Art 2(5)					All grades/functions [3]
<b>6.</b>	<b>Allowances and reimbursement of expenses:</b>						
6.1.	- expatriation and foreign residence allowance	69 + Ann VII Art 4					All grades/functions
6.2.	- installation allowance; travel/removal expenses; daily subsistence allowance	71 + Ann VII (Art 5, 7, 9, 10)					All grades/functions
6.3.	- annual travel costs	71 + Ann VII Art 8					All grades/functions
6.4.	- mission expenses	71 + Ann VII Art 11, 13					
6.4.1.	- - Decision on the prerequisites and terms of the entitlement [1]					All grades/functions	
6.4.2.	- - Decision on a specific payment						All grades/functions

*Cont.*

## ANNEX II - AIPN TABLES (JRC)

### VIII PAY AND SOCIAL BENEFITS

Numbering	SUBJECT	Article of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General JRC	Director PMO
6.5.	- entertainment expenses; costs of accommodation	71 + Ann VII Art 14					
6.5.1.	- - Decision on the prerequisites and terms of the entitlement					All grades/functions	
6.5.2.	- - Decision on a specific payment						All grades/functions
6.6.	- fixed travel allowance						
6.6.1.	- - for senior officials	71 + Ann VII Art 15(1st para)	DG-DGA-CHC-D-CP				
6.6.2.	- - for other officials	71 + Ann VII Art 15(2nd para)		CU-CL-ADM-AST			
6.7.	- grants and reimbursements in cases of birth and death	74, 75					All grades/functions
6.8.	- determining an official's place of origin	Ann VII Art 7(4)					All grades/functions
7.	<b>Transfer of remuneration</b>	Ann VII Art 17					All grades/functions
8.	<b>Allowance for non-active status</b>	41(3) + Ann IV					All grades/functions
8a.	<b>Allowance for leave in the interests of the service</b>	42c + Ann IV					All grades/functions
9.	<b>Procedures for dealing with incompetence:</b>						
9.1.	- reimbursement of expenses	51(8)			All grades/functions		
10.	<b>Sickness insurance: any individual decision on cover for medical expenses within the framework of the Joint Sickness Insurance Scheme</b>	72 + 40(3) + Ann X Art 24					All grades/functions [2]
11.	<b>Accident insurance: any individual decision on social benefits and cover for expenses related to accidents or occupational diseases</b>	73 + 40(3) + Ann X Art 25					All grades/functions
12.	<b>Gifts and loans for welfare purposes:</b>						
12.1.	- for the staff	76			All grades/functions		
13.	<b>Advances on salary</b>	76					All grades/functions
14.	<b>Pensions (including notably: authentication of pensionable years, transfer of pension rights), family allowances:</b>	77-84 Ann VII, VIII, XIII					All grades/functions
14.1.	- leave on personal grounds	40(3)					All grades/functions
14.2.	- parental leave	42a					All grades/functions
14.3.	- transfers	Ann VIII Art 11					All grades/functions

**Cont.**

## ANNEX II - AIPN TABLES (JRC)

### VIII PAY AND SOCIAL BENEFITS

Numbering	SUBJECT	Article of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General JRC	Director PMO
15.	<b>Recovery of undue payment:</b>	85	This decision is taken by the Appointing Authority which took the decision to make the payment or, as the case may be, omitted to take a decision that would have resulted in non-payment or in the payment of a lesser amount. If the competence for that type of decision has since been placed in the hands of a different authority, it is the latter that decides on the recovery.				
15.1.	- decision on repayment schedule						All grades/functions
16.	<b>Remuneration (including legal deductions)</b>	62					All grades/functions
17.	<b>Bonus to the author of a patented invention</b>	18(3)				All grades/functions	

[1] For missions by the Director-General JRC outside the European Union, the powers are exercised by the relevant Head of Cabinet.

[2] Without prejudice to the provisions of the Joint Rules on sickness insurance for officials of the European Communities (common accord recorded on 24 November 2005).

[3] After Medical Service opinion.

## ANNEX II - AIPN TABLES (JRC)

### IX BODIES PROVIDED FOR IN THE STAFF REGULATIONS

Numbering	SUBJECT	Article of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director- General JRC
1.	<b>Joint Committee:</b>					
1.1.	- appointment of chair and members	Ann II Art 2			x	
1.2.	- consultation	9(4)			x	
1.3.	- convening of meetings	Ann II Art 3			x	
1.4.	- setting of deadlines	10a			x	
2.	<b>Disciplinary Board:</b>					
2.1.	- appointment of chair				x	
2.2.	- appointment of chair's alternate	Ann IX Art 6(2)			x	
2.3.	- appointment of secretary	Ann IX Art 7			x	
2.4.	- appointment of two members and two alternates	Ann IX Art 6(1) + (4)			x	
2.5.	- determining the list of further members	Ann IX Art 6(4)(a)			x	
2.6.	- determining ad hoc procedure for officials posted to a third country	Ann IX Art 5(5)			x [2]	
3.	<b>Invalidity Committee:</b>					
3.1.	- appointment of doctor by the institution	Ann II Art 7			x	
3.2.	- consultation	59(4)			All grades/functions	
4.	<b>Reports Committee:</b>					
4.1.	- appointment of members				x	
4.2.	- consultation [1]				CL/CU-ADM-AST	
5.	<b>Staff Regulations Committee:</b>					
5.1.	- appointment of members	10			x	
5.2.	- consultation	10			x	
5.3.	- setting of deadlines	10a			x	

*Cont.*



## ANNEX II - AIPN TABLES (JRC)

### IX BODIES PROVIDED FOR IN THE STAFF REGULATIONS

Numbering	SUBJECT	Article of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director- General JRC
<b>6.</b>	<b>Common Joint Committee:</b>					
6.1.	- appointment of members for the Commission administration	Ann II Art 2			x	
6.2.	- consultation	9(4)			x	
<b>7.</b>	<b>Staff Committee:</b>					
7.1.	- setting of deadlines	10a			x	
7.2.	- term of office and conditions for election	Ann II Art 1			x	
<b>8.</b>	<b>Agreement with the unions</b>	10c		x		
<b>9.</b>	<b>Joint Advisory Committee for professional incompetence:</b>					
9.1.	- appointment of chair	Ann II Art 12(1st para)			x[3]	
9.2.	- appointment of members	Ann II Art 12(1st para)			x[4]	
9.3.	- drawing up the list of further members	Ann II Art 12(2nd para)			x[5]	
9.4.	- determining an ad hoc procedure for officials posted outside the EU.	Ann II Art 12(4th para)			x[2]	

[1] For senior officials (DG-DGA-CHC-D-CP), consultation is automatic in the cases specified in the relevant decision.

[2] With the Staff Committee.

[3] The chair is appointed by the Appointing Authority from a list of candidates drawn up in concertation with the Staff Committee.

[4] Prior to appointment by the Appointing Authority, half of the members are designated by the Appointing Authority and half by the Staff Committee.

[5] Two members are appointed by the Appointing Authority and two by the Staff Committee.

## ANNEX II - AIPN TABLES (JRC)

### X. TEMPORARY STAFF

Numbering	SUBJECT	Articles of CEOS	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General JRC	Director PMO
1.	Decision to engage and conclusion of contract and amendments [3]:	2, 8, 10					
1.1.	- Temporary staff under Art. 2(a) CEOS		DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
1.2.	- Temporary staff under Art. 2(d) CEOS		DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
2.	Exemption from the requirement to be a national of a Member State:						
2.1.	- Temporary staff under Art. 2(a) and (d) CEOS	12(2)(a)	DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
3.	Probationary period (reassignment during probationary period, extension of probationary period)	14		DG-DGA-CHC-D-CP[2]	CL/CU-ADM-AST		
4.	Rights and obligations	11	Delegation of powers identical to those in Table V for officials.				
5.	Working hours and leave (including notably overtime, shiftwork, standby duty, special working hours, public holidays, annual, special and sick leave, maternity leave, requirement to take leave, parental and family leave)	16(1st para)	Delegation of powers identical to those in Tables VII and VIII for officials.				
6.	Sick leave: right to remuneration	16(2nd, 3rd+4th para)				All grades/functions	
7.	Leave without pay for personal reasons [3]	17		DG-DGA-CHC-D-CP[1]		CL/CU-ADM-AST[1a]	
8.	Call-up leave	18				All grades/functions	
9.	Expatriation allowance and foreign residence allowance, family allowances	20, 21	Delegation of powers identical to those in Table VIII for officials.				
10.	Reimbursement of expenses incurred on entering the service or transfer or in the course of or in connection with duties performed (Art 5, 7 to 15 of Ann VII to the SR)	22 - 26	Delegation of powers identical to those in Table VIII for officials.				
11.	Transfer of remuneration (Art 17 of Ann VII to the SR)	27	Delegation of powers identical to those in Table VIII for officials.				
11a.	Maternity pay in cases of expiry of the contract:	17(last para)					
11a.1.	- decision establishing the recipient and the duration of the entitlement					All grades/functions	
11a.2.	- decision determining the individual payments						All grades/functions

**Cont.**

## ANNEX II - AIPN TABLES (JRC)

### X. TEMPORARY STAFF

Numbering	SUBJECT	Articles of CEOS	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General JRC	Director PMO
12.	Cover for sickness and accidents	28	Delegation of powers identical to those in Table VIII for officials.				
13.	Grants and reimbursements in cases of birth and death	29	Delegation of powers identical to those in Table VIII for officials.				
14.	Gifts, loans or advances (Art 76 SR)	30	Delegation of powers identical to those in Table VIII for officials.				
15.	Suspension of guaranteed benefits for death or invalidity	32			All grades/functions		
16.	Pensions (including notably: authentication of pensionable years, transfer of pension rights)	34 - 42, 32	Delegation of powers identical to those in Table VIII for officials.				
17.	Recovery of overpayments	45	Delegation of powers identical to those in Table VIII for officials.				
18.	Termination of service on invalidity grounds	33, 32	Delegation of powers identical to those in Table IV for officials.				
19.	Termination of contract:						
19.1.	- Temporary staff under Art. 2(a) and (d) CEOS	14, 47, 48	DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
20.	Discipline	49, 50, 50a	Delegation of powers identical to those in Table VI for officials.				
21.	Limitation of severance grant and resettlement allowance	49(2), 50(2)			All grades/functions		
22.	Pre-recruitment medical examination (including notably composition of the Medical Committee)	13			All grades/functions		

[1] Where an outside activity is to be exercised during the period of leave on personal grounds, the AHCC decides after consulting DG HR.

[1a] Where an outside activity is to be exercised during the period of leave on personal grounds, the AHCC decides in agreement with DG HR.

[2] In agreement with the President and with the Member of the Commission responsible for the JRC and, where applicable, with the Member of the Commission responsible for another department concerned.

[3] Including assessment and measures regarding conflicts of interest pursuant to Art 11 CEOS in conjunction with Art 11(3rd and 4th para) SR. Where applicable, the AHCC acts after consulting the department concerned and DG HR.

## ANNEX II - AIPN TABLES (JRC)

### XI CONTRACT STAFF

Numbering	SUBJECT	Articles of CEOS	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General JRC	Director PMO
1.	Decision to engage and conclusion of contract and amendments [2]:	3a; 3b, 82					
1.1.	- Contract staff, Art. 3a of CEOS					All grades/functions	
1.2.	- Contract staff, Art. 3b of CEOS					All grades/functions	
2.	Exemption from the requirement to be a national of a Member State	82(3)(a)				All grades/functions	
3.	Exemption from the requirement to produce supporting documents	82(4)			All grades/functions		
4.	Probationary period (reassignment during probationary period, extension of probationary period)	84(1)+(2)				All grades/functions	
5.	Rights and obligations	81, 11	Delegation of powers identical to those in Table V for ADM and AST.				
6.	Classification in the next higher grade	87			All grades/functions		
7.	Working hours and leave (including notably overtime - FG I and II -, shiftwork, standby duty, special working hours, public holidays, annual, special and sick leave, maternity leave, requirement to take leave, parental and family leave)	91, 16(1st para)	Delegation of powers identical to those in Tables VII and VIII for ADM and AST.				
8.	Sick leave: right to remuneration	91, 16(2nd, 3rd+4th para)				All grades/functions	
9.	Leave without pay for personal reasons [2]	91, 17				All grades/functions	
10.	Call-up leave	91, 18				All grades/functions	
11.	Expatriation allowance and foreign residence allowance, family allowance	92, 20, 21	Delegation of powers identical to those in Table VIII for ADM and AST.				
12.	Reimbursement of expenses incurred on entering the service or transfer, or in the course of or in connection with duties performed (Art 5, 7 to 15 of Ann VII to the SR)	92, 22 - 26, 94	Delegation of powers identical to those in Table VIII for ADM and AST.				

**Cont.**

## ANNEX II - AIPN TABLES (JRC)

### XI CONTRACT STAFF

Numbering	SUBJECT	Articles of CEOS	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General JRC	Director PMO
13.	Transfer of remuneration (Art 17 of Ann VII to the SR)	92, 27	Delegation of powers identical to those in Table VIII for ADM and AST.				
13a.	Maternity pay in cases of expiry of the contract:	91, 17(last para)					
13a.1.	- decision establishing the recipient and the duration of the entitlement					All grades/functions	
13a.2.	- decision determining the individual payments						All grades/functions
14.	Cover for sickness and accidents	95, 28	Delegation of powers identical to those in Table VIII for ADM and AST.				
15.	Grants and reimbursements in cases of birth and death	97					All grades/functions
16.	Gifts, loans or advances (Art 76 SR)	98	Delegation of powers identical to those in Table VIII for ADM and AST.				
17.	Suspension of guaranteed benefits for death or invalidity	100			All grades/functions		
18.	Pensions (including notably: authentication of pensionable years, transfer of pension rights)	103 - 112, 100	Delegation of powers identical to those in Table VIII for ADM and AST.				
19.	Recovery of overpayments	116	Delegation of powers identical to those in Table VIII for ADM and AST.				
20.	Termination of service on invalidity grounds	101, 102, 100	Delegation of powers identical to those in Table IV for officials.				
21.	Termination of contract	84(3)+(4), 119, 47, 48				All grades/functions	
22.	Discipline	119, 49, 50, 50a	Delegation of powers identical to those in Table VI for ADM and AST. [1]				
23.	Limitation of severance grant and resettlement allowance	119, 49(2), 50(2)			All grades/functions		
24.	Pre-recruitment medical examination (including notably composition of the Medical Committee)	83			All grades/functions		

[1] The ad hoc procedure provided for in Art 119(2nd para) CEOS is established by the Director-General for HR and Security in common accord with the Staff Committee.

[2] Including assessment and measures regarding conflicts of interest pursuant to Art 81, 11 CEOS in conjunction with Art 11(3rd and 4th para) SR. The AHCC acts after consulting DG HR.