

Brussels, 4.4.2016
C(2016) 1881 final

ANNEX 1

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

**AIPN/AHCC TABLES for Commission staff, except the staff of the Directorates-General JRC and OLAF, but including all staff of Cabinets as well as all
staff having left the service**

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 SR; **Art** = Article(s); **para** = paragraph(s); **subpara** = subparagraph(s); **EEAS** = European External Action Service

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

The terms "**Director-General in charge of the official/agent/post concerned**", "Director-General of the department of origin/assignment" and "Director-General of the department of posting" include the **Directors** of the administrative offices (PMO, OIB, OIL) and of the Service for Foreign Policy Instruments (FPI), the Chair of the Regulatory Scrutiny Board, the Head of the Structural Reform Support Service and the Head of the Task Force for Strategic Issues related to the UK Referendum. As far as **shared services** for two or more directorates-general are concerned, the Directors-General involved act as joint Appointing Authority / authority empowered to conclude contracts of employment. They are authorised to jointly sub-delegate their powers pursuant to Article 6 of the present decision.

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.

For the purposes of this Decision:

- **Heads of Cabinet** are ranked as Directors. The Head of the President's Cabinet is ranked as Director-General and the Head of Cabinet of the Vice-President/High Representative is ranked as Deputy Director-General.
- **Deputy Heads of Cabinet** are ranked at the level of Heads of Unit. The Deputy Head and the Director of Coordination and Administration of the President's Cabinet are ranked at the level of Directors.

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 I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned	Director EPSO
1.	Vacancy notice:						
1.1.	- determination of level	Art 4(2nd para)	DG-DGA-CHC-D-CP		CU13/14[2]	CU9/14-ADM-AST	
1.2.	- decision to publish internal vacancy notice	Art 4(2nd para)	DG-DGA-CHC			D[3]-CP[3]-CL/CU-ADM-AST	
1.3.	- decision to publish interinstitutional vacancy notice [16]	Art 4(3rd para)	DG-DGA-CHC		D[3]-CP[3]-CL/CU	ADM-AST	
2.	Procedure for filling a vacant post:						
2.1.	- promotion	29(1)(a)(iii)	DG-DGA-CHC-D-CP		SE-AST10[2]	CL/CU13/14 [3]	
			CU9/14-ADM-AST[7]				
2.2.	- appointment in accordance with Art 45a SR	29(1)(a)(ii)			AST 5/11[12]		
2.3.	- transfer between DGs (at the official's request) [6]	29(1)(a)(i)	DG-DGA-CHC-D-CP		ADM-AST	CL/CU13/14[3]-CU9/14[5][13][15]	
2.4.	- transfer within a DG (at the official's request)	29(1)(a)(i)	DG-DGA-CHC-D-CP			CL/CU13/14[3]	
						CU9/14 [5][13][15]-ADM-AST[13]	
2.5.	- transfer between DGs (reassignment in the interests of the service)	7(1)	DG-DGA-CHC-D-CP		CL/CU[8][9][10][11]-ADM-AST[10][11]		
2.6.	- transfer within a DG (reassignment in the interests of the service) [17]	7(1)	DG			DGA-CHC-D-CP[3]-CL/CU[8][9][14]-ADM-AST	
2.7.	- transfer from another Institution	29(1)(b)+97+98(2)	DG-DGA-CHC-D-CP		CU/CL-ADM-AST		
3.	Appointment following a competition (including determination of grade and date of entry into service)	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		
4.	Recruitment otherwise than by competition	29(2)	DG-DGA-CHC-D-CP [4] CL/CU-ADM-AST				

* Special additional rules on the involvement of the Management Committee apply, as far as Directors and CU13/14 in PMO, OIB and OIL are concerned (PMO: Art 10 and 14 of Commission Decision 2003/522/EC; OIB: Art 10 and 14 of Commission Decision 2003/523/EC; OIL: Art 10 and 14 of Commission Decision 2003/524/EC). With regard to the appointment of the Director-General and Directors at the Publications Office special rules on the involvement of the Management Committee apply under Art 10 of Interinstitutional Decision 2009/496/EC, Euratom.

[1] Date of entry into service to be specified by DG HR.

[2] At the request of the Director-General in charge of the official or post concerned.

[3] Simplified procedure.

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

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

[6] If the Appointing Authority = Director-General in charge of the official concerned, this is the Director-General of the DG to which the official is being transferred.

[7] The functions of CU9/14, ADM and AST - except SE and AST 10 - are not in principle published under Art 29(1)(a)(iii) SR. If they are, the Commission is the AIPN.

[8] 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

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

[10] 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 and, in the case of members of DG HR, by the Secretary-General.

[11] For reassignments from OLAF to another department in agreement with OLAF, except in cases covered by FN 10.

[12] AST without restriction.

[13] Without prejudice to specific rules on rotation of staff, as currently specified in Commission Decisions C(2008)3983 and C(2012)7200, AIPN decisions comprising a change of place of employment shall require agreement by DG HR.

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

[15] After information/consultation of the Member of the Commission responsible for the department.

[16] Regarding posts at the Publications Office its Director-General takes the place of the Director-General for Human Resources and Security.

[17] 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. To the extent specified in FN 13, decisions by the Director-General in charge of the official or post concerned comprising a change of place of employment shall require agreement by DG HR.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned	Director EPSO
1.	Competitions, adoption of notice:						
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.	Adoption of application form	Ann III Art 2					All grades/functions
3.	Appointment of chairman and members of selection board:						
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.	Drawing up lists of candidates fulfilling the criteria laid down in Art 28 (a) - (c) SR:						
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

* Publications Office: With regard to the posts of Director-General and Director special rules on the involvement of the Management Committee apply under Art 10 of Interinstitutional Decision 2009/496/EC, Euratom.

[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 I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned
1.	Exemption from the requirement to be a national of a Member State	28(a)	DG-DGA-CHC-D-CP	CL/CU	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	11(3rd para)		DG-DGA-CHC-D-CP[2]	CL/CU-ADM-AST[3]	
4.	Probationary period:					
4.1.	- reassignment during probationary period, extension of probationary period	34		DG-DGA-CHC-D-CP[1]	CL/CU-ADM-AST	
4.2.	- establishment	34		DG-DGA-CHC-D-CP[1]	CL/CU-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 President and with the Member(s) of the Commission responsible for the department(s) concerned.

[2] After consulting DG HR and the department concerned.

[3] After consulting the department concerned.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned
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)			AST5/11	
4.4.	- adopt and publish the list of officials authorised to take part in the training programme	45a(2)			AST5/11	
4.5.	- publish the list drawn up by EPSO of officials who have passed the written and oral tests [8]	45a(1)(c)			AST5/11	
5.1.	Secondment in the interest of the service [2][3]	37(1st para)(a); 38	DG-DGA-CHC-D-CP[10]		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.			
6.	Secondment on request:					
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	
6a.	Exemption for trade union /staff committee purposes:					
6a.1.	- granting, extension, modification	9, 24b			All grades/functions	
6a.2.	- reinstatement				All grades/functions	

Cont.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned
7.	Leave on personal grounds:					
7.1.	- granting, extension	40		DG-DGA-CHC-D-CP[5]		CL/CU-ADM-AST[5a][11]
7.2.	- reinstatement [9]	40		DG-DGA-CHC-D-CP	CL/CU-ADM-AST	
7a.	Leave in the interests of the service:					
7a.1.	- placing on leave	42c				
7a.2.	- reinstatement		DG-DGA-CHC-D-CP		CL-CU-ADM-AST	
8.	Invalidity:					
8.1.	-reinstatement	Ann VIII Art 14(2nd para)	DG-DGA-CHC-D-CP		CL/CU-ADM-AST	
9.	Non-active status	41		All grades/functions		
10.	Leave for military service	42(1st para)				All grades/functions[11]
11.	Classification in a lower grade due to incompetence	51	DG-DGA-CHC-D-CP		CL/CU-ADM-AST[4]	
12.	Additional step linked to function	44(2), 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, the powers of the AIPN are held by the Director-General of the department of origin, acting in agreement with the Director-General of the department of posting and with DG HR. If there is any disagreement, the powers of the AIPN are 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 in charge of the official concerned 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. For Commission officials seconded to a Cabinet, it is the Director-General of the department of origin or assignment who shares in the tripartite AIPN. In the case of an official of DG HR, the Secretary-General designates two 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(4) SR. The AIPN acts after consulting the department concerned and, where the AIPN is not the Director-General for Human Resources and Security, after consulting DG HR as well.

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

[11] For officials seconded to a Cabinet, these powers are exercised by the Head of Cabinet for the period of secondment. With regard to Heads of Cabinet, this power is exercised by the Member of the Commission to whom they report.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned
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 [5]	
7.	Continuing to work beyond the legal retirement age	52(2nd and 3rd para)		DG-DGA-CHC-D-CP-CL-CU	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 in charge of the official concerned 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. For Commission officials seconded to a Cabinet, it is the Director-General of the department of origin or assignment who shares in the tripartite AIPN. In the case of an official of DG HR, the Secretary-General designates two 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] With regard to the Director-General for Human Resources and Security this power is exercised by the Member of the Commission responsible for human resources.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned [3]
1.	Permission to accept:					
1.1.	- a payment	11 (2nd para)			DG-DGA-CHC-D-CP[6]	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 [6]	
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[6]	CL/CU-ADM-AST[8]
4.	Assessment of spouse's gainful employment	13			DG-DGA-CHC-D-CP[6]	CL/CU-ADM-AST
5.	Assessment of situation of official standing for or elected or appointed to public office	15			All grades/functions [6]	
6.	Prohibition of acceptance of certain appointments or benefits after leaving the service	16			All grades/functions [6]	
7.	Publication of texts / documents	17a(2)				All grades/functions [4]
8.	Permission to disclose information in legal proceedings	19(1st para)			All grades/functions [6][9]	
9.	Observation of privileges and immunities	23(2nd para)			All grades/functions [6][7]	
10.	Laissez-passer as required in the interest of the service	23(3rd para)			CL-ADM-AST	
11.	Request for assistance	24			All grades/functions [6]	
12.	Complaints	90(2)			All grades/functions [2]	
13.	Gifts: introduction of general principles [5]	11			All grades/functions	

[1] This power may be sub-delegated to the Member of the Commission responsible for the department concerned.

[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 with responsibility for human resources; if the contested decision was taken by a Member of the Commission or by the College: the Commission is the Appointing Authority. For interinstitutional competitions, the Director of EPSO is the Appointing Authority.

[3] For Commission staff seconded to a Cabinet, this power is exercised by the Head of Cabinet. Where Heads of Cabinet would act as their own Appointing Authority, this power is exercised by the Member of the Commission to whom they report.

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

[5] Principles to be decided in conjunction with the Secretariat-General.

[6] For the Director-General for HR and Security, this power is exercised by the Member of the Commission responsible for human resources.

[7] As far as staff employed at Ispra is concerned, the Director-General for Human Resources and Security is authorised to sub-delegate 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.

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

[9] Inasmuch as the information in question is related to tasks held during an assignment to OLAF: AIPN is DG OLAF.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 HR	Director-General for Human Resources and Security	Director-General in charge of the official or post concerned
1.	Opening an administrative investigation	Ann IX Art 2(1)			For all officials (AD 16-AST/SC 1): Director-General for HR 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 (AD 16-AST/SC 1) : Secretary-General in agreement with the Director-General for HR 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 (AD 16-AST/SC 1)	
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 (AD 16-AST/SC 1)	
5.	Preliminary hearing and initiation of disciplinary proceedings	Ann IX Art 3		AD 16-AD 14[1][2]	AD 14-AST/SC 1	
6.	Referring cases to the Disciplinary Board	Ann IX Art 12		AD 16-AD 14[2][5]	AD 14-AST/SC 1	
7.	Withdrawing a case from the Disciplinary Board	Ann IX Art 14		AD 16-AD 14[2][5]	AD 14-AST/SC 1	
8.	Representation of the Appointing Authority before the Disciplinary Board	Ann IX Art 16(2)	For all officials (AD 16-AST/SC 1): 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)		AD 16-AD 14[2]	AD 14-AST/SC 1	
9a.	Hearing preceding a possible penalty after referring the case to the Disciplinary Board	Ann IX Art 22(1)		AD 16-AD 14[2]	AD 14-AST/SC 1: these powers are exercised jointly by the Director- General for Human Resources and Security, the Director-General in charge of the official concerned [8] 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)		AD 16-AD 14[2][5]	AD 14-AST/SC 1	
10a.	Penalty after referring the case to the Disciplinary Board	Ann IX Art 9 + 10 + 22	AD 16 - AD 15 [4][6]	AD 16[7]-AD 15-AD 14[2]	AD 14-AST/SC 1: these powers are exercised jointly by the Director- General for Human Resources and Security, the Director-General in charge of the official concerned [8] 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 (AD 16-AST/SC 1)	
12.	Where case is closed without imposing any disciplinary penalty: informing the official concerned and, where appropriate, publicising the decision in a suitable way	Ann IX Art 22(2) + 29			For all officials (AD 16-AST/SC 1)	
13.	Reopening of disciplinary proceedings where new facts come to light	Ann IX Art 28		AD 16-AD 14[2][5]	AD 14-AST/SC 1	
14.	Suspension in connection with an allegation of serious misconduct (preliminary hearing and decision)	Ann IX Art 23 + 24		AD 16-AD 14[2][5]	AD 14-AST/SC 1	
15.	Deletion of reference to disciplinary penalty from personal file	Ann IX Art 27		AD 16-AD 14[2][5]	AD 14-AST/SC 1	
16.	Personal liability in cases of serious misconduct	22(2nd para)		AD 16-AD 14[2][5]	AD 14-AST/SC 1: these powers are exercised jointly by the Director- General for Human Resources and Security, the Director-General in charge of the official concerned [8] 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 sub-delegate 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] AD 15 only as far as DG, DGA, CHC or holders of equivalent posts are concerned.

[5] 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 the department concerned. This requirement does not apply, however, to officials whose service has been terminated (Art 47 SR).

[6] Except officials whose service has been terminated (Art 47 SR).

[7] Only for officials whose service has been terminated (Art 47 SR).

[8] For Commission officials seconded to a Cabinet, it is the Director-General of the department of origin or assignment who shares in the tripartite AIPN. In the case of an official of DG HR, the Secretary-General designates two members of the tripartite AIPN.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned	Director PMO
1.	Parental leave [4]	42a			DG-DGA-CHC-D-CP[8]	CL/CU-ADM-AST	
2.	Family leave [4]	42b			DG-DGA-CHC-D-CP[8]	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 [13]				
3.2.	- individual decisions					All grades/functions [11]	
4.	Special working hours	55(2)			All grades/functions		
5.	Decision on standby duty [5]	55(3)				All grades/functions [1]	
6.	Part-time work [4]	55a + Ann IVa		DG-DGA-CHC	D-CP	CL/CU-ADM-AST[12]	
7.	Job-sharing [6]	55b	DG-DGA-CHC-D-CP			CL/CU-ADM-AST	
8.	Authorisation of night work and work on Sundays and public holidays [5]	56(1st para)				All grades/functions	
9.	Shiftwork [5]: Decision to set up shiftwork	56a				All grades/functions [2]	
10.	Annual leave and home leave [6] [9]	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 [6]					All grades/functions	
11.2.	- collective special leave [10] [6]				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 [3]		
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 [5]	60(1st para)				All grades/functions	
17.	Permission to spend sick leave elsewhere than at the place of employment [5]	60(2nd para)				All grades/functions [7]	

Cont.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

VII WORKING CONDITIONS

- [1] Introduction of a systematic standby service requires the agreement of DG HR.
- [2] Introduction of a systematic shiftwork system requires the agreement of DG HR.
- [3] Under Art 59(1), 6th subparagraph, this list is established by common consent of the Appointing Authority and the Staff Committee.
- [4] For officials seconded to a Cabinet, these powers are exercised by the Head of Cabinet for the period of secondment.
- [5] For Cabinet staff, the term "Director-General in charge of the official concerned" means the Head of Cabinet. Where Heads of Cabinet are their own Appointing Authority, this power is exercised by the Member of the Commission to whom they report.
- [6] For Cabinet staff, the term "Director-General in charge of the official concerned" means the Head of Cabinet.
- [7] After Medical Service opinion, if available within a time deemed appropriate by the AIPN.
- [8] For the Director-General for HR and Security, this power is exercised by the Member of the Commission responsible for human resources.
- [9] 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 SR (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).
- [10] Unless the DG for Human Resources and Security has decided on travelling time (Annex V, Art 7 SR), this decision is taken by the Director General in charge of the official concerned.
- [11] Subject to the rules set out in Commission Decision C(2014)2502 of 15 April 2014 on Working Time, Administrative Notice No 23-2014.
- [12] 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.
- [13] More detailed rules and practical procedures for the application of working time provisions may be adopted by the Director-General of DG HR.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned [1]	Director PMO
1.	Compensatory leave and remuneration for overtime:	56 + Ann VI					
1.1.	- Decision determining the compensatory leave and/or the amount of overtime to be remunerated					AST1-4, AST/SC 1-6	
1.2.	- Decision determining the individual payment						AST 1-4, AST/SC 1-6
2.	Allowance for shiftwork:	56a					
2.1.	- Decision establishing the recipient of the allowance provided for in Art 56a SR					All grades/functions	
2.2.	- Decision determining the specific payment						All grades/functions
3.	Allowance for regular standby duty:	56b					
3.1.	- Decision establishing the recipient of the allowance provided for in Art 56b SR					All grades/functions	
3.2.	- Decision determining the specific payment						All grades/functions
4.	Grant of an allowance to compensate for particularly arduous working conditions:	56c					
4.1.	- Decision establishing the recipient of the allowance provided for in Art 56c SR					All grades/functions [2]	
4.2.	- Decision determining the specific payment						All grades/functions
5.	Family allowances:	67- 68a, Ann VII (Art 1 - 3)					All grades/functions
5.1.	- Doubling of the dependent child allowance	67(3)					All grades/functions [9]
5.2.	- Extension of the period during which the dependent child allowance is paid	Ann VII Art 2(5)					All grades/functions [9]
6.	Allowances and reimbursement of expenses:						
6.1.	- expatriation and foreign residence allowance	69 + Ann VII Art 4					All grades/functions
6.2.	- installation/resettlement 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 11-13a					
6.4.1.	- - Decision on the terms of the entitlement [3][4]					All grades/functions	
6.4.2.	- - Decision on a specific payment						All grades/functions

Cont.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned [1]	Director PMO
6.5.	- entertainment expenses; costs of accommodation	71 + Ann VII Art 14					
6.5.1.	- - Decision on the 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.	Transfer of remuneration	Ann VII Art 17					All grades/functions
8.	Allowance for non-active status	41(3) + Ann IV					All grades/functions
9.	Allowance for retirement in the interest of the service	50 + Ann IV					All grades/functions
9a.	Allowance for leave in the interest of the service	42c + Ann IV					All grades/functions
10.	Procedures for dealing with incompetence:						
10.1.	- reimbursement of expenses	51(8)			All grades/functions		
10.2.	- dismissal allowance	51(5)+(6)					All grades/functions
11.	Sickness insurance: any individual decision on cover for medical expenses within the framework of the Joint Sickness Insurance Scheme	72 + 40(3) + Ann X Art 24					All grades/functions [8]
12.	Accident insurance: any individual decision on social benefits and cover for expenses related to accidents or occupational diseases	73 + 40(3) + Ann X Art 25					All grades/functions
13.	Gifts and loans for welfare purposes:						
13.1.	- for the staff	76			All grades/functions		
13.2.	- to the surviving spouse	76a			All grades/functions		
14.	Advances on salary	76					All grades/functions

Cont.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned [1]	Director PMO
15.	Pensions (including notably: severance grant, authentication of pensionable years, transfer of pension rights, invalidity allowance), family allowances:	77-84 Ann VII, VIII, XIII					All grades/functions
15.1.	- compulsory resignation	41(4)					All grades/functions
15.2.	- leave on personal grounds	40(3)					All grades/functions
15.3.	- retirement in the interest of the service	50					All grades/functions
15.4.	- parental leave	42a					All grades/functions
15.5.	- invalidity: prerequisites of the allowance in principle [6]	53, 78, Ann VIII Art 1 + 13(1)			All grades/functions		
15.6.	- death (three months' remuneration)	70					All grades/functions
15.7.	- transfers	Ann VIII Art 11					All grades/functions
15.8.	- amount of retirement pension	77					All grades/functions
15.9.	- amount of invalidity allowance [5]	78					All grades/functions
15.10.	- amount of survivor's pension [7]	79-81a					All grades/functions
16.	Recovery of undue payment:	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.				
16.1.	- decision on repayment schedule						All grades/functions
17.	Remuneration (including legal deductions)	62					All grades/functions
18.	Bonus to the author of a patented invention	18(3)				All grades/functions [2]	

[1] For Cabinet staff, the term "Director-General in charge of the official concerned" means the Head of Cabinet. Where Heads of Cabinet would act as their own Appointing Authority, this power is exercised by the Member of the Commission to whom they report.

[2] In agreement with JRC.

[3] For a Head of Cabinet's mission expenses, these powers are exercised by himself/herself.

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

[5] Except decisions on the application of Art 78(5th para) SR, which are incumbent on the Director-General for Human Resources and Security.

[6] Notably decisions on whether the invalidity or death was caused by a sickness or an accident for which cover is suspended or restricted under Art 1 of Ann VIII to the SR (Art 32 SR, 100 CEOS). - See VIII.15.9 for decisions on the amount of the invalidity allowance.

[7] Decisions on whether death was caused by a sickness or an accident for which cover is suspended or restricted under Ann VIII Art 1 to the SR (Art 32, 100 CEOS) are taken by the Director-General for Human Resource and Security.

[8] 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).

[9] After Medical Service opinion.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned
1.	Joint Committee:					
1.1.	- appointment of chairman 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.	Disciplinary Board:					
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.	Invalidity Committee:					
3.1.	- doctor appointed by the institution	Ann II Art 7			x	
3.2.	- consultation	59(4)			All grades/functions	
4.	Reports Committee:					
		Ann II Art 10				
4.1.	- appointment of members				x	
4.2.	- consultation [1]				CL/CU-ADM-AST	
5.	Staff Regulations Committee:					
5.1.	- appointment of members	10			x	
5.2.	- consultation	10			x	
5.3.	- setting of deadlines	10a			x	

Cont.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the official or post concerned
6.	Common Joint Committee:					
6.1.	- appointment of members for the Commission administration	Ann II Art 2			x	
6.2.	- consultation	9(4)			x	
7.	Staff Committee:					
7.1.	- setting of deadlines	10a			x	
7.2.	- term of office and conditions for election	Ann II Art 1			x	
8.	Agreement with the unions	10c		x		
9.	Joint Advisory Committee for professional incompetence:					
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 I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the agent or post concerned [1]	Director PMO
1.	Decision to engage and conclusion of contract and amendments [6]:	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(b) CEOS		DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
1.3.	- Temporary staff under Art 2(c) CEOS		The delegations set out in Table III, points 5.1-5.4, for the secondment of officials apply by analogy.				
1.4.	- 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.	- All temporary staff except under Art 2(c) CEOS	12(2)(a)	DG-DGA-CHC-D-CP	CL/CU	ADM-AST		
2.2.	- Temporary staff under Art 2(c) CEOS	12(2)(a)	The delegations set out in Table III, points 5.1-5.4, for the secondment of officials apply by analogy.				
3.	Probationary period (reassignment during probationary period, extension of probationary period):	14					
3.1.	- All temporary staff except under Art 2(c) CEOS			DG-DGA-CHC-D-CP[2]	CL-CU-ADM-AST		
3.2.	- Temporary staff under Art 2(c) CEOS		The delegations set out in Table III, points 5.1-5.4, for the secondment of officials apply by analogy.				
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 [6]	17		DG-DGA-CHC-D-CP[3]		CL/CU-ADM-AST[3a]	
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, transfer and leaving the service, or in the course of or in connection with duties performed (Art 5 to 15 of Ann VII to the SR)	22-26	Delegation of powers identical to those in Table VIII for officials.				

Cont.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the agent or post concerned [1]	Director PMO
11.	Transfer of remuneration (Art 17 of Annex 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
12.	Cover for sickness and accidents	28	Delegation of powers identical to those in Table VIII for officials.				
13.	Unemployment allowance	28a					All grades/functions
14.	Grants and reimbursements in cases of birth and death	29	Delegation of powers identical to those in Table VIII for officials.				
15.	Gifts, loans or advances (Art 76 SR)	30	Delegation of powers identical to those in Table VIII for officials.				
16.	Suspension of guaranteed benefits for death or invalidity	32			All grades/functions		
17.	Pensions (including notably: severance grant, authentication of pensionable years, transfer of pension rights)	34 - 42, 32	Delegation of powers identical to those in Table VIII for officials.				
18.	Recovery of overpayments	45	Delegation of powers identical to those in Table VIII for officials.				
19.	Termination of service on invalidity grounds (including invalidity allowance and reinstatement)	33, 32	Delegation of powers identical to those in Tables III, IV and VIII for officials. [4]				
20.	Termination of contract:						
20.1.	- Temporary staff under Art 2(a), (b) and (d) CEOS	14, 47, 48	DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
20.2.	- Temporary staff under Art 2(c) CEOS	14, 47, 48	The delegations set out in Table III, points 5.1-5.4, for the secondment of officials apply by analogy.				
21.	Discipline	49, 50, 50a	Delegation of powers identical to those in Table VI for officials. [5]				
22.	Allowances on termination	14, 47-50					All grades/functions
23.	Limitation of severance grant and resettlement allowance	49(2), 50(2)			All grades/functions		
24.	Pre-recruitment medical examination (including notably composition of the Medical Committee)	13			All grades/functions		

[1] For temporary staff under Art 2(c) serving in a Cabinet, the powers of the Director-General in charge of the agent concerned are exercised by the Director-General for HR and Security, except where for seconded officials AIPN powers are exercised by the Portfolio Commissioner or the Head of Cabinet, in which case these rules apply by analogy.

[2] In agreement with the President and with the Member(s) of the Commission responsible for the department(s) concerned.

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

[3a] Where an outside activity is to be exercised during the period of leave on personal grounds, the AHCC decides in agreement with DG HR.

[4] Decisions under Art 33(1)(5th subpara) CEOS are taken by the Director-General for Human Resources and Security.

[5] For Temporary Staff under Art 2(c) CEOS serving in a Cabinet, the Head of Cabinet sits on a tripartite AHCC instead of the "Director-General in charge of the official concerned".

[6] Including assessment and measures regarding conflicts of interest pursuant to Art 11 CEOS in conjunction with the 3rd and 4th paragraph of Art 11 SR.

The AHCC acts after consulting the department concerned and, where the AHCC is not the Director-General for Human Resources and Security, after consulting DG HR (as well).

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the agent concerned	Director PMO
1.	Decision to engage and conclusion of contract and amendments [3]:	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.	Unpaid leave on personal grounds [3]	91, 17				All grades/functions	
10.	Call-up leave	91, 18				All grades/functions	
11.	Expatriation allowance and foreign residence allowance, family allowances	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, transfer and leaving the service, or in the course or in connection with duties performed (Art 5 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.				
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.				

Cont.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

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 in charge of the agent concerned	Director PMO
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.	Unemployment allowance	96					All grades/functions
16.	Grants and reimbursements in cases of birth and death	97	Delegation of powers identical to those in Table VIII for ADM and AST.				
17.	Gifts, loans or advances (Art 76 SR)	98	Delegation of powers identical to those in Table VIII for ADM and AST.				
18.	Suspension of guaranteed benefits for death or invalidity	100			All grades/functions		
19.	Pensions (including notably: severance grant, authentication of pensionable years, transfer of pension rights)	103 - 112, 100	Delegation of powers identical to those in Table VIII for ADM and AST.				
20.	Recovery of overpayments	116	Delegation of powers identical to those in Table VIII for ADM and AST.				
21.	Termination of service on invalidity grounds (including invalidity allowance and reinstatement)	101, 102, 100	Delegation of powers identical to those in Tables III, IV and VIII for ADM and AST.[2]				
22.	Termination of contract	84(3)+(4), 119, 47, 48			All grades/functions		
23.	Discipline	119, 49, 50, 50a	Delegation of powers identical to those in Table VI for ADM and AST.[1]				
24.	Allowances on termination	84(5), 119, 47(b), 48(b)					All grades/functions
25.	Limitation of severance grant and resettlement allowance	119, 49(2), 50(2)			All grades/functions		
26.	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] Decisions under Art 101(4) CEOS are taken by the Director-General for Human Resources and Security.

[3] 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 the department concerned and, where the AHCC is not the Director-General for Human Resources and Security, after consulting DG HR.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

XII SPECIAL ADVISERS

Numbering	SUBJECT	Articles of the CEOS	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General in charge of the agent concerned
1.	Decision to engage and conclusion of contract and amendments	5, 123		All grades ^[1]		
2.	Rights and obligations (Art 11 to 25 SR)	124	Delegation of powers identical to those in Table V with regard to Directors-General.			

[1] AHCC powers for special adviser contracts regarding (1) Heads of Mission of the European Union's common foreign and security policy, (2) special representatives of the European Union and (3) election observers have been delegated to the Director of FPI under the terms of the Commission Decision of 26 June 2013 PV(2013) 2052, point 5.5.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

XIII LOCAL STAFF [1]

Numbering	SUBJECT	Articles of CEOS	Commission	Director-General for Human Resources and Security	Director-General for Communication	Director-General in charge of the agent concerned
1.	Framework rules on conditions of employment	4, 120, Art 2(4) of Annex, Art 335 TFEU	X			
2.	Laying down specific conditions of employment:					
2.1.	- for staff working in Union Representations or Delegations in Member States	Art 2(4) of Annex, Art 335 TFEU			X [2]	
2.2.	- for staff working in Union Delegations in third countries	4, 120		X [3]		
3.	Decision to engage and conclusion of contract	4, 120-122, Art 2(4) of Annex, Art 335 TFEU				X
4.	Contract management in its entirety (including termination and post-contractual relations)	4, 120-122, Art 2(4) of Annex, Art 335 TFEU				X

[1] See also the specific delegations of powers in Tables XIV C and XV C regarding local staff working in Union Delegations as well as the explanations in Section 3.2 of Communication SEC(2010)1622.

[2] Pursuant to Art 1(2) of the Framework Rules laying down the conditions of employment of local staff serving in Offices and Delegations in the EU, adopted by the Commission of 30 September 2002, C(2002)3558/1, and after consulting DG HR .

The existence of local agents in Union Representations / Delegations in Member States is only a transitory situation: once existing local agents will have left the service, Union Representations / Delegations in Member States will no longer have any local agents.

[3] Pursuant to Art 1 of the Framework Rules laying down the conditions of employment of local staff in non-member countries, adopted by the Commission on 21 November 1989, SEC(1989)772/5, and after consulting the EEAS.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

XIV Specific provisions applicable to staff working in Union Delegations in third countries

The delegation of AIPN/AHCC powers to the EEAS, laid down in Tables XIV A, XIV B and XIV C, comprises the competence to adopt implementing rules or acts of general application, insofar as the Commission has not adopted any such rules, applicable to its staff in third countries, in the same field.

Where the EEAS adopts implementing rules or acts of general application with binding effect on Commission staff on this basis, it shall be required to do so in accordance with the principles set out in the Joint Decision of the Commission and the High Representative of the Union for Foreign Affairs and Security Policy of 28 March 2012 on Cooperation Mechanisms concerning the Management of Delegations of the European Union and in close cooperation or, where applicable, in agreement with the Commission.

XIV A Officials working in Union Delegations in third countries [1]

Numbering	SUBJECT	Article of the Staff Regulations	Director- General for Human Resources and Security	Director- General in charge of the official concerned	Director PMO	EEAS
1.	Rest leave:	Ann X Art 8, 9				
1.1.	- defining the places of employment where rest leave applies					All grades/functions
1.2.	- defining the terms of rest leave (including travelling time) for these places of employment					All grades/functions
1.3.	- granting rest leave on an individual basis					All grades/functions
2.	Normal working week (including flexible working-time arrangements) and public holidays	55(2)+(4), 61				All grades/functions
3.	Special working hours	55(2)				All grades/functions
4.	Standby duty (Decision imposing standby duty)	55(3)				All grades/functions
5.	Authorisation of night work and work on Sundays and public holidays	56(1st para)				All grades/functions
6.	Shiftwork (Decision to set up shiftwork)	56a				All grades/functions
7.	Annual leave and home leave [4]	57(1st para), 60 (1st para), Ann V (Art 1-5, 7), Ann X Art 6, 7, 9(1)				All grades/functions
8.	Special leave (including travelling time) and maternity leave	57(2nd para), 58 + Ann V (Art 6)				All grades/functions
9.	Permission to spend sick leave elsewhere than at the place of employment	60 (2nd para)				All grades/functions
10.	Determination of various entitlements (educational allowance, expatriation and foreign residence allowance, reimbursement of expenses etc.) [3]	Ann VII (Art 3- 13) + Ann X (Art 5, 15-23)				All grades/functions [5]

Cont.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

XIV Specific provisions applicable to staff working in Union Delegations in third countries

XIV A Officials working in Union Delegations in third countries [1]

Numbering	SUBJECT	Article of the Staff Regulations	Director- General for Human Resources and Security	Director- General in charge of the official concerned	Director PMO	EEAS
11.	Allowance for living conditions:	Ann X Art 10				
11.1.	- Fixing the level of the allowance for each place of employment	Ann X Art 10(1)				All grades/functions
11.2.	- Granting a premium or a temporary additional allowance	Ann X Art 10(1)(last subpara)+(2)				All grades/functions
11.3.	- Decision determining the specific payment				All grades/functions	
11a.	Determining places of employment as non-family postings and temporary recommendations in this respect	1e(2) [7]				All grades/functions
11b.	Special measures in cases of evacuation (except transfer)	1e(2) [7]				All grades/functions [6]
12.	Decision to pay the remuneration in a currency other than euros:	Ann X Art 12				
12.1.	- payment in the currency of the country of employment				All grades/functions	
12.2.	- payment in any other currency					All grades/functions
13.	Retraining	Ann X Art 3		All grades/functions [2]		

[1] Appointing Authority powers concerning officials working in Delegations in third countries that are not covered by this table are delegated in accordance with the rules set out in Tables IA - IX of this Annex.

[2] After consulting DG DEVCO and, where applicable, in agreement with the department of destination.

[3] Except for decisions to be taken at the moment of entry into service of the official concerned regarding the determination of entitlement to expatriation/foreign residence allowance and of the place of recruitment and place of origin. These decisions are to be taken by the Director of PMO. Excluded are also decisions regarding the place of recruitment and the place of origin, which are taken by the Director of PMO, and decisions regarding the scale for missions in countries outside the European territory of the Member States pursuant to Ann VII Art 13(2)(b) to the SR, which are taken by the Commission.

[4] 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 Regulations (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).

[5] As regards implementation of Art 5 and 23 of Ann X to the SR, the following additional rules shall apply:

(1) Within the general framework defined in the Commission Decision of 13 December 2013 on rules for the implementation of housing policy in EU delegations, the service in charge in the EEAS shall define further administrative rules and forms for the implementation of this decision in close cooperation with the Commission.

(2) A standard form for all housing norms, i.e. specific norms for the selection of adequate accommodation for each place of employment outside the EU, shall be drawn up in agreement with the services in charge in the Commission.

(3) The services in charge in the Commission will be fully informed and, upon request, associated to any decision relating to the housing norms.

(4) The list of countries where accommodation is, or is not, provided will be established and reviewed by an ad hoc decision by the service in charge in the EEAS in agreement with the services in charge in the Commission.

(5) The EEAS shall duly inform the Commission on its security policy and its implementation for staff accommodation.

(6) The EEAS, and where appropriate the Commission, has the authority to access the accommodation in duly justified cases. A request for access shall be made at least 48 hours in advance via the Delegation. This access can only take place under the lead of an EEAS-official, who could be accompanied by Commission staff if deemed necessary in the frame of its residual duty of care. The official shall also grant access to the accommodation at any time, if inevitable for security or safety reasons.

(7) Special rules defined by the EEAS and, where appropriate, agreed with the services concerned in the Commission shall apply to officials with regular representation duties, namely Heads of Delegation, including Chargés d'affaires in regionalised delegations, and Deputy Heads of Delegation whose post is specifically provided for in the organisation chart of a delegation.

[6] Whenever possible, in close cooperation with the relevant Commission Directorates-General, including DG HR. The Director-General in charge of the official concerned may take emergency measures after consulting DG HR and after informing the EEAS.

[7] In conjunction with Art 10 of Council Decision 2010/427/EU.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

XIV Specific provisions applicable to staff working in Union Delegations in third countries

XIV B Temporary staff and contract staff working in Union Delegations in third countries [1]

Numbering	SUBJECT	Articles of CEOS (Staff Regulations)	Director- General for Human Resources and Security	Director- General in charge of the agent concerned	Director of PMO	EEAS
1.	Rest leave:	Art 10(5), 118 CEOS (Ann X Art 8, 9 SR)				
1.1.	- defining the places of employment where rest leave applies					All grades/functions
1.2.	- defining the terms of rest leave (including travelling time) for these places of employment					All grades/functions
1.3.	- granting rest leave on an individual basis					All grades/functions
2.	Normal working week (including flexible working-time arrangements) and public holidays	Art 16(1st para) + Art 91 CEOS (Art 55(2)+(4), 61 SR)				All grades/functions
3.	Special working hours	Art 16(1st para) + Art 91 CEOS (Art 55(2) SR)				All grades/functions
4.	Standby duty (Decision imposing standby duty)	Art 16(1st para) + Art 91 CEOS (Art 55(3) SR)				All grades/functions
5.	Authorisation of night work and work on Sundays and public holidays	Art 16(1st para) + Art 91 CEOS (Art 56, 1st para SR)				All grades/functions
6.	Shift work (Decision to set up shiftwork)	Art 16(1st para) + Art 91 CEOS (Art 56a SR)				All grades/functions
7.	Annual leave and home leave [4]	Art 16(1st para) + Art 91 CEOS (Art 57, 1st para, Art 60, 1st para, Ann V Art 1-5, 7, Ann X Art 6, 7, 9(1) SR)				All grades/functions
8.	Special leave (including travelling time) and maternity leave	Art 16(1st para) + Art 91 CEOS (Art 57, 2nd para, Art 58 + Ann V Art 6 SR)				All grades/functions
9.	Permission to spend sick leave elsewhere than at the place of employment	Art 16(1st para) + Art 91 CEOS (Art 60, 2nd para SR)				All grades/functions
10.	Determination of various entitlements (educational allowance, expatriation and foreign residence allowance, reimbursement of expenses etc.) [3]	Art 20-26 + Art 92 CEOS (Ann VII Art 3-13 SR), Art 10(5), 118 CEOS (Ann X Art 5, 15-23 SR)				All grades/functions [5]
11.	Allowance for living conditions:	Art 10(5), 118 CEOS (Ann X Art 10 SR)				
11.1.	- Fixing the level of the allowance for each place of employment	Ann X Art 10(1)				All grades/functions
11.2.	- Granting a supplementary premium or a temporary additional allowance	Ann X Art 10(1)(last subpara)+(2)				All grades/functions
11.3.	- Decision determining the specific payment				All grades/functions	
11a.	Determining places of employment as non-family postings and temporary recommendations in this respect	10(1) + 80(4) (1e(2) SR) [7]				All grades/functions
11b.	Special measures in cases of evacuation (except transfer)	10(1) + 80(4) (1e(2) SR) [7]				All grades/functions [6]
12.	Decisions to pay the remuneration in a currency other than euros:	Art 10(5), 118 CEOS (Ann X Art 12 SR)				
12.1.	- payment in the currency of the country of employment				All grades/functions	
12.2.	- payment in any other currency					All grades/functions
13.	Retraining	Art 10(5), 118 CEOS (Ann X Art 3 SR)		All grades/functions [2]		

Cont.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

XIV Specific provisions applicable to staff working in Union Delegations in third countries

XIV B Temporary staff and contract staff working in Union Delegations in third countries [1]

[1] AHCC powers concerning temporary staff and contract staff working in Delegations in third countries that are not covered by this table are delegated in accordance with the rules set out in Tables X and XI of this Annex.

[2] After consulting DG DEVCO and, where applicable, in agreement with the department of destination.

[3] Except for decisions to be taken at the moment of entry into service of the agent concerned regarding the determination of entitlement to expatriation/foreign residence allowance and of the place of recruitment and place of origin. These decisions are to be taken by the Director of PMO. Excluded are also decisions regarding the place of recruitment and the place of origin, which are taken by the Director of PMO, and decisions regarding the scale for missions in countries outside the European territory of the Member States pursuant to Ann VII Art 13(2)(b) to the SR, which are taken by the Commission.

[4] Without prejudice to any authority conferred in this regard on the agent's superior or on the human resources manager of his or her service by the Staff Regulations (see first sentence of Art 60(1st para) SR, Art 16(1st para) CEOS) 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).

[5] See FN 5 in Table XIV.A.

[6] Whenever possible, in close cooperation with the relevant Commission Directorates-General, including DG HR. The Director-General in charge of the agent concerned may take emergency measures after consulting DG HR and after informing the EEAS.

[7] In conjunction with Art 10 of Council Decision 2010/427/EU.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

XIV Specific provisions applicable to staff working in Union Delegations in third countries

XIV C Local staff working in Union Delegations in third countries [1]

Numbering	SUBJECT	Articles of the FR [2]	Director-General for Human Resources and Security	Director-General in charge of the agent concerned	EEAS
1.	Working conditions (fixing working hours including the normal working week, compensation for overtime, leave etc.)	Art 6 - 7			X
2.	Remuneration	Art 8 - 13			X
3.	Social security	Art 14 -15			X [3]
4.	Incapacity for work	Art 16 - 17			X [4]
5.	Disciplinary measures: - written warning - reprimand, including deferral of advancement in step - deletion of references to the measure from personal file	Art 19 - 21			X [5]

[1] AHCC powers concerning local staff working in Delegations in third countries that are not covered by this table are delegated in accordance with the rules set out in Table XIII of this Annex.

[2] FR = Framework Rules laying down the conditions of employment of local staff in non-member countries, adopted by the Commission on 21 November 1989, SEC(1989)772/5.

[3] Includes determining and processing individual entitlements under complementary social insurance schemes, but not the setting-up of such schemes.

[4] Except for the competence to terminate contracts.

[5] After information of the Commission department of assignment.

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

XV Specific provisions applicable to staff working in Union Delegations in Member States

The delegation of AIPN/AHCC powers to the EEAS, laid down in Tables XV.A, XV.B and XV.C, comprises the competence to adopt implementing rules or acts of general application, insofar as the Commission has not adopted any such rules, applicable to its staff in Union delegations, in the same field.

Where the EEAS adopts implementing rules or acts of general application with binding effect on Commission staff on this basis, it shall be required to do so in accordance with the principles set out in the Joint Decision of the Commission and the High Representative of the Union for Foreign Affairs and Security Policy of 28 March 2012 on Cooperation Mechanisms concerning the Management of Delegations of the European Union and in close cooperation or, where applicable, in agreement with the Commission.

XV A Officials working in Union Delegations in Member States [1]

Numbering	SUBJECT	Article of the Staff Regulations	Director- General for Human Resources and Security	Director- General in charge of the official concerned	Director PMO	EEAS
1.	Normal working week (including flexible working-time arrangements) and public holidays	55(2)+(4), 61				All grades/functions
2.	Special working hours	55(2)				All grades/functions
3.	Standby duty (Decision imposing standby duty)	55(3)				All grades/functions
4.	Authorisation of night work and work on Sundays and public holidays	56(1st para)				All grades/functions
5.	Shift work (Decision to set up shift work)	56a				All grades/functions
6.	Annual leave and home leave [2]	57(1st para), 60 (1st para), Ann V (Art 1-5, 7)				All grades/functions
7.	Special leave (including travelling time) and maternity leave	57(2nd para), 58 + Ann V (Art 6)				All grades/functions
8.	Permission to spend sick leave elsewhere than at the place of employment	60 (2nd para)				All grades/functions

[1] Appointing Authority powers concerning officials working in Delegations in Member States that are not covered by this table are delegated in accordance with the rules set out in Tables I A - IX of this Annex.

[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 Regulations (see first sentence of first paragraph of Art 60 SR) 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).

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

XV Specific provisions applicable to staff working in Union Delegations in Member States

XV B Temporary staff and contract staff working in Union Delegations in Member States [1]

Numbering	SUBJECT	Articles of CEOS (Staff Regulations)	Director- General for Human Resources and Security	Director- General in charge of the agent concerned	Director PMO	EEAS
1.	Normal working week (including flexible working-time arrangements) and public holidays	Art 16(1st para) + Art 91 CEOS (Art 55(2)+(4), 61 SR)				All grades/functions
2.	Special working hours	Art 16(1st para) + Art 91 CEOS (Art 55(2) SR)				All grades/functions
3.	Standby duty (Decision imposing standby duty)	Art 16(1st para) + Art 91 CEOS (Art 55(3) SR)				All grades/functions
4.	Authorisation of night work and work on Sundays and public holidays	Art 16(1st para) + Art 91 CEOS (Art 56, 1st para SR)				All grades/functions
5.	Shift work (Decision to set up shift work)	Art 16(1st para) + Art 91 CEOS (Art 56a SR)				All grades/functions
6.	Annual leave and home leave [2]	Art 16(1st para) + Art 91 CEOS (Art 57, 1st para, Art 60, 1st para, Ann V Art 1-5, 7 SR)				All grades/functions
7.	Special leave (including travelling time) and maternity leave	Art 16(1st para) + Art 91 CEOS (Art 57, 2nd para, Art 58 + Ann V Art 6 SR)				All grades/functions
8.	Permission to spend sick leave elsewhere than at the place of employment	Art 16(1st para) + Art 91 CEOS (Art 60, 2nd para SR)				All grades/functions

[1] AHCC powers concerning temporary staff and contract staff working in Delegations in Member States that are not covered by this table are delegated in accordance with the rules set out in Tables X and XI of this Annex.

[2] Without prejudice to any authority conferred in this regard on the agent's superior or on the human resources manager of his or her service by the Staff Regulations (see first sentence of first paragraph of Art 60 SR, Art 16(1st para) CEOS) 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).

ANNEX I - AIPN TABLES (Commission in general, Cabinets, former staff)

XV Specific provisions applicable to staff working in Union Delegations in Member States

XV C Local staff working in Union Delegations in Member States [1] [2] [3]

Numbering	SUBJECT	Article of the Staff Regulations	Director- General for Human Resources and Security	Director- General in charge of the agent concerned	Director PMO	EEAS
1.	Normal working week (including flexible working-time arrangements) and public holidays	55(2)+ ¹ 4), 61				All grades/functions
2.	Special working hours	55(2)				All grades/functions
3.	Standby duty (Decision imposing standby duty)	55(3)				All grades/functions
4.	Authorisation of night work and work on Sundays and public holidays	56(1st para)				All grades/functions
5.	Shift work (Decision to set up shift work)	56a				All grades/functions
6.	Annual leave	57(1st para), 60 (1st para), Ann V (Art 1-5, 7)				All grades/functions
7.	Special leave (including travelling time) and maternity leave	57(2nd para), 58 + Ann V (Art 6)				All grades/functions
8.	Permission to spend sick leave elsewhere than at the place of employment	60 (2nd para)				All grades/functions

[1] The existence of local agents in Union Delegations in Member States is only a transitory situation: once existing local agents will have left the service, Union Delegations in Member States will no longer have any local agents.

[2] The delegations listed in this Table apply to subject-matters corresponding to the listed subject-matters in the SR, within the framework of the applicable contract and in compliance with local laws and regulations.

[3] AHCC powers concerning local staff working in Delegations in Member States that are not covered by this table are delegated in accordance with the rules set out in Table XIII of this Annex.