



EUROPEAN RAILWAY AGENCY

MULTIANNUAL STAFF POLICY PLAN 2011-2013

1 - GENERAL OVERVIEW OF THE CURRENT SITUATION OF THE EUROPEAN RAILWAY AGENCY (ERA).

1.1 General information on the Agency's activities.

1.1.1 Description of the Agency, its mission and programmed tasks.

The Agency was established in 2004 to provide technical support in relation to the implementation of Community legislation aimed at improving the competitive position of the railway sector by enhancing the level of interoperability of railway systems and at developing a common approach to safety on the European Railway system. The Agency has been fully operational since the beginning of 2006.

ERA's mission consists of preparing new and updated legislative acts for adoption by the Commission and giving other technical support to the Commission. Its activities include in particular:

- Developing a common approach to safety, safety regulation and accident investigation, in particular by the harmonisation of safety assessment methods, safety targets and safety certification conditions;
- Improving interoperability of the European rail system by developing the conditions for free and uninterrupted movement of trains through technical and operational harmonisation, including conditions for mutual acceptance of railway vehicles;
- Facilitating the exchange of information within the railway sector by networking with national bodies, providing registers and databases, issuing reports and giving guidance on the implementation of the Regulatory framework.

To develop its proposals, the Agency works together with European associations of stakeholders, such as railway undertakings and infrastructure managers. A working party is established for each main activity. ERA is a centre for exchange of information and best practices with networks of national safety authorities and investigation bodies, relevant Commission services and Member States.

Its offices are located in Valenciennes, France, and in addition the Agency has meeting facilities in Lille.

At the beginning of 2006 the Commission adopted its Decision on 09/02/2006 concerning mandates to the European Railway Agency for developing technical specifications for

interoperability under Directive 2001/16/EC and common safety targets, common safety methods and common safety requirements for safety certification under Directive 2004/49/EC.

Regulation 1335/2008 amending ERA's founding Regulation added to the activities of the Agency, in particular in the fields of safety certification and acceptance of railway vehicles. The Cross Acceptance Unit started its work in 2008. The Agency has also established itself as the system authority for the European Rail Traffic Management System (ERTMS) specifications.

1.1.2 Posts filled in the current year and figures reflecting staff evolution.

1.1.2.1 Establishment plan posts

Category and grade	Establishment plan 2009 ¹		Posts actually filled at 31.12.2008		Posts filled in by external publication in 2009		Promotion / reclassification in 2009		Departures 2009		Posts actually filled at 31.12.2009	
	perm	temp	perm	temp	perm	temp	perm	temp	perm	Temp	perm	temp
AD 16												
AD 15		1										
AD 14				1								1
AD 13												
AD 12												
AD 11												
AD 10		7		2				3				5
AD 9		25		19		3		9		2		24
AD 8		25		28		5						23
AD 7		3										
AD 6		17		8		4		6		1		18
AD 5		9		16		4				4		7
Total AD		87		74		17		18		7		78
AST 11												
AST 10												
AST 9												
AST 8		1						1				1
AST 7		3		2		1						2
AST 6												
AST 5		5		2				1				3
AST 4		5		7				1				7
AST 3		5		3		4				1		5
AST 2		8		4				5				7
AST 1		10		14		2				1		10
Total AST		37		32		7		8		2		35
Total		124		106		24**		26		9		113

* For the situation 2011-2013, see point 2 and the annex. **This figure includes 8 internal recruitments following external publications

¹ Decision n°31 of 05/06/2009 of the Administrative Board of the European Railway Agency amending the establishment plan 2009

It will be seen that of the 124 authorised posts for Temporary Agents, 11 were not filled at the end of 2009. The explanation for this is that the majority of such posts became vacant in 2009 but selected candidates will only take up duty in 2010.

1.1.2.2 Staff financed under administrative expenditure

Number of Contractual Agents							
	<i>Posts actually filled at 31.12.2008</i>	<i>Envisaged 2009</i>	<i>Posts actually filled at 31.12.2009</i>	<i>Envisaged 2010</i>	<i>Envisaged 2011</i>	<i>Envisaged 2012</i>	<i>Envisaged 2013</i>
GF IV		2	4	4	4	4	4
GF III					1	1	1
GF II	4	2	6	6	7	7	7
GF I	2	2	2	2	3	3	3
TOTAL	6	6	12	12	15	15	15

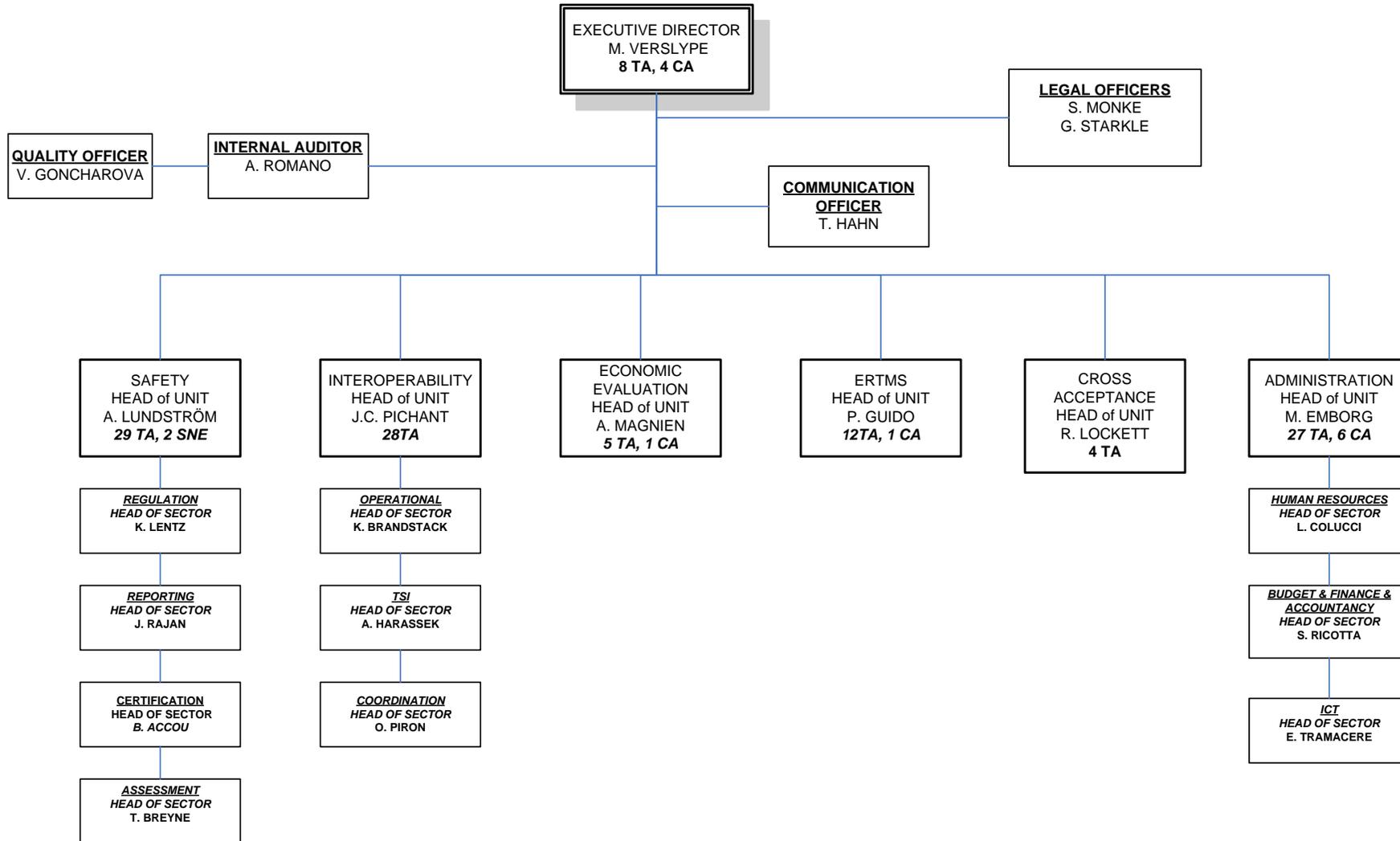
Number of Seconded National Experts						
<i>Posts actually filled at 31.12.2008</i>	<i>Envisaged 2009</i>	<i>Posts actually filled at 31.12.2009</i>	<i>Envisaged 2010</i>	<i>Envisaged 2011</i>	<i>Envisaged 2013</i>	<i>Envisaged 2013</i>
3	4	2	5	6	6	6

1.1.3 Current annual staff-related expenditure, in absolute terms and as percentage of the overall annual expenditure.

Title 1 of the 2010 budget (expenditure relating to staff working at ERA) amounts to 13.949.240 € (or 57.8%) out of a total budget of 24.147.240 €.

1.1.4 Organisational chart at 31.12.2009

113 TA, 12 CA, 2
SNE = 127 total



1.2 General presentation of the staff policy followed by the Agency.

The following general principles guide the application of the legal framework concerning ERA staff:

- As a general rule tasks are carried out by Temporary Agents. The main exceptions are for tasks where it is not clear that they are of a long term nature, tasks which do not require the post holder to have completed secondary education and situations where budgetary constraints do not allow for employing Temporary Agents;
- Temporary and Contract Agents are as far as possible treated in the same way.

1.2.1 The Agency's recruitment policy as regards the selection procedures, the entry grades of different categories of staff, the type and duration of employment and different job profiles.

ERA recruits temporary members of staff and does not plan to add any permanent posts. There are cases where EU officials have been seconded in their own interest and have therefore acquired the status of Temporary Agent.

In order to promote internal mobility, all selection procedures for Temporary and Contract Agents are preceded by an internal procedure in order to determine whether there are any qualified existing staff members who are interested in being transferred to the vacant position. See further point 1.2.5. below.

- **Selection procedures**

The procedures for selection and recruitment of Temporary Agents, Contract Agents and Seconded National Experts are based on Articles 27-34 of the Staff Regulations and Articles 12-15 of the Conditions of Employment of Other Servants of the European Communities (CEOS), the related Implementing Rules on Temporary Agents and Contract Agents, the Financial Regulation (European Commission and ERA), the Code of Good Administrative Behaviour and the European Data Protection Supervisor (EDPS) rules.

Selection Procedure carried out by the European Communities Personnel Selection Office (EPSO)

Where, pursuant to Article 12(3) and (4) of the CEOS, EPSO organises a selection procedure at the request of the Agency, selection procedures are defined in a Service Level Agreement between EPSO and ERA. EPSO provides the Agency with a shortlist of successfully tested candidates. As nationals of Norway, Iceland and Lichtenstein are eligible for working for ERA, the Agency cannot make use of the general reserve lists established by EPSO.

Procedures for the recruitment of Temporary Agents and Contractual Agents carried out by ERA

The selection procedures for the recruitment of Temporary Agents and Contract Agents are carried out in accordance with ERA Decision N° 251/11.2009 on Temporary Agents in the European Railway Agency and ERA's 'Internal Selection and Recruitment Procedures' concerning Temporary Agents and Contract Agents adopted on 01/07/2009. The Implementing Rule for the recruitment of Contract Agents is in the process of being adopted.

The different steps of the procedure may be summarised as follows:

- The drafting and publication of a **vacancy notice** fixing amongst other specifications, eligibility and selection criteria, type and duration of contract and recruitment grade . ERA publishes on its website, Intracomm and the EPSO website². Vacancies are also sent to other EU agencies, members of the Administrative Board, the permanent representations of Member States to the EU and national railway organisations. Vacancies are also be promoted through specialised press, when appropriate.
- **Applications** are received only by e-mail.
- A **selection committee** is nominated by the Executive Director and is composed of at least three members including the Head of Unit concerned, a representative from the Administration Unit (usually from the HR Sector) and a representative from the Staff Committee. Exceptionally, experts from outside ERA are invited to be member of a selection committee. The role of the selection committee is to prepare the list of questions and the written test, to select on the basis of eligibility and selection criteria the candidates to be short listed, to conduct the interviews and written tests, to evaluate the replies and decide on the suitability of applicants and make a recommendation to the Executive Director on the applicant (s) to be included in the reserve list of successful candidates. As a general rule, all members of the selection committee will have followed the relevant training offered by DG HR.
- The **compliance with impartiality, confidentiality and transparency of procedures** is monitored by the HR Sector and deviances are transmitted to the Executive Director. For example all members of the selection committee complete a ‘declaration of confidentiality and conflict of interest’ form.
- **Interviews and written tests** are organised by the HR Sector which provides logistic and secretarial support including the scheduling of interviews/test (s), sending invitations to the applicants and responding to queries from invited applicants.
- **Recommendations of the selection committee** are prepared summarising the results of the assessment and drawing up a list of applicants considered suitable for the post. The evaluation sheets signed by the members of the Committee are annexed to the written recommendation.
- The Executive Director adopts a **decision** on the candidates to be entered on the reserve list and any job offers to be made. All candidates are then informed of the result of their application.
- There is **access to information** regarding all stages of the selection procedure to candidates who so request. Documents are kept by the HR Sector in accordance with the guidelines of the European Data Protection Supervisor.
- A candidate has 20 days to launch an **appeal procedure**. The selection committee has 45 calendar days to reply to requests for appeal.
- **Data is processed** in accordance with Regulation (EC) N°45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies on the free movement of such data.
- The **recruitment procedure** consists of telephone contact with the candidate, confirmation, by e-mail, and exchange of information using the personal data form to calculate monthly salary. The step at recruitment level is calculated, a salary simulation made, and the job offer sent by post. An invitation for a pre-recruitment medical is sent together with a request of the necessary supporting document. A

² ERA is also party to the agreement on the Inter-Agency Job Market but has so far not made any use of the possibility to recruit staff this way.

contract of employment is then signed following the receipt of all relevant documentation and a medical 'fit to work' certificate.

Procedures for the selection of Seconded National Experts

The procedure applies by analogy to the selection of SNEs with the following exceptions:

- SNEs already in post at the Agency may be members of the Selection Committees for SNE selection only
- SNEs do not necessarily have to pass written tests
- SNEs do not need to provide the same number of supporting documents in view of their secondment to ERA

Before the secondment of an SNE is finalised, the Agency sends a letter to his/her employer requesting written approval of the secondment and also of the period of secondment concerned (Exchange of letters).

- **The Entry grades for different categories of staff and the length of the contracts**

Depending on the function and the level of tasks and within the limits authorised by the establishment plan of the Agency, Temporary Agents are recruited at the following entry grades:

- AST 1 to AST 4 for the function group AST
- AD 5 to AD8 for the function group AD

For managerial posts or highly specialised posts, ERA can engage Temporary Agents at grades AD 9, AD10, AD 11 or on an exceptional basis, at grade AD12.

In the Assistant function group, recruitment at a grade higher than the one provided for above can exceptionally take place on the basis of an analysis of the labour market conditions and the need for particularly experienced staff.

- **Length of contracts**

Temporary Agents

- *Short-term Temporary Agents*

These posts are filled by staff recruited from among experts of the railway sector or, exceptionally, staff employed on administrative, technical, secretarial or implementing tasks of a defined duration or to cover peaks in workload over a limited period.

Short-term Temporary Agents are engaged for tasks of a limited duration. Article 24(3) of Regulation 881/2004 establishing the Agency provides that contractual positions in the operational railway sector are limited to a maximum of five years. However, in order to guarantee continuity of service this provision was amended in 2008 to allow a maximum length of service of eight years during ERA's first 10 years of operation.

Short term Temporary Agents are normally offered an initial contract of four years with the possibility of renewal.

ERA requires an interruption of service of at least six months before it can recruit a short term Temporary Agent who has earlier reached the maximum length of stay at ERA as a short term Temporary Agent.

- *Long term Temporary Agents*

Long term Temporary Agents are engaged for permanent tasks. Staff are employed for long-term administrative, technical, secretarial or implementing tasks.

Long term Temporary Agents are normally offered an initial contract of four years with the possibility of renewal. The first renewal is normally for two years and any further renewals will have to be for an indefinite period. So far no staff members have been offered a renewal for an indefinite period.

Contract Agents

- *Short-term Contract Agents*

In accordance with Article 85 of the CEOS, contract staff can be recruited for a fixed period of at least three months and not more than five years. Contract Agents are recruited for their specific competence in different areas of administration (finance, HR, IT, logistics, legal, audit, quality management), in the railway domain or to perform manual or secretarial tasks.

This type of contract is usually used to meet specific needs such as:

- Coping with temporary peaks in workloads;
- Launching pilot projects or new activities whose long-term commitment in terms of staffing is unclear;
- Replacing staff on long-term absences such as maternity leave, long-term sick leave or CCP;
- Unforeseen deficits in staffing levels and budgetary restrictions in overcoming this problem by recruiting Temporary Agents.

Contracts for Contract Agents in function groups II, III and IV are renewed only once, unless the first two contracts cover a period of less than three years. In the latter case, the contract can be renewed to a maximum of three times. The length of contract renewals or the cumulated duration of successive contracts awarded is limited in the same way as for short term Temporary Agents.

An interruption of service of at least six months is required before the Agency can recruit a Contract Agent who has earlier reached the maximum length of stay at ERA.

Where the functions performed turn out to be of a more permanent nature, the Contract Agent post will be replaced by a Temporary Agent post, subject to budgetary availability.

- *Long-term Contract Agents*

Contract Agents in function group I on long term employment can be recruited to perform manual or administrative support duties. In line with the policy for long term Temporary Agents, the initial contract will normally be for four years renewable.

The Agency does not intend to employ long term Contract Agents in function groups II, III and IV.

- *Seconded National Experts*

In 2009, ERA adopted a decision on the policy and the procedures governing the recruitment and use of seconded national experts in ERA consolidating and simplifying the existing rules (Decision N° 237/2009). SNEs assist ERA staff and cannot perform middle management duties.

SNEs are seconded from their national employer to the Agency's operational units on the basis of their specific competencies and technical expertise in the railway domain.

A possibility to recruit 'cost-free' SNEs also exists where ERA does not pay any allowances or cover any of the expenses related to the performance of their duties during their secondment although ERA has no such SNEs at the moment.

The initial period of secondment may not be less than six months or more than two years. It may be renewed once or more up to a total period not exceeding four years. Exceptionally, ERA's Executive Director may authorize one more extension of the secondment for the maximum duration of one year at the end of the four year period³. Each secondment and extension is subject to an exchange of letters. An SNE may be seconded once again provided that the conditions of secondment still exist and a period of at least six years has elapsed between the end of the previous secondment and the new secondment unless the previous secondments lasted for less than four years.

- *Trainees*

Professional traineeships last between three and five months in accordance with ERA's Decision N°06.2006/2009. This duration is fixed and cannot be changed or extended. Professional traineeships are organized twice per year.

- **Different job profiles**

- *Officials* -The Agency does not employ officials.

- *Temporary agents on long term employment*

- Human Resources Officer
- Financial Assistant
- ICT Assistant
- Secretary

- *Temporary Agents on short term employment* - These profiles mainly include professionals from the railway sector on the basis of their specific qualifications and experience.

- Project Officer
- Advisers

³ Article 24(3) of the Agency Regulation limits periods of secondment to a maximum of five years.

- *Contract Agents on long term employment*

- Administrative and Logistician Support Agent

- *Contract Agents on short term employment*

- Legal officer
- Secretary

- *Seconded National Experts*

- Project Officer

1.2.2 The Agency's policy as regards performance appraisal and promotion/reclassification.

The Agency applies its Decision N°118/04.2008 on “Staff Performance Appraisal at the European Railway Agency” and N°130/06.2008 on “Staff Reclassification at the European Railway Agency”. The second reclassification exercise took place in 2009 and 26 members of staff were reclassified.

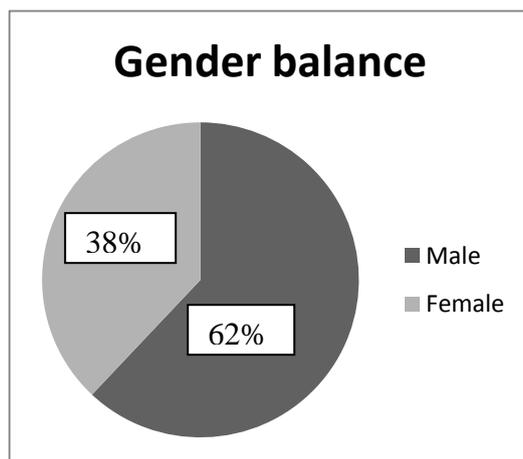
The Agency’s reclassification policy complies with the principles established in the Commission’s model decision on reclassification of Temporary Agents. There is as of yet no scheme in place for the reclassification of Contract Agents.

1.2.3 Statistics and general orientations to promote equal opportunities and concrete measures planned in order to ensure equal treatment among the staff members.

The following non-discrimination notice is included in all vacancy notices:

“Equal opportunities: The European union takes great care to avoid any form of discrimination in its recruitment procedures”.

Applications are encouraged from all candidates and facilities management is prepared to accommodate people with disabilities. A positive discrimination policy is however not put in place. There has been an improvement on gender balance since last year. As can be seen from the pie chart, the current figures are 62% male staff and 38% female staff compared to 66% male staff and 34 % female staff a year earlier. These figures include both Temporary Agents and Contract Agents.



1.2.4 Statistics on geographical balance

Please refer to the chart in Annex II.

1.2.5 Mobility policy in regard to the different types of employment.

Mobility within the agency.

The Agency actively promotes internal mobility but due to the high number of short term staff and the very specific, technical competences of a big part of the staff, internal mobility remains limited.

As from September 2009 before vacant posts are advertised, internal candidates are given the chance to declare their interest in the posts. This is done by sending an email to everybody informing about the vacancy. If an existing staff member is interested and found qualified (s)he will be transferred to the vacant post. In addition, the Agency has an annual procedure for promoting internal mobility among secretaries.

Otherwise, ERA members of staff can apply for vacant posts within the Agency in accordance with Decision N°40/12.2006 following their successful participation in a selection procedure. The successful candidates shall undergo a probation period of six months if recruited as Temporary Agents on the basis of a call for interest.

Mobility among agencies (Inter-agency Job Market).

Many of the support staff who have left ERA have accepted Temporary Agent positions in other agencies. In addition, the recent establishment of a number of new Joint Undertakings in Brussels has lead to staff leaving and candidates refusing job offers from ERA. On the other hand, many staff members who took up long-term Temporary Agent positions at ERA come from other EU Agencies. Although ERA has joined the Interagency Job Market, no tangible effect is evident.

Mobility between the agencies and the institutions.

A number of posts were filled by staff coming from other European institutions (in particular the Commission), although the number remains small. There have also been some departures due to members of staff passing competitions and attaining the status of 'officials'.

2 - OVERVIEW OF THE SITUATION OVER THE NEXT THREE YEARS

2.1 Turnover due to retirement or termination of employment

2.1.1 Turnover in the agency because of retirement

The forecast based on the application of Article 52 (a) where 65 is the retirement age is the following:

Year	Forecast number of retirements
2010	None
2011	None
2012	1 possible retirement
2013	2 possible retirements

2.1.2 Turnover in the agency because of termination of employment.

The following figures are based on the number of contracts coming to the end of their term over the next three years:

Year	Forecast number of contracts coming to the end of their term
2010	34
2011	33
2012	23
2013	26

Although some of the above contracts are renewable, the number of those which cannot be renewed (short-term staff), will gradually increase in the future, bringing about a significant impact on the recruitment workload.

2.2 Workload.

The Directorate

The Directorate increased in size in 2009 with the creation of a new post of Quality Officer. Now the Directorate is composed of the Executive Director with an Internal Auditor, Quality Officer, Communication Officer and two Legal Officers. The Directorate's administrative and secretarial support is ensured by four Assistants. It is envisaged that the post of Assistant to the Director will become necessary in order both to coordinate the Directorate staff and help the Executive Director to strengthen the monitoring and co-ordination of the Agency's activities.

There are six units, some of which the three biggest are divided into sectors. The workload of the units is as follows:

Safety Unit

The safety unit is continuing work on all the dossiers that were originally provided for in the mandates set out in Directive 2004/49 and Regulation 881/2004. In 2008 and 2009 Directives 2007/59, 2008/110 (amending Directive 2004/49) and Regulation 1335/2008 (amending Regulation 881/2004) added new tasks. Whereas some of the original tasks have been completed, the updates and revisions foreseen by the Directives as well as a follow-up with information and dissemination activities require maintaining the staffing level. However, a shift of emphasis on different dossiers will allow for internal reattribution of staff between projects during the next two to three years. The safety unit has reached a maturity and a critical mass that may allow it to respond to events such as serious rail accidents and other crises. Experience has shown that this is necessary.

During the last two years the Commission has asked for technical assistance in a number of cases which will have an impact on the staffing level during the period:

- Checking the implementation and practical application of Directive 2004/49 in the Member States
- Participating in the work of the RID (dangerous goods) expert committee under the COTIF and evaluation of proposals developed within the committee
- Assistance in organising a safety conference after the dangerous goods accident in Viareggio (Italy) in June 2009 and related follow-up activities, including a railway safety action plan
- Additional studies and evaluation activities on dangerous goods transport by rail, following agreements between the Commission and the relevant member state committees in late autumn 2009

In addition, following the increased practical applications of Directive 2004/49 and in particular Article 16, support to the national safety authorities has shown an increase in demand for which additional human resources are needed.

It is therefore expected that the staff number in the safety unit needs to be maintained over the period and even slightly increased, in particular to take into account recent requests from DG TREN related to dangerous goods transport.

Interoperability Unit

- **Technical Specifications for Interoperability (TSI) Drafting and Revision**

The Agency is required to produce proposals for new TSIs and to revise already adopted TSIs as identified in the two mandates given by the Commission C(2006) 124-final of 9 February 2006 and C(2007) 3371final of 13 July 2007 pursuant to Article 6 of the Interoperability Directive. The Agency will receive a new mandate at the beginning of 2010 following a study carried out in 2009 for the extension of the scope of the TSIs to non-TEN parts of the network in accordance with Article 8 of the Interoperability Directive 2008/57/EC. The task of revision and extension of the scope of the TSIs will include, where appropriate, the merging of the HS and CR TSIs and the development of specifications for spare parts. This task will also include the setting up and the management of a change control process for revising and updating the technical requirements of the Telematic Applications for Freight services TSIs (Commission Regulation 62/2006) and ensure alignment with the revision of specifications of Telematic Applications for Passenger services TSI.

In addition, the Agency is developing an application guide for each published TSI in order to help stakeholders to implement the TSIs.

- **Technical Coordination**

In order to support the development of the TSIs and ensure their efficient implementation, the Agency will continue to coordinate its TSIs related activities with the standardisation bodies, the bodies notified in accordance with Article 28 of the Interoperability Directive 2008/57/EC (NoBos) and NSAs. This coordination will keep on providing valuable feedback about the conformity assessment of interoperability constituents and verification procedure for subsystems. The Agency will assist the Commission in organising and facilitating the cooperation of Notified Bodies.

Furthermore the Agency is continuing the peer review activity on the “Place In To Service” (PITS) process aimed to support the NSAs harmonisation and to establish and reinforce a mutual trust between them.

In addition to this, and when requested by the Commission, the Agency will support TSI implementation providing its technical opinions on critical errors, interpretative questions, derogations and refusal of PITS of some vehicles by NSAs. The Agency will also keep the technical documents related to the TSIs up-to-date. All documents will be publicly accessible on the web site of the Agency

- **Monitoring and Evaluation of Interoperability**

The Agency will continue publishing the biannual report on interoperability progress in the EU. The second report will be issued in March 2011 while the third one will be published mid-2013. In 2010 and in 2012, the Agency will begin preparation of the report by collecting all useful data in order to assess the evolution of interoperability in the European Union.

- **Vocational Competences**

In regard to the implementation of the Driver Licence Directive on a national level, the Agency will continue to support the structured cooperation and interaction among Member States initiated in 2009. This platform will be the opportunity to exchange information on the implementation of common uniform criteria including training and assessment aspects following the recommendation issued by the Agency.

As foreseen by the Driver Licence Directive, Member States may request a cost-benefit analysis in regard to the application of the Directive provisions to drivers operating exclusively on national services of one Member State. The Agency has to carry out such CBAs on the Commission's request. Based on the implementation timeframe described in Article 37 of the Directive, such requests are most likely to be received in the years 2009 – 2011.

In addition, particular attention will be placed on the revision of TSIs to complement and to amend the requirements related to professional qualifications and health and safety conditions of the staff involved in the operation and maintenance of the sub-systems concerned.

- **Registers and Databases**

The Agency is in charge of making the following documents publicly accessible:

- the EC declarations on the verification of subsystems;
- the EC declarations of conformity of constituents available to the national safety authorities;
- the register of requests for changes and planned changes to ERTMS specifications;
- the register of Vehicle Keeper Markings kept by the Agency in accordance with the TSI on operation and traffic management;
- the declaration of placing into service.

The Agency will continue to update and amend this web based database.

The Agency is also maintaining the links of all National Vehicles Registers developed in accordance with Article 33 of Interoperability Directive 2008/57/EC in providing a European virtual search engine to find information registered when vehicles are placed into service.

Following the recommendation to be issued in 2010 on the Infrastructure Register and Authorized Vehicle Types Register, the Agency will have to develop and maintain a web based application to enable stakeholders to obtain information on the types of vehicles authorised in different MSs and facilitate the data exchange between the NSAs.

Whereas some of the original tasks have been completed, the update and the revision foreseen by Interoperability Directive and subsequent mandates require the maintenance of the existing staffing and even a slightly increase in particular to manage the change control process on TAF TSI and the data base on vehicle types.

This last post will be covered in 2010 by redeployment of resources in the unit when the task on drafting documents on the 1520 mm system will be finished.

Economic Evaluation Unit

Missions, organisation and working methods of this unit will not change significantly, given the current mandates and the likely evolution of the legal basis. We assume here that the Agency will continue its regulatory activities in the fields we already know. We also assume that possible operational responsibilities (audits, inquiries, certification...) will not generate new tasks for Economic Evaluation. Main tasks will remain with the ex-ante and ex-post assessment of Agency recommendations. As European railway legislation is gradually implemented, the "weight" of ex post assessment will, ultimately, outbalance the ex ante assessment. Competence profiles and position definitions will not be significantly altered.

The DREAM database and economic assessment model generator has been prototyped in 2009 and will be developed in 2010 (core functions) and 2011 (internet collaboration tools). The database part will host both technical, descriptive and economic data concerning the European Railway System, to support economic evaluation activities. The database will also integrate geographic information data. It is assumed that the initial data input, from 2011, will require an additional temporary workforce despite partial automation ('data pumps'). The complexity of the data sets necessitates the recruitment of a contractual agent, FG III.

ERTMS Unit

The Agency will exert its role as the system authority for the specifications for the European Rail Traffic Management System (ERTMS) both for the European Train Control System (ETCS) and the European railway radio system - GSM-R.

It will manage the change control process for the ERTMS specifications and the configuration control of the reference baselines, ensuring their quality and completeness, and taking particular account of their relevance for safety-critical applications and the imperative to ensure full interoperability. This will include the maintenance of the ETCS version currently in force, and the development and progressive validation of the stable set of specifications for the new ETCS Baseline 3, compatible with the current version of the system. This latter activity in particular will take into account the results of the relevant test and simulations projects carried out in the framework of the multiannual TEN-T grants programme. The definition of the ETCS system test specification will be carried out using the framework contract signed in 2009 with the external consortium of laboratories. In 2012 the Agency will present the recommendation to update the TSI CCS to include the ETCS Baseline 3 specifications.

For the new GSM-R Baseline, the Agency will finalise the definition of the new EIRENE specifications with the sector, and the necessary updates to the Morane documents.

The Unit will organise the appropriate working parties for the update of the ERTMS operational rules for the current baseline and the development of the operational rules for the next baselines of ETCS and GSM-R. This will be coordinated with the Interoperability Unit.

The maintenance of the current baseline will be ensured also by the definition and publication of recommended engineering rules to help the testing and acceptance process.

The Agency will carry out the examination of the procedures for verification and placing into service of ERTMS, with appropriate Working Parties with Notified Bodies and National Safety Authorities, coordinating the work to assess the effectiveness of the test and certification processes and deliver the report to the Commission, including, where necessary, the appropriate recommendations for improvements. When examining 'placing into service', cooperation and coordination between the ERTMS and Cross Acceptance Unit will be ensured.

The Agency will update the evaluation of the impact of the Commission Decision of 23/4/2008 and of the mechanism to be envisaged to facilitate the migration of ETCS projects to full compliance with this Decision, based on the information notified by the Member States.

The Agency will assess the feasibility and define mechanisms for an ETCS onboard test architecture offering the possibility to closely represent the functional scenarios corresponding to specific lines, collecting test sequences drawn up at national/corridor level. In parallel the Agency will outsource the work of compiling the test specifications for the ETCS baseline 3 and validating them with appropriate laboratory tools.

To this effect it will be crucial to coordinate the actions and commitments made by the sector and the Commission in the ERTMS Memorandum of Understanding signed on the 4/7/2008 which are essential to enable the Agency to deliver according to expectations.

The Agency will continue the work on the scope extension for the TSI CCS, producing a first intermediate report. The work on the resolution of the EMC open points will progress in cooperation with the activities on Cross Acceptance.

Cross Acceptance Unit

The core objective of cross acceptance is to facilitate the mutual recognition of national rules, processes and authorisations particularly those relating to placing in service of vehicles, until a complete set of TSIs is in place and the railway system conforms to these TSIs.

In 2010 the Agency will implement the Reference Document, expected to be an IT database, cross-referencing the equivalence of national rules in respect of any particular parameter. Once a rule has been declared equivalent mutual recognition will apply and no further checks will be required or allowed in respect of that parameter in Member States where the rules have been declared equivalent. The population of the database and the evaluation of the 27 sets of national rules for the 350 parameters to be checked for vehicle authorisation represent a substantial new workload for the Agency. However, it is anticipated that the savings to the sector and the National Competent Authorities by the elimination of duplicate checks and in the reduced costs of authorisation are expected to be several orders of magnitude greater than these costs.

In order for mutual recognition of authorisation to take place it is also necessary to address the mutual recognition of checking and authorisation processes. To this end the Agency will continue the work to share understanding and document the different national legal frameworks and approaches to vehicle authorisation with the objective of encouraging a common approach to the implementation of the provisions of directive 2008/57 in respect of vehicle authorisation.

With the development of freight corridors and the opening of the international passenger market taking place in 2010 the demand for cross acceptance is expected to substantially increase in the period 2010-2014 and cross acceptance of both rolling stock and CCS elements of vehicles and authorisation processes will need to play a significant part in the ongoing development of an open market for railway operation and the successful roll-out of the corridors. The Agency will continue to work closely with the stakeholders to facilitate this.

A new task taken over from the interoperability unit in 2009 is the management of national technical rules. The Agency is responsible for publishing the national rules notified under Article 17 of the interoperability directive and on request from the Commission evaluating

new technical rules. For these tasks the unit is working with the Commission to put in place and manage a new database (NOTIF-IT) which will be brought into service during 2010. The new requirement for Member States to notify national technical rules applying off the TENs network which comes into force mid-2010 is anticipated substantially increase the number of rules to be published and the number of rules to be evaluated. This will lead to a significant increase in workload for the Technical Evaluation Sector and, in consequence, two additional posts in 2011.

The cross acceptance unit is also responsible for the compilation of the Agency's annual work programme and Annual Report and the coordination of the Agency's approach to research.

In 2010 the unit also took up responsibility for a more structured approach to the Agency's relationship with sector associations by setting up and managing the Network of Representative Bodies as a forum both for disseminating the full scope of Agency's activity to aid planning of the sector involvement in the Agency and for the resolution of "topical" issues.

The growth in size of the Unit also generates the need for additional secretarial/administrative support in 2011.

Administration Unit

2009 was a year of significant changes including the move into new premises and the introduction of new financial and HR systems.

The process of consolidation introduced in 2010 will be continued in 2011 with additional emphasis on quality management. The formalisation of rules and procedures will be given extra priority, service levels defined and methods for their monitoring devised.

Important inputs for this process will be the outcome of the regular and specific audits, the input from user groups, staff survey (of which the first is planned for 2010) and the general development of the activities of the Agency.

• Human Resources

The prime asset of the Agency is its highly qualified staff. The recruitment function will be crucial for the success of ERA also in 2011. The number of short term staff to leave the Agency will increase and this must also be expected for the general turnover of staff. Additional resources will be allocated to this area to enable the recruitment procedures to be dealt with faster and the selection techniques and processes will be developed in light of best practices within other European and international organisations. In this context the use of psychometric tests will be considered. In this context the introduction of e-recruitment is foreseen.

In terms of existing staff, the planning and support of training activities and their integration in a systematic career development will be given priority. This will also be supported by increased internal mobility and the annual performance appraisal and reclassification procedure which will be guided intensively by the HR Sector.

An area which will receive additional attention in 2011 is health and safety.

The management tool e-HR (originally developed by EASA) will be developed further to address ERA's specific needs and additional modules are planned to be launched. It will be constantly and systematically reviewed in order to ensure that all related procedures are properly documented and comply with all legal requirements such as data protection, internal control and risk management.

Particular attention will continue to be given to the involvement of the Staff Committee and the Staff Club in the developments in the HR area.

- **Finance, Accounting and Procurement**

2010 will be the first full year in which the integrated IT tool ABAC is used. To the extent that this has not happened in 2009, all the related procedures will be reviewed and documented as part of the overall validation. Focus will also be on simplification of the procedures with a view to ensuring a faster processing of commitments and payments. Quality targets will be introduced and monitored and a system of ex -post controls implemented.

Experience with ABAC has shown that the system is considerably more work intensive than the previous system, SI2. Consequently, the present staff is not able to keep up with the workload which has led to unsatisfactory delays in the processing of financial files.

In 2011, the quality of the management reports will be reviewed in order to optimise the use made of the possibilities provided by the new system.

An effort will be made to strengthen the annual procurement planning which together with an increase of the allocated staff shall ensure a smooth implementation. To facilitate the planning, ABAC Contract will be introduced to support the decentralised contract management.

- **Information Technology**

The implementation of the findings of the Enterprise Architecture Study carried out in 2009 will continue to form the general framework for the activities in 2011.

In Administration the focus will be on consolidation and further development of the new systems put in place in 2009. In combination with increased focus on the support services this aims to improve the way the basic functioning of the Agency's activities are facilitated. A general purpose in this context is to promote e-administration. The most important operational projects foreseen for 2011 are the consolidation of the ECVVR, ERADIS systems to reach the required maturity level. The collaboration space in extranet will be further developed to offer enhanced functionalities.

The DREAM project for Economic Evaluation is planned to leave the prototype phase and be ready for the production environment. Additional key projects that will be started are the Vehicle Type Register and the Reference Document Database for Cross Acceptance. The ECCAIRS database for Safety, supporting accident investigation, following the results of 2009 assessment, will see the migration of the accident part of ERA database to ECCAIRS with a taxonomy adapted to Safety needs.

The possibilities of increasing the tools available offsite will be explored with a view to improve the efficiency of the work, while guaranteeing the security of the systems.

- **Premises and facilities**

In Valenciennes, the main tasks will be to improve the current logistics services offered for the support of the Agency's business and dealing with the initiatives required to host the Agency's staff. This is likely to include the move of part of the organisation to a new site.

Concerning Lille, ERA will have to review the needs for meeting facilities as the present premises can no longer accommodate certain of the Agency's larger meetings. It remains unclear whether this will require new or additional premises to be rented on a more permanent basis, but in any case the dedicated support for the users of the Lille premises will need to be improved to ensure a proper running of the activities there.

The tasks of the requested additional staff for 2011 for the Administration Unit will be as follows:

- The Administration Officer (TA, AD6) shall strengthen the strategic work of the Unit in relation to planning, risk management etc. and help enforcing a service culture and improved quality of the services rendered to all stakeholders. This includes definition and monitoring of service standards and staff and other stakeholder surveys will be the responsibility of the jobholder. The co-ordination of the Unit's follow-up to reports from the IAS etc. will also be part of the tasks just as s/he will be responsible for certain horizontal projects involving several sectors of the Unit..
- The IT Officer (TA, AD6) is required in order to strengthen the IT governance and to separate the very important function as IT Security Officer as much as possible from the rest of the IT organisation. This need was confirmed in an external report from 2009. The jobholder will also be responsible for the preparation and implementation of the IT side of the Organisation's business continuity planning, an area which with the present resources has only got a bare minimum of attention.
- The Senior Administrative Assistant (TA, AST7) is required to ensure the management of the modern new headquarters in Valenciennes. Furthermore, the jobholder shall enable the Organisation to comply with the applicable legislation on health and safety, just as s/he will be responsible for the formalisation and documentation of all related procedures.
- An additional Finance Assistant (TA, AST3) is required to keep up with the increase in financial files. Whereas the number of files has increased significantly over the past two years and the time necessary per file has increased due to the introduction of ABAC, the number of financial initiating agents has remained the same. This has led to the occurrence of an unacceptable backlog and delays which is met with criticism from the Organisation's stakeholders.
- The very significant number of short term staff employed due to the provisions of the Agency Regulation will lead to a marked increase in the turn-over of staff when the Organisation enters its seventh year of operations in 2011. To ensure that the Agency also under these circumstances will be able to fill its vacancies at a reasonable speed and thereby remain able to achieve its objectives, a Secretary (CA, FG II) for the recruitment function will be required.

- The increase in operational activities over the last years has lead to an additional need for logistic and practical support both at the site in Lille and in Valenciennes. For this purpose an additional Administration Support Logistician Agent (CA, FG I) is needed.

2.3 Consequences of 2.1. and 2.2. on the number of staff in the agency for the next 3 years.

The latest review of ERA's tasks lead to significant amendments to the legal framework being adopted at the end of 2008. It is at present not possible to foresee with any degree of certainty when the next significant changes to the role and tasks of the Agency will occur. Consequently, the present plan is drafted on the assumption that the period covered will be characterised by a limited increase in tasks which will allow for a consolidation and increased emphasis on ensuring the quality of the work.

The total number of posts is proposed to increase in 2011 in line with the workload set out above. At present, no increase in staff is foreseen for 2012 and 2013. It is, however, likely that certain tasks presently performed by short-term Contract Agents prove to be of a more permanent nature and that the Agency consequently will want to create certain posts for Temporary Agents in the second and third year covered by this plan to replace short-term Contract Agents.

As concerns the levels of employment and corresponding level of grades, in relation to Temporary Agent posts the Agency continues to be flexible in its staffing forecast in order to leave the possibility to upgrade certain profiles, reclassifying corresponding grading accordingly. The level of grades will broaden as the Agency expands.

The following table lists the new posts for 2011 with a short description of tasks to be carried out.

Temporary Agents

Unit	Description of tasks to be carried out	Legal basis for new tasks	Comments
New posts			
Directorate AD9 LT	<u>Assistant to the Director</u> including coordination tasks	Existing Regulation 881/2004 as amended	Necessary due to the growth of the Directorate and the increase of staff and activities
Safety AD8 ST	<u>Project officer</u> Development of studies and evaluation activities in relation to transport of dangerous goods	Request from DG TREN (AR Art. 21b	WP 2010 to be amended accordingly
Interoperability AD6 for TAF TSI ST	<u>Project Officer</u> The Agency has to set up a Change Control Management to consolidate and to update the requirements set out in Telematic Application for Freight TSI. The post holder will: Chair the Change Control Board, Manage the evolution of specifications, Ensure the publication of the Technical Documents on the web site	Article 7.3.5 of Regulation 62/2006 on Telematic Application for Freight services	New requirement to ensure coherence and synchronization between the two TSIs on telematic applications following the difficulties of implementation of TAF TSI..

Unit New posts	Description of tasks to be carried out	Legal basis for new tasks	Comments
Cross-acceptance AD6 ST	<u>Project officer</u> Publication and evaluation of National technical rules submitted for notification for subsystems of the European Railway system – subsystems other than rolling stock e.g. infrastructure, fixed installations, ...	Article 17 and 27 of Regulation 2008/57 Article 9 Regulation 881/2004 as amended	New requirement for Member States to notify off-TENS rules will generate new Agency work to publish and evaluate.
Cross-acceptance AST 1 LT	<u>Secretary</u> Administrative support to the Unit		Increasing number of staff of the Unit in 2010 and 2011 will require a support to its present administrative assistant.
Administration AD6 LT	<u>Administration Officer</u> The post holder will, under the supervision of the Head of Unit, carry out the following tasks: Support for the Head of Unit in relation of a number of horizontal tasks such as planning and evaluation of the Unit's work, quality management, risk assessment etc.; Managing of certain projects involving more or all the Sectors of the Unit; Drafting of rules and procedures, the Unit's contributions to work programmes, activity reports etc.; Participation in meetings and assistance with follow-up actions. Other tasks of coordination relevant to the Unit	Regulation 881/2004 as amended	Necessary support to the Head of Administration due to the growth of the Agency, the Administration Unit and the complexity of the tasks. The job holder shall also assist in ensuring the co-ordination between the administrative sectors

Unit New posts	Description of tasks to be carried out	Legal basis for new tasks	Comments
Administration AST3 LT	<u>Financial Assistant</u> Under the supervision of the Head of the Budget and Finance Sector act as financial initiation agent	Existing Regulation 881/2004 as amended	Need to face the growing activities linked to the recruitment of project officers in 2009 and 2010.
Administration AD6 LT	<u>ICT Officer</u> The jobholder will, under the supervision of the Head of the ITFM Sector, be responsible for: Information security Business continuity within the IT area Support for operational IT projects	Existing Regulation 881/2004 as amended	An external study has confirmed the need to strengthen the work in relation to IT security and business continuity. This activity being vital for the Agency who cannot outsource it. In addition there is an increasing need for support the IT projects directly linked to the Agency's operational activities.
Administration AST7 LT	<u>Senior Administrative Assistant, Logistician</u> The jobholder will, under the supervision of the Head of the ITFM Sector, be responsible for: Management of the different facilities of the Agency Establishing an additional site for the Agency in Valenciennes Health and safety in relation to the Agency's facilities Drafting of rules and procedures in relation to facilities management	Existing Regulation 881/2004 as amended	There is a need to strengthen the Facilities Team in order to professionalise the management of the sites in Valenciennes and Lille. Furthermore additional resources are required to establish and formalise procedures and policies in the area of facilities management in particular to ensure the respect of the applicable rules on health and safety..

Contract Agents

Unit	Description of tasks to be carried out	Legal basis for new tasks	Comments
New posts			
Economic Evaluation FG III ST	<u>Data Controller</u>	Article 6.8 of Directive 2008/57 ; Regulation 881/2004, Article 21 Regulation 1335/2008	Data input and control for DREAM database, to support activities under articles quoted
Administration FGII ST	<u>Secretary</u> The jobholder will, under the supervision of the Head of the Human Resources Sector offer administrative support to in particular the recruitment function.	Existing Regulation 881/2004 as amended	With the growing maturity of the Agency, the turnover of staff in general and of short term staff in particular will increase significantly. Additional support for the recruitment function is therefore required.
Administration FGI LT	<u>Administration Support</u> <u>Logistician Agent</u> The jobholder will, under the supervision of the Head of the ITFM Sector, assist daily support of the users of the different sites of the Agency.	Existing Regulation 881/2004 as amended	There is a need to strengthen the Facilities Team in order to improve the ongoing support for the increasing operational activities at the site in Lille and in Valenciennes.

3. SCHOOLING.

There is no European School and the Agency has no arrangements with any international school in the vicinity. The local schooling system has an international section (English) at college and 'Lycée' level, but the students follow the French curriculum working towards the 'brevet' and the 'baccalaureate' awarded by the French Ministry of Education. There are facilities for international schooling in Lille but many staff members send their children to the European School in Brussels (and for that reason choose to live in Brussels and commute from there).

4. STATE OF PLAY OF IMPLEMENTING RULES ADOPTED BY THE AGENCY CONSISTENT WITH ITS STAFF POLICY.

TITLE	STATE OF PLAY
<p>Decision of the Executive Director N° 135/06.2008 adopting the following Implementing Rules:</p> <ol style="list-style-type: none"> 1. Commission Decision on general implementing provisions for article 9 of Annex VIII to the Staff Regulations of Officials and Article 39 of the Conditions of Employment of Other Servants concerning the early retirement of officials and temporary agents without reduction of pension rights (C(2004) 1588 of 28.04.2004) 2. Commission decision on general implementing provisions for articles 55a and Annex Iva to the Staff Regulations concerning part-time work (C(2004) 1314 of 14.04.2004) 3. Commission decision on general implementing provisions for Article 55b of the Staff Regulations concerning job-sharing (C(2004) 1588 of 14.04.2004) 4. Commission decision on general implementing provisions for Articles 15,37 and 40 of the Staff Regulations of Officials and Articles 11,17 and 88A of the CEOS concerning leave on personal grounds for officials and unpaid leave for temporary and contract staff of the European Communities (C(2004) 1597 of 28.04.2004) 5. Commission decision on general implementing provisions laying down rules on the secondment of National experts to the Commission (C(2006) 2033 of 01.06.2006) 6. Commission decision on general implementing provisions for reimbursement of medical expenses (C(2007) 3195 of 02.07.2007) 	<p>ADOPTED 16.06.2005</p>
<p>The following Commission Implementing Rules have been adopted all together by analogy at ERA on 30/06/2008 (Decision n. 135/06.2008):</p> <ol style="list-style-type: none"> 1. IR on Article 9 of Annex VIII to the Staff Regulations of Officials and Article 39 of the Conditions of Employment of Other Servants concerning the early retirement of officials and temporary agents without reduction of pension rights (C(2004) 1588 of 28.04.2004) 2. IR on Articles 55a and Annex IVa to the Staff Regulations 	<p>ADOPTED 30.02.2008</p>

<p>concerning part-time work (C(2004) 1314 of 14.04.2004)</p> <p>3. IR on Article 55b of the Staff Regulations concerning job-sharing (C(2004) 1588 of 14.04.2004)</p> <p>4. IR on Articles 15, 37 and 40 of the Staff Regulations of Officials and Articles 11, 17 and 88A of the Conditions of Employment of Other Servants concerning leave on personal grounds for officials and unpaid leave for temporary and contract staff of the European Communities (C(2004) 1597 of 28.04.2004)</p> <p>5. IR laying down rules on the secondment of national experts to the Commission (C(2006) 2033 of 01.06.2006)</p> <p>6. IR on the reimbursement of medical expenses (C(2007) 3195 of 02.07.07)</p>	
Decision ERA/No 103/02.2008 Concerning Criteria Applicable To Classification In Grade And Step On Appointment And Engagement	ADOPTED 12.02.2008
Decision ERA/No 118/04.2008 on Staff Performance Appraisal At ERA	ADOPTED 20.05.2008
Decision ERA/No 119/04.2008 on Staff Reclassification At ERA	ADOPTED 20.05.2008
Decision ERA/No 251/11.2009 on the Procedure Governing The Engagement And Use Of Temporary Agents	ADOPTED 21.05.2008
Decision ERA/No 151/10.2008 on the Appraisal of the Executive Director of ERA	ADOPTED 02.10.2008
Missions Guide for Agency staff.	IN CONSULTATION WITH THE STAFF COMMITTEE
General Implementing provisions regarding Middle Management Staff	IN CONSULTATION WITH THE STAFF COMMITTEE
Temporary occupation of Management Posts	SENT TO COMMISSION FOR AGREEMENT

Rules on setting up the Staff Committee	TO BE SUBMITTED TO THE COMMISSION BY 01/04/2010
Decision on protecting the dignity of the person and preventing psychological and sexual harassment	SENT TO COMMISSION FOR AGREEMENT
Implementing rules on engagement and use of Contract Agents	SENT TO COMMISSION FOR AGREEMENT
Professional underperformance	TO BE SUBMITTED TO THE COMMISSION BEFORE 31/12/2010

Annex I Adaptations to the establishment plan in the year 2011 and indicative adaptations in 2012 & 2013

Grade	Establishment plan 2010 ⁴			Year 2011											
				Staff evolution						Organisational evolution			Establishment Plan		
				Promotion / Career advancement			Turn-over (departures/arrivals)			New posts (per grade)			Requested (Provisional Draft Budget)		
				PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA -ST/ LT	Adjust.	Temp - LT	Temp - ST	Perm
AD16															
AD15		1	1										1	1	
AD14						-1									
AD13															
AD12															
AD11		1	1										2	2	
AD10		11	11			-1	6			-2			14	14	
AD9		28	28			-6	5		-5	5	-2	1	26	26	
AD8		21	21			-5			-7	7	2		19	19	
AD7		6	6				6				-3		9	9	
AD6		22	22			-6	2		-4	4	6	2	2	28	28
AD5		9	9			-2			-4	4	-3		4	4	
Total AD		99	99			21			20		-2	3	3	103	103
AST11															
AST10															
AST9															
AST8		2	2						-1	1			2	2	
AST7		2	2								-1	1	2	2	
AST6		1	1						-2	2			1	1	
AST5		6	6				2		-4	4	-2		1	7	7
AST4		4	4			-2	1		-2	2	3		6	6	
AST3		8	8			-1	2		-1	1	-2		7	7	
AST2		9	9			-2	3		-2	2			10	10	
AST1		8	8			-3			-1	1	4	1	10	10	
Total AST		40	40			8			13		2	2	1	45	45
Overall Total		139	139			29			33		0	5	4	148	148

NB. 1. As the posts to be reclassified have not yet been determined they cannot be separated into LT and ST TA for AD grades. To simplify matters they have been placed in the LT TA column but this does not exclude promotion of ST TA in accordance with Art. 2 of the "Decision 119/04.2008 on Staff Reclassification at ERA".

2. The turnover figures are based on the number of contracts ending the year of reference.

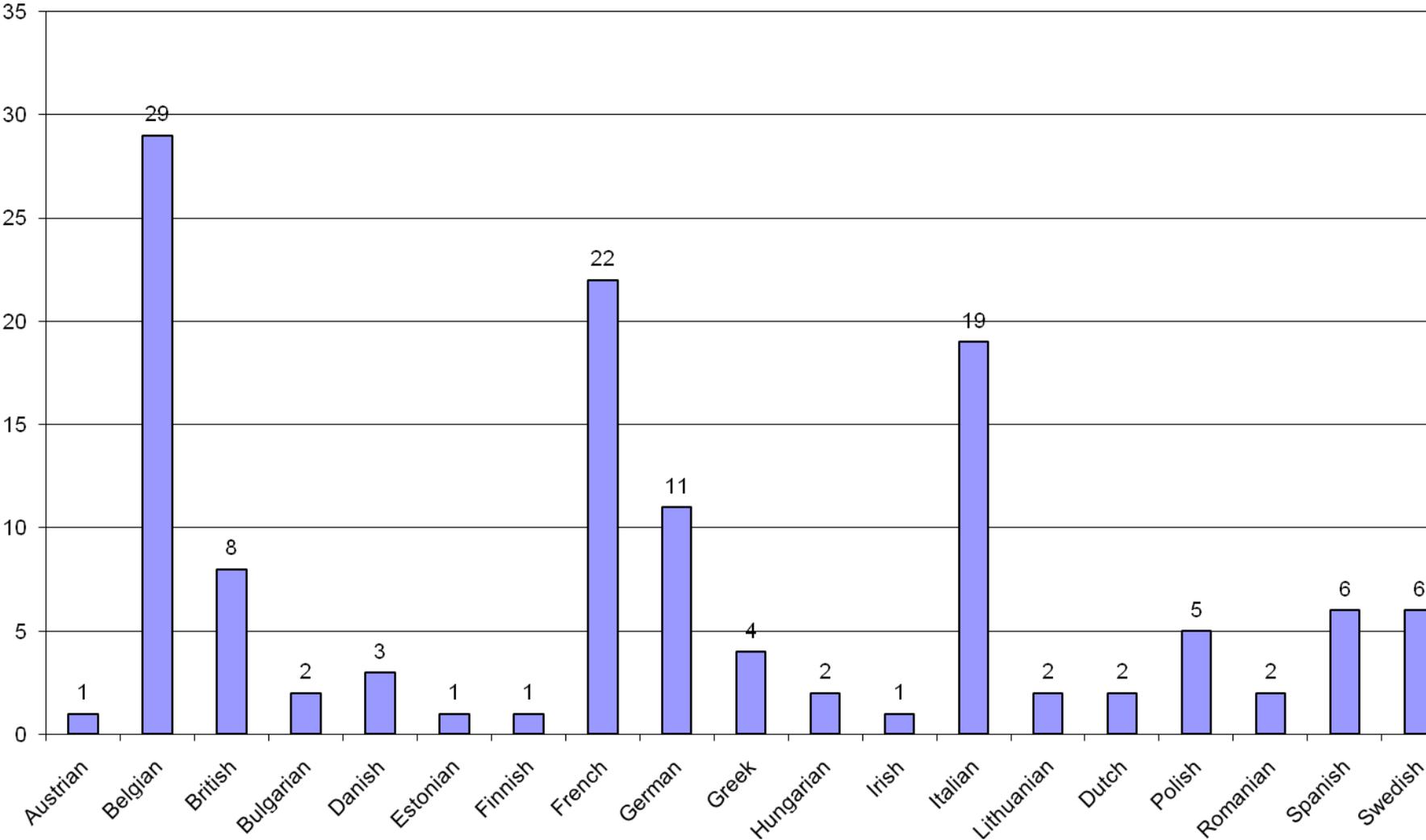
3. The 'Adjustment' column under 'Organisational evolution' is intended to allow the necessary realignment of the 2011 Establishment Plan with the Agency's organisational evolution, following the 2010 recruitment (posts filled at a lower grade following the departure of post holders) and reclassification exercises (actual reclassification not matching original forecasts).

4 Decision 45 of 17 November 2009 of the Administrative Board of the European Railway Agency adopting the budget and establishment plan 2010

Grade	2011			Year 2012											
	Establishment plan			Staff evolution						Organisational evolution			Establishment Plan		
	Requested (Provisional Draft Budget)			Promotion / Career advancement in global figures			Turn-over in global figures (departures/arrivals)			New posts			Provisional planning		
	PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16															
AD15		1	1												
AD14															
AD13															
AD12															
AD11		2	2												
AD10		14	14												
AD9		26	26												
AD8		19	19												
AD7		9	9												
AD6		28	28												
AD5		4	4												
Total AD	x	103	103	0	0	25	0	0	11	x	x	x		103	103
AST11															
AST10															
AST9															
AST8		2	2												
AST7		2	2												
AST6		1	1												
AST5		7	7												
AST4		6	6												
AST3		7	7												
AST2		10	10												
AST1		10	10												
Total AST	x	45	45	0	0	11	0	0	10	x	x	x		45	45
Overall Total	#####	148	148	0	0	36	0	0	21	#####	#VALUE!	#####	0	148	148

Grade	2012			Year 2013											
	Establishment plan			Staff evolution						Organisational evolution			Establishment Plan		
	Provisional planning			Promotion / Career advancement in global figures			Turn-over in global figures (departures/arrivals)			New posts			Provisional planning		
	PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16															
AD15															
AD14															
AD13															
AD12															
AD11															
AD10															
AD9															
AD8															
AD7															
AD6															
AD5															
Total AD		103	103	0	0	25	0	0	22	x	x	x		103	103
AST11															
AST10															
AST9															
AST8															
AST7															
AST6															
AST5															
AST4															
AST3															
AST2															
AST1															
Total AST		45	45	0	0	11	0	0	3	x	x	x		45	45
Overall Total	0	148	148	0	0	36	0	0	25	#####	#VALUE!	#####	0	148	148

Annex II Geographical balance



ANNEX III

With reference to the European Commission advice and detailed comments dated 15.02.2010 concerning ERA's draft Multi-Annual Staff Policy Plan 2011-2013, the following points need to be taken into account:

1. References to the relevant Administrative Board decisions have been added with regard to the establishment plans 2009 and 2010, while a few inaccuracies have been corrected in the table under section 1.1.2.1.
2. The Agency has noted your observation concerning the vacancy rate at the end of 2009, which corresponds actually to 8,8%. It needs to be emphasized that the number of temporary agent positions filled in the Agency reached 124 (i.e. the number of posts foreseen in the 2009 Establishment Plan) on 1 March 2010.
3. Following the Commission's advice, four out of the thirteen temporary agent posts originally foreseen have been deleted in the table under section 2.3.
4. Legal references under sections 2.2 and 2.3 have been checked and corrected.
5. During the last weeks two implementing provisions have been submitted to the Commission for agreement and three others are close to be submitted. Based on the list of outstanding implementing provisions provided by the Commission services on 16 November 2009, the Agency still needs to adopt one relevant implementing rule which is scheduled to be submitted to the Commission before 31.12.2010.
6. Reclassifications included in the table under Annex are part of a general forecast that need to be confirmed through the appraisal exercise in order to actually lead to advancement in grade. In the anticipation of such a possible reclassification for the post of grade AD 14, the Agency shall consider to adopt the appropriate legal basis given that, at the moment, no specific model implementing rule has been developed.
7. Some clarification has been added in the relevant footnote in order to explain the meaning of the column "adjustment" in the table under Annex I.