

DECISION n°29
of the Administrative Board of the European Railway Agency
adopting the Multi-Annual Staff Policy Plan 2010-2012

THE ADMINISTRATIVE BOARD OF THE EUROPEAN RAILWAY AGENCY,

Having regard to Regulation (EC) No 881/2004 of the European Parliament and of the Council ⁽¹⁾ establishing a European Railway Agency (hereinafter referred to as "the Agency") as amended by Regulation (EC) No 1335/2008² of the European Parliament and of the Council of 16 December 2008,

Having regard to the European Commission Guidelines on Staff Policy Plan in Regulatory Agencies C(2005) 5304 of 16 December 2005 ;

Having regard to the Commission advice dated 2 March 2008 on the Multi-annual Staff Policy Plan 2010-2012 of the European Railway Agency ;

HAS DECIDED AS FOLLOWS:

Article 1

The Multi-Annual staff policy staff 2010-2012 is adopted as detailed in Annex 1 of this decision.

Article 2

The present decision shall enter into force on the day of its adoption.

Done at Valenciennes, 05/06/2009

For the Administrative Board

The Chairman

MICHAEL HARTING

Annex 1: ERA Multi- annual staff policy staff 2010-2012

¹ OJ L 220, 21.6.2004, p. 3

² OJ L 354, 31.12.2008 p.51

EUROPEAN RAILWAY AGENCY (ERA)

Multiannual Staff Policy Plan 2010-2012

1 - GENERAL OVERVIEW OF THE CURRENT SITUATION OF THE AGENCY.

1.1 General information on the AGENCY's activities.

1.1.1 Description of the agency, its mission and programme tasks.

The Agency was established in 2004 to carry out technical work in the areas of safety and interoperability on the basis of European legislation. It is fully operational since the beginning of 2006. The offices are located in Valenciennes (France) with facilities for European meetings in nearby Lille.

Our vision

We contribute to the creation of an integrated European railway area where railway undertakings can run trains and organize their transport services freely, effectively and without interruption. The objective is to allow the rail transport sector to develop its inherent competitive advantages in relation to other transport modes.

Our mission

The main task is to prepare new and updated legislative acts for adoption by the Commission, after a positive opinion from the Committee of Member States, and to give other technical support to the Commission. The activities carried out by the Agency aim at:

- Developing a common approach to safety, safety regulation and accident investigation, in particular by harmonization of safety assessment methods, safety targets and safety certification conditions
- Improving the interoperability of the European rail system by developing the conditions for the free and uninterrupted movement of trains through technical and operational harmonization, 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 and giving guidance on the implementation of the regulatory framework

It is the role of the transverse functions of the Agency (Administration, etc.) to support and facilitate the operational functions in their achievement of the organization's mission whilst at the same time maintaining compliance with the Community regulation and internal control requirements. All activities of the Agency will comply with the relevant EC rules and Regulations.

Future work

The Agency works under the basis of Directive 2004/49/EC (the Safety Directive) as amended by Directive 2008/110, Directive 2007/59/EC (the Driver Licensing Directive) Directive 2008/57/EC (the recast Interoperability Directive), and Regulation (EC) No 881/2004 (the Agency Regulation) as amended by Regulation (EC) No 1335/2008, complemented by more detailed mandates and task requests that are delivered to it by the Commission from time to time.

The new legislation that has been adopted, namely Regulation (EC) 1335/2008 amending ERA Regulation (EC) 881/2004 substantially adds tasks to the activities of the Agency, in particular in the fields of safety certification and acceptance of railway vehicles. The new legislation has entered into force at the beginning of 2009.

Our products

- Recommendations to the Commission, in particular for adoption of new secondary legislation, such as technical specifications for interoperability (TSI) and common safety methods (CSM)
- Technical opinions at the request of the Commission or national authorities on matters related to the implementation of interoperability and safety measures
- Agency documents to complement legislative acts adopted by the Commission
- Implementation guidelines to support the railway sector in applying the European railway legislation

Our core values

- We support the European dimension and let it guide us in our work
- We carry out our work in full transparency in relation to stakeholders, national authorities, European institutions and the public
- We safeguard our independence and act with impartiality
- We have a strong belief in dialogue, consultation and exchange of information
- We apply a system approach when we develop our products

Our working methods

The Agency works together with European associations of sector stakeholders, such as railway undertakings, infrastructure managers and manufacturers, to develop its proposals. For each major activity a working party with sector representatives is established. We work also together with networks of national safety authorities and investigation bodies to exchange information and best practices and to harmonize decision making. Effectively, the Agency is a centre for exchange of information within the whole railway sector, including the relevant Commission services and Member States.

Our organization

The Agency has been rapidly growing since its establishment and has now a staff of around 120, of which approx. 80 are working in the operational units of the Agency. It has a central office of the Executive Director and is divided into five business units and one administrative unit. For details see the organization chart.

1.1.2 Posts filled at 31.12. 2008 (actual grades) and figures of career evolvments.

Category and grade	Year 2008							
	Establishment plan 2008 ¹		promotion reclassification 2008		Actually filled 31.12.2008		vacancy notices published externally	
	perm	temp	perm	temp	perm	temp	perm	temp
AD 16								
AD 15		1						
AD 14						1		
AD 13								
AD 12		0						
AD 11								
AD 10		2		2		2		
AD 9		21		7		19		3
AD 8		29				28		6
AD 7		0						
AD 6		9		8		8		1
AD 5		21				16		3
Total AD	0	83	0	17	0	74	0	13
AST 11								
AST 10								
AST 9								
AST 8		1						
AST 7		1				2		3
AST 6								
AST 5		2		2		2		
AST 4		7		1		7		1
AST 3		6				3		3
AST 2		3		4		4		
AST 1		13				14		1
Total AST	0	33	0	7	0	32	0	8
Total	0	116	0	24	0	106	0	21
Total of staff	116				106²		21	

¹ The 2008 Establishment Plan reflects modifications formally adopted by ERA's Administrative Board on 07.03.2008 (Decision n. 13).

² In addition to that number, contracts of employment were offered to 8 candidates who took up duty in early 2009

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

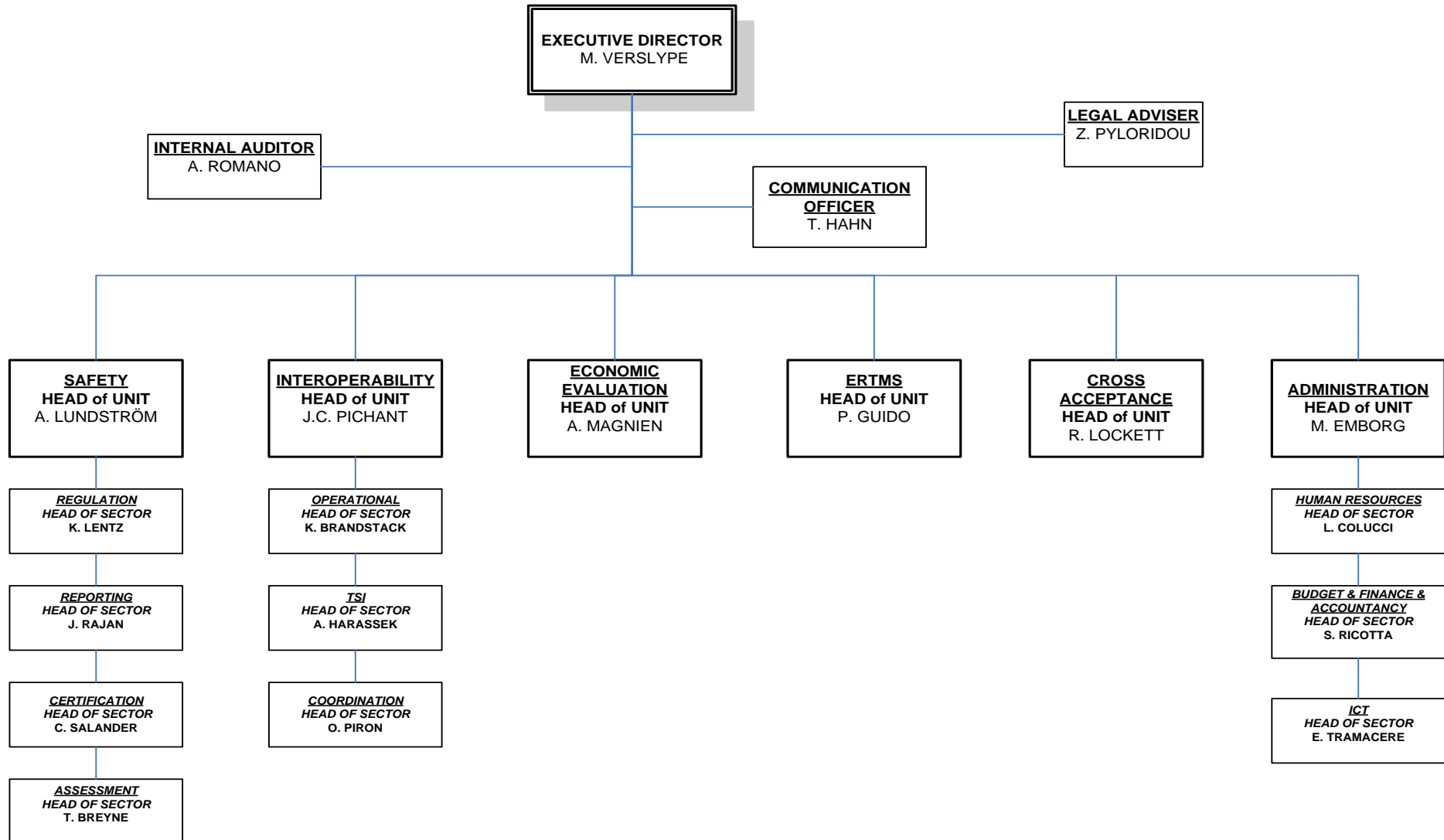
Title I is 9.907.694 EURO. That amounts to 55% of the total budget of 18,000,000 for 2008.

For 2009 the adopted budget for Title I amounts to 13,400,000 EURO, representing approximately 62% of the consolidated budget of 21,000,000 EURO, whereas for the 2010 Title I estimation amounts to 13.900.000 EURO.

1.1.4 Organisation and organigramme.

113 staff members: (106 TAs + 4 CAs) + 3 SNEs

ERA-Organization Chart 31/12/2008



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

1.2.1 Type of staff, type of employment and duration of employment required to fulfil the missions and tasks:

For the time being there are no permanent posts at the Agency but exclusively temporary agents which are classified into 2 types:

- Officials / temporary agents on long term employment

The officials or temporary staff members on long-term employment perform administrative tasks and have financial, human resources, ICT and secretarial profiles.

- Temporary agents on short term employment

The temporary agents on short-term employment work in the operational units and have been recruited for their specific, technical competencies to work on projects.

Number of Contract Agents			
	2008 (actually filled at the indicated date of drafting the SPP)	2009 (envisaged)	2010 (envisaged)
GF IV		2	2
GF III			
GF II	2	2	2
GF I	2	2	2

NB: The number of Contract Agents may increase slightly, depending on the final number of TA posts approved in the Establishment Plans for 2009 and 2010.

- Contract agents on long term employment

The Agency has not made use of this type of contract up to now. Nevertheless, for profiles entrusted with the performance of manual or administrative support duties requiring, as education qualification, solely the completion of compulsory studies, ERA reserves to phase in such kind of contract typology.

- Contract agents on short term employment

This type of contract is normally used in order to meet specific punctual 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 restrictions in overcoming this problem due to the establishment plan setting out the number of staff allowable.

At the end of 2008 there were 4 contract agents working at the Agency; 2 Group II and 2 Group I. One Contract Agent of Group IV has taken up duty on 16 January 2009.

- **Seconded National Experts (SNE)**

By means of the Decision no. 135/6.2008 of its Executive Director, ERA has adopted by analogy the Commission's Decision on general implementing provisions laying down rules on the Secondment of National Experts to the Commission (C(2006)2033 of 1.6.2006). The Agency plans to adopt (according to the provisions of art. 110 of SR) the new Commission Decision no. C (2008)6866/3 of 12/11/2008, which replaced the above one on 1st of January 2009.

At present the Agency has engaged 2 Seconded National Experts, all of them in the Safety Unit. It is estimated that the number will increase to 4 by end 2009 and to a total of 5 in 2010.

1.2.2 Type and number of posts, job titles, duration of employment, grade corresponding to the tasks and functions (explanation of table I of the annex).

See Appendix 1

1.2.3 Recruitment policy in regard to the different types of employment.

The procedure for the recruitment of the Temporary Agents at ERA is governed by the Staff Regulations (SR), the Conditions of Employment of Other Servants (CEOS), and the implementing rules on the engagement and use of Temporary Agents at ERA adopted in accordance with the provisions of article 110 of Staff Regulations.

The procedure for the recruitment of the Contract Agents at ERA is governed by the SR, the CEOS and the Commission Decision C(2004) 1313 on the engagement and use of contract staff at Commission, which ERA has been applying by analogy. The Agency is in the process of submitting its own implementing rules to Commission services for agreement under Art 110 of SR.

Based on information from and following consultation with the recruiting unit a vacancy notice is published listing both essential and desirable criteria for selection, the grade, contract type and length. A Selection Committee is appointed then by the Director of the Agency including representatives from the recruiting unit, Human Resources and a member of the Staff Committee where every attempt is made to respect gender balance. A special effort is also being made to ensure that the members of the Selection Committee are staff members with at least the same grade as the advertised post. Only in exceptional cases (i.e. when there is not a member of the Staff Committee holding a grade equal to the grade of the post) a derogation is made.

The CVs in European Format, letters of motivation and the relevant selection grids that are requested by the vacancy notices and have been received from the applicants / candidates for each respective post are collected by Human Resource Sector and forwarded to the members of the Selection Committee. A pre-selection meeting is convened where the Selection Committee members short-list candidates according to internal evaluation grids. Depending on the number of applications received, stricter criteria of pre-selection may apply. The candidates shortlisted during the pre-selection are then invited for a written test and an interview.

Before the written test and the interview the Selection Committee establishes a series of questions to determine whether the candidate shows the required competencies following consultation with the Staff Committee. Respecting good practice for structured interviewing all candidates are asked the same questions in the same order.

As English is a requirement to work in the Agency the interviews take place in English. The candidates whose mother tongue is English are tested in the official EU language that have declared as their second language. Upon completion of the selection procedure the Selection Committee draws up a final report which includes a list of candidates who are recommended as the most suitable for the post. The respective list is submitted to the Executive Director of the Agency for his approval. Finally, the Executive Director, acting in his capacity as Authority entitled to conclude contracts (AHCC), appoints the person/s.

A service level agreement has been signed with EPSO to harmonize recruitment procedures between ERA, the Commission and other regulatory agencies. EPSO may organize upon request of the Agency a selection procedure and shall follow the same standards as for general officials' competitions. ERA should also have access to the reserve lists of successful candidates from open competitions organized by EPSO. However, as candidates from the EEA countries (Iceland, Liechtenstein and Norway) are eligible to apply for posts in ERA, the selection of candidates from those reserve lists is somehow problematic as the candidates from EEA countries would be discriminated against. As a consequence, the Agency has not been making use of such services thus far.

Temporary agents

– Short-term temporary

The regulation 881/2004 establishing the Agency provided that the contract positions in the operational railway sector are limited to a maximum 5 years (4 years with possible renewal of 1 year). This however has proved to be problematic as the Agency is losing early staff with valuable experience. The new Regulation 1335/2008 that has amended Regulation 881/2008, has incorporated the provision that during the first ten years of operation of ERA, the duration of the above contracts of employment can be extended to a maximum of 8 years, when required to guarantee the continuity of its services.

In 2008 the Agency has adopted guidelines and an internal procedure on employment contracts prolongation, promoting good administrative practices and transparency in employment contract management.

Long-term temporary

Regarding the administrative, technical and support functions the same regulation does not state any time limitation. Therefore the Agency, according to the CEOS, makes use of contracts of 6 years (4 years with possible renewal for 2 years) without excluding the possibility of further renewal for an indefinite period.

Contract agents

The recruitment of contract agents follows basically the same procedure as that for temporary agents. Candidates take a written test on work related issues before the interviews. Contract agents are offered contracts of maximum duration 2 – 3 years renewable once. However, the policy of the Agency regarding the engagement of Contract Agents for longer period is currently under review.

1.2.4 Career profiles in regard to the different types of employment.

The policy of recruiting temporary agents from the various Railway sectors in their national member states, giving them experience at a European level before they return to their former employers has to

be reconsidered carefully. The technical skills and competencies required are scarce as shown by the low numbers of candidates applying for the vacancies. This scarcity of skills is compounded by the apparent difficulty in competing with the salaries offered in the private sector. To lose these skills after a relatively short period of time makes it difficult for the Agency to carry out its mission and ensure smooth business continuity.

There have been difficulties in recruiting suitably qualified staff also due to the restrictions of the sector. Experts in the railway field come from many backgrounds and some member states do not have university courses specifically designed to give people the knowledge in the field. Instead it is acquired by experience and subsequent evaluation leading to a nationally recognized qualification. This has been problematic for recruitment of temporary agents at AD level as one of the requirements is university level education. Some extremely suitable candidates have been refused due to them not having university diplomas. In a sector where the required skills are very scarce this has caused problems and delays in recruiting suitable candidates. Following various recruitment exercises where it has not been possible to identify suitable candidates, even after numerous re-advertisements of the same vacancy notices, the Agency has been obliged to make a derogation to the recruitment criteria in order to be able to find qualified staff.

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

A non-discrimination sentence has been added to all vacancy notices:

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

The percentage of women staff members is still not equal to that of men and has remained at 34% (2008) - see Appendix 2. It should be noted that the population of staff members who are recruited for the short-term temporary posts is still predominately male and this obviously has an effect on the number of women recruited.

1.2.6 Statistics on geographical balance.

The statistics on geographical balance can be found in Appendix 3.

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

Mobility within the agency.

Within the support staff there has been growing mobility between the different units. Due to the very specific nature of the competencies required as well as to their limited contract duration, there has been limited mobility among operational staff working in the different units. However with new mandates being attributed to the Agency and a new operational unit having been created this could be the opportunity to do a survey of the competencies available in the Agency and see if short-term TAs could be redeployed elsewhere.

Mobility among agencies (Inter-agency Job Market).

Many of the support staff who have left have accepted temporary agent positions in other agencies. On the other hand, many colleagues who took up long-term TA positions at ERA come from other EU agencies. ERA has joined the Interagency Job Market. Although until now there is no tangible effect, mobility might to some extent increase through Interagency Job Market.

Mobility between the agencies and the institutions.

Until present, mobility between the Agency and the different Institutions has been modest.

2 - Overview of the situation over next three years.

2.1 Turnover due to retirement or termination of employment.

2.1.1 Turnover in the agency because of retirement.

One staff member has recently gone on retirement in 2009. There is no forecast for retirement in 2010.

2.1.2 Turnover in the agency because of termination of employment.

With the foreseen expiration of contracts for short-term TA an average 20 -21 % turnover of staff could be expected in 2009, whereas a peak of 30% might be reached in 2010.

In 2007 there was no turnover due to contract termination. Two contracts came to an end in 2008. In 2009 29 contracts (20 AD , 6 AST temporary agents and 3 contract agents) are due to expire.

2010 is going to be a critical year for ERA as a total of 41 contracts are due to expire, most of them TA short-term. The above does not necessarily mean that the Agency will have to replace almost one third of its current staff at once; it serves however as a clear indication of the tremendous workload and the continuous efforts in the field of recruitment, organizational integration and to some extent, loss of valuable institutional memory in the technical and operational fields.

2.2 Career developments in the agency: expected promotion and reclassification.

Following the Commission's agreement, according to the procedure provided in Article 110 of Staff Regulations and CEOS, decisions on both "Staff Performance Appraisal at the European Railway Agency" and "Staff Reclassification at the European Railway Agency" have been formally adopted by ERA's Executive Director. As foreseen in the last Multiannual Staff Policy Plan, the first reclassification exercise has taken place in 2008 and has already successfully been concluded resulting in 24 staff members being reclassified. The reclassification has been based on the results of the 2007 appraisal exercise.

The Agency's reclassification policy, as adopted, fully complies with principles established in the Commission's model decision on TA reclassification and, specifically, with the need to distinguish between long-term and short-term temporary staff in carrying out such an exercise. Figures for reclassification are contained in the appendices. Average rates used to calculate reclassification in the different grades are somewhat higher if compared with figures under the above model decision. The reason is twofold: on the one hand, no reclassifications were awarded in the Agency's start-up phase (2005-2007) as the first ever reclassification took place in 2008, based on the results of the 2007 appraisal exercise, and, secondly, due to the initial restrictive approach in their allocation, posts in the current establishment plan are classified in lower grades compared to equivalent posts in other EU agencies. The above-mentioned reclassification rates are intended to help remedy this situation over a limited period of time. It is however worth reiterating that, in practice, reclassification to higher grade will be awarded exclusively to deserving staff based on merit and only if the budgetary situation permits so.

2.3 Workload.

The Agency has five operational units dealing with Safety, Interoperability, the European Rail Traffic Management System, Cross Acceptance and Economic Evaluation and it is supported by the Administration Unit

Agency activities are of two different natures. In many cases, such as the drafting of TSIs or the creation of Common Safety Methods, the Agency is tasked with the development of recommendations for

secondary legislation. In other cases the Agency's role is of a facilitative nature with the objective of promulgating guidance, disseminating information, experience and best practice or facilitating the convergence of national decision making.

In any given subject area the overall objective is often most effectively delivered by a mixture of these approaches.

2.3.1. Safety Unit

- **Safety assessment**

The activities of the Agency will gradually shift from developing new proposals to the monitoring of the application of the new measures and to the facilitation of their implementation. Reviews of the measures will become an important task.

The amendment to the safety directive through Directive 2008/110 will bring new tasks and challenges, in particular related to the monitoring of certification schemes. With the implementation in the member states of both directives it can be expected that requests for technical opinions and assistance to the Commission will increase.

The Agency will continue in 2010 with the dissemination of the EC regulation on the Common Safety Methods on risk assessment (CSMs) in the different Member States.

The Agency will also develop further the concepts of assessment bodies and of risk assessment criteria. This activity will result in 2010 in technical notes agreed within the CSM working group.

The Agency will also analyse the first feedback from the implementations of the CSMs on risk assessment.

These three activities will be the main inputs for the report which the Agency is required according to Article 9 of the EC regulation on CSM on risk assessment to deliver to the Commission before the end of 2011

The development of the second set of CSMs, will continue.

- **Safety Certification**

For 2010 the Agency has to face three main tasks in the field of safety certification, which are

- the dissemination of the CSM for Conformity Assessment,
- the development of the recommendation for the certification of entities in charge of maintenance (ECM) and
- the development of a migration strategy towards a single Community safety certificate for railway undertakings.

As regards the dissemination of the CSM for Conformity Assessment it is foreseen to carry out workshops in the member states for explaining in detail the different parts of the method and their application in day-to-day operation.

An additional task, related to the train driving licences directive, is to launch the study on the possibility to use a smartcard, combining the licence and the certificate. The final recommendation is due in December 2012.

- **Safety Regulation**

The Agency will provide assistance to the Member States on questions arising from the notification of national safety rules, evaluate how these rules have been classified, and register them in its public database. Furthermore, the Agency will assist the Member States to improve the accessibility of the national safety rules. At the request of the Commission, committees and national regulatory bodies, the Agency will prepare technical opinions and advice. The Agency will continue to participate in the RID

committee and also assist the Commission in the evaluation of the implementation of the Railway Safety Directive in national law in the Member States.

- **Safety Reporting**

To facilitate the exchange of experience between National Investigation Bodies (NIBs) the Agency will organise and support the network of NIBs in the development of harmonised methods and approaches for accident investigation and for common principles on drafting and follow-up of recommendations issued by NIBs. The Agency will publish the biennial report 2010 on safety performance in the EU. The work will also include the follow-up to the adoption of the recommendation on Common Safety Indicators within the Member States and the co-operation with EUROSTAT in order to further develop approaches to data consistency and quality.

2.3.2. Interoperability Unit

- **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) 3371-final of 13 July 2007 pursuant to Art. 6 of the interoperability directive. The Agency is also required to commence the activities related to extension of the scope of the TSIs to the entire European railway network (Art. 8 of the new Interoperability Directive 2008/57/EC). Possibility of merging the HS and CR TSIs will be analysed as well. These tasks have already started in 2009 and will be continued during 2010.

- **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 according to Article 28 of the new 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.

Furthermore the Agency will launch 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 vehicle by NSAs. Moreover, the Agency will carry out a technical examination of the new national technical rules submitted to the Commission.

The Agency will also keep the technical documents related to the TSIs up-to-date.

- **Monitoring and Evaluation of Interoperability**

The Agency will keep on publishing the biennial report on interoperability progress in the EU. The second report will be issued in March 2011.

In 2010 the Agency will begin the report preparation by collecting all useful data in order to assess the evolution of interoperability in the European Union.

- **Vocational Competences**

The Agency will continue the activities related to vocational competences on common uniform criteria including training and assessment aspects.

In 2010 the agency intends also to finalise the communication and consultation process on recommendations regarding examiners and examinations as well as on a system for accreditation of training centres, both drafted in 2009.

In regard to the implementation of the Driver Licence Directive in national regulation the agency will continue to support the structured cooperation and exchange among Member States initiated in 2009.

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 will have to carry out such CBAs upon Commission's request. Based on the implementation time frame described in Art 37 of the Directive such requests are most likely to be received in the years 2009 – 2011.

- **Registers and Databases**

In 2010 the Agency will have charge of updating the following documents:

- the EC declarations of 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.

Moreover, by April 2010 the Agency will publish his final recommendation on the Infrastructure Register. By June it will also issue the recommendation on content and templates on the Authorised Vehicle Types Register. By second semester it will launch a software prototype activity in order to enable stakeholders to obtain information on the types of vehicles authorised in different MSs and facilitate the data exchange between the NSAs.

2.3.3. 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 of a validated and stable set of specifications for the new ETCS Baseline 3, compatible with the current version of the system.

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 the placing into service, cooperation and coordination between the ERTMS and Cross Acceptance Unit will be ensured.

The Agency will carry out the evaluation of the possible 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 said 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.

In this context we welcome and appreciate the commitments made by the sector and the Commission in the recent 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 conclude the revision of the TSI CCS for the High Speed and the Conventional Railway system, addressing the resolution of TSI Open Points in cooperation with the activities on Cross Acceptance.

2.3.4. Cross Acceptance Unit

The core objective of the 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 bring into place 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 substantial number of national rules represent a substantial additional workload requiring additional staff from 2010 onwards. However, it is anticipated that the savings to the sector in the reduced costs of authorisation are expected to be an order 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 complete the work, started in 2009, 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 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.

Coordinated by the cross acceptance unit the Agency will further increase its contribution to the research agenda. The unit will also to coordinate the Agency's strategic agenda and work programme

2.3.5. Economic Evaluation Unit

As in the previous years, the Economic Evaluation unit will further support the other operational units in their efforts to provide the most economically efficient recommendations fulfilling the aims of the Directives. This task is far from routine because of a few significant events, among which:

- the creation of the cross-acceptance unit, as a response to various requests in the Agency Regulation; this will lead the Economic Evaluation unit to compare the predictability, costs and delays of national acceptance processes with European processes described in the Directives;
- the TSI scope extension, the adoption of which will be strongly influenced by economic appraisal, as foreseen in the Interoperability Directive; this strong influence requires in-depth analysis, much beyond the "best alternative" approach that proved sufficient in most cases in the past;
- the technical, economic and financial analysis of ERTMS migration, especially with regards to version change, as foreseen in Art. 21 of the Agency Regulation, and in close cooperation with the ERTMS unit and Commission bodies (DG TREN, TEN executive Agency, European Investment Bank).

Also, and as foreseen long ago, it is clear that the development of the 2nd set of Common Safety Targets will involve economic analysis, in particular with regards to the side-effects of enhanced safety.

In order to support the aforementioned tasks in a consistent and efficient way, the Agency will further develop and deploy its DREAM project. As the acronym tells, DREAM (Database for Rail Economic Analysis Management) was initially conceived as a data warehouse, but the analysis undertaken in late 2008 showed that DREAM should incorporate two further functionalities: assessment model generation, and collaboration tools. Model generation is a means to enforce consistent economic modeling, to foster readability and re-usability of models (e.g. in case of intermediate or ex-post evaluation). The collaboration tools would allow sharing economic analysis across the extranet with the stakeholders and other interested and authorized parties. These functions will be prototyped in late 2009 and implemented in 2010, if indeed successful. The overall aim is both quality and transparency.

2.3.6. Administration Unit

After a year of very significant changes in the administrative area in 2009 (removal to new headquarters in Valenciennes, introduction of new systems for financial and HR management and a document management system etc.) the year 2010 will mainly focus on consolidation and improvement of established procedures and tools in place.

Important inputs for this process will be the outcome of the regular and specific audits, a staff survey planned for 2009 and the general development of the activities of the Agency.

- **Human Resources**

The prime asset of the Agency is its highly qualified staff. Given the significant number of short term staff, the recruitment function will be crucial for the success of ERA also in 2010. 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 terms of existing staff, additional effort will be made to improve the planning and support of training activities and their integration in a systematic career development. 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.

Additional attention will also be given to maintaining contact with former staff in order to establish a network within and outside the railway sector.

The new management tool e-HR (originally developed by EASA) will be developed further to address ERA's specific needs and additional modules (such as e-recruitment and appraisal procedure) 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. The reporting possibilities will also be reviewed and where necessary enhanced to improve the quality of the information to be provided to the management.

Particular attention will 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 speedier processing of commitments and payments. Quality targets will be introduced and monitored and a system of ex-post controls implemented.

In addition, 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 form the general framework for the activities in 2010.

In Administration 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 at 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 2010 are the consolidation of the ECVVR, PDB and IDB systems. The collaboration space in extranet will be further developed to offer enhanced functionalities. The DREAM project 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.

- **Premises and facilities**

In Valenciennes the main task will be to deal with the issues arising from the first months of occupation of the new headquarters.

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 meetings.

2.4 Consequences of 1., 2. and 3. on the number of staff in the agency for the next 3 years.

Distinguishing between:

- Various types of employment (short-term or long-term).

The ratio between short-term TA and long-term TA will not change significantly.

- Levels of employment and corresponding level of grades.

As far as long-term TA posts are concerned, the Agency intends to gradually phase in some flexibility in its staffing forecast also in order to upgrade certain profiles reclassifying corresponding grading accordingly. In order to possibly make use of the Inter-agency Job Market to fill some vacancies, posts could be advertised with a range of grades. The level of grades will anyway increase as the Agency matures. The Inter-agency Job Market will also have an impact on long-term TA.

- The recruitment flexibility of 20% for grades AD 9 to 12 calculated on the basis of the current situation and for the years 2010, 2011 and 2012³.

No particular difficulties are expected at present.

- The total number of posts (calculation of existing posts, new posts and posts ceased to exist).

The total number of posts will increase in line with the increased workload (see above) foreseen over the next 3 years. At present, based on available information, a forecast has been made for 2010,

³ The basis of the calculation of the 20 % limit of AD 9-12 recruitments is the annual number of all recruitments in AD grades (middle management is excluded of this 20 %).

whereas for 2011-2012 a stable scenario is predicted on the assumption of no new tasks being assigned to ERA.

The following table lists the new posts for 2010 and a description of the tasks to be carried out.

2.4.1 Corresponding to the PDB transmitted to the budgetary authority for the year 2010.

JUSTIFICATION OF STAFF NEEDS OF THE AGENCY

The draft establishment plan contains 15 new posts. 12 of such posts are foreseen for the operational units and reflect the new or increased tasks in particular in the area of Cross Acceptance. One post is planned to strengthen the Directorate support. Within the Administration the 2 posts are related to procurement and accounting.

Unit New posts	Description of tasks to be carried out	Legal basis for new tasks	Comments
Directorate 1 AD6	The post holder will carry out the following tasks: <ul style="list-style-type: none"> • Support to the Director, who has overall responsibility for the management of the Agency; • Drafting of correspondence, briefing notes and coordination of the adoption of work programs, reports and decisions of the Agency; • Participation in meetings and assistance with follow-up actions. • Other tasks of coordination relevant to the Directorate 	Existing Regulation 881/2004	Necessary support to the Executive Director due to growth of Agency Ensure co-ordination between the operational units
Safety 1 AD6	New task (certification of entity in charge of maintenance) attributed to the Agency	Art 16a of Regulation 1335/2008	additional post needed as this Article has been modified during the co-decision procedure resulting in additional tasks for the Agency
ERTMS 1 AD9	Project Manager for ERTMS activities The new post is necessary to manage the external contracts for the validation of the ERTMS/ETCS Baseline 3, and to coordinate with the testing activities of the ERTMS laboratories, according to the planning agreed by the Commission and the sector in the ERTMS Memorandum of Understanding	Art 19 and 21a of Regulation 1335/2008	Additional post needed ERTMS as Commission's political priority: <ul style="list-style-type: none"> • Support to the Commission in developing the EU ERTMS deployment plan / • Setting up and chair of a group of notified bodies / Evaluation of and recommendation of technical incompatibilities in the ERTMS field / Evaluation of the ERTMS certification process Parts of these activities have been introduced during the co-decision procedure and were not part of COM proposal
ERTMS 1 AST1	The post is necessary to provide administrative support to the activities of the unit (projected at 13 staff members), including the organization of working parties (currently 9), the reimbursement of experts, the missions of staff (about 600 per year).	Art 19 and 21a of Regulation 1335/2008	See ERTMS – AD9 Administrative support is important for these tasks (in particular for working group)

<p>Cross Acceptance 6 AD6</p>	<p>Recognising the importance of cross acceptance in the development of the European rail area and the priority accorded to it, the role of the Agency in cross acceptance of vehicles has been substantially enhanced in the amended interoperability directive and associated Agency regulation to the extent that it has been necessary to create a new unit to carry out the workload.</p> <p>The AD6 posts in the Unit will be responsible for the coordination of the harmonisation of decision making, the definition of the parameters to be checked, the evaluation of equivalence between national rules and the cataloguing of national rules and associated activity.</p>	<p>Art 9a and 9b of Regulation 1335/2008</p>	<p>These Articles have been introduced during the co-decision procedure and were not part of COM proposal</p>
<p>Interoperability 1 AD9</p>	<p>New article 34 of the Interoperability Directive as adopted by Parliament in December 11th 2007 states that “The Agency shall set up and keep a register of types of rail vehicles authorized by the Member States for placing in service on the European Community’s rail network.” According to the study carried out by the Agency for the recommendation on National Vehicle Register adopted by Decision 2007/756/EC, it is expected to have around 450 registrations a year in the database.</p> <p>The post holder will:</p> <ul style="list-style-type: none"> • set up the database. • Maintain the database 	<p>Art 18 of Regulation 1335/2008 (and Art 34 of Directive 2008/57/EC)</p>	<p>This Article has been introduced during the co-decision procedure and was not part of COM proposal</p>
<p>Economic Evaluation 1 AD8</p>	<p>Economic Evaluation envisages an increase by one AD8 position, more specifically an additional economic evaluator.</p> <p>This will enable the Unit cope with the considerable workload increase expected. The workload increase is linked especially to the closure of “open points” (often due to considerable economic issues), the increased complexity of ERTMS deployment and related economic and financial issues, and also to the extension of the scope of the interoperability directive: this is the first case where economic impact has become, by virtue of the Directive, one decisive factor.</p> <p>This increase will as well address the chronic understaffing problem of this unit. The unit has relied on multicompetent staff during its setup period. The professionalization of evaluation methods and tools, and increased pressure on confidentiality management, now lead to the necessity of a clearer separation of tasks between the different positions.</p> <p>The grade (AD8) is the same for the three</p>	<p>Art 9a, 9b, 19 and 21a of Regulation 1335/2008</p>	<p>Post is needed mainly to cope with the extension of competences in the fields of interoperability and ERTMS</p> <p>These Articles have been introduced during the co-decision procedure and were not part of COM proposal</p>

	evaluators. This is justified by the necessity to bring in significant work experience and to be able to “bridge” two worlds: engineering (with detailed discussions going on in working parties) and economics.		
Economic Evaluation 1 AST1	The Unit has been supported so far by a short-term Contract Agent FGII. However the respective contract expires at the end of 2009. Since the need for administrative and secretarial support is increasing and in order to ensure continuation of those functions a secretary at entry level (AST1) is needed.	Art 9a, 9b, 19 and 21a of Regulation 1335/2008	See Economic Evaluation – AD8 Administrative support is important for these tasks
Administration 1 AST1	The post in the Finance Sector is necessary to cope with a: the increased workload in Finance, including administrative support tasks, document and file management, and b: to strengthen the capacity and improve the response of the procurement cell to the growing needs of tender planning and contract management of the Agency. Finance is the only sector without any secretarial support.	Existing Regulation 881/2004	The growth of the Agency requires additional resources in particular for finances. Furthermore, following various audits and their recommendations the Administration unit needs to be reinforced. 1 additional post should enable the Agency to cope with the requirements and increasing workload
Administration 1 AST3	The post is requested to replace the Contract Agent / deputy accountant whose contract is expiring in 2009. Taking into consideration the nature of the function and the constantly increasing workload, it is more appropriate to recruit a Temporary agent acting as Deputy accountant instead of a Contract Agent, as in that way continuity and smooth operation of the Accounting function will be ensured, having an overall positive impact for the entire Agency. It will as well spare precious resources and minimize the efforts for smooth organizational integration, training and coaching required in case of frequent replacement of short-term contract Agents.	Existing Regulation 881/2004	Following various audits and their recommendations this post needs to be filled on mid-term instead of short –term basis
TOTAL: 15⁴			

2.4.2 Indicative for the two consecutive years (2011 and 2012).

The costs under Title 1, according to present estimates, are foreseen to develop as follows:

2010	2011	2012
€ 15 M	€ 16 M	€ 17 M

⁴ The table presented above is the one included in the “fiche financière” dated 13.03.2009 and is inserted hereby following the detailed comment no. 5 of Commission’s Note to the Director of ERA No. TREN/E/2-HK/as D(2009) 47392 , 01.13.02.04.08.F001.01

3. Adaptation of the establishment plan following the staff policy defined in I and the evolution foreseen for the next 3 years in II.

Following: the staff policy as defined in 1. and the evolution for the next 3 years as foreseen in 2.:

- The establishment plan for 2010 will be drawn up as presented in the preliminary draft budget (the agency's request);
- the establishment plans for 2011 and 2012 will show indicative numbers of posts and grades and will be subject to possible adaptations to the evolution and situation of the agency every year.

4. 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 "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.

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

During 2008 ERA has adopted the following decisions:

- Decision Of The Executive Director Era/No 135/06.2008 Adopting The Following Implementing Rules:
 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)*
- Decision ERA/No 103/02.2008 Concerning Criteria Applicable To Classification In Grade And Step On Appointment And Engagement
- Decision ERA/No 118/04.2008: Staff Performance Appraisal At ERA
- Decision ERA/No 119/04.2008 On Staff Reclassification At ERA
- Decision ERA/No 120/05.2008 On The Procedure Governing The Engagement And Use Of Temporary Agents
- Decision ERA/No 151/10.2008 on the Appraisal of the Executive Director of ERA

Further on, in the course of 2009 ERA envisages submitting to the Commission services the following draft implementing rules:

- A. Missions Guide for Agency staff.
- B. General Implementing provisions regarding Middle Management Staff
- C. Temporary occupation of Management Posts
- D. Rules on setting up the Staff Committee
- E. Decision on protecting the dignity of the person and preventing psychological and sexual harassment
- F. Implementing rules on engagement and use of Contract Agents
- G. Adoption of the amendment to the general implementing provisions laying down rules on the secondment of national experts to the Commission (Commission Decision C(2008)6866/3 of 12/11/2008 replacing on the 1st of January 2009 the Commission Decision C(2006)2033 of 1/6/2006)

ANNEXES

APPENDIX 1

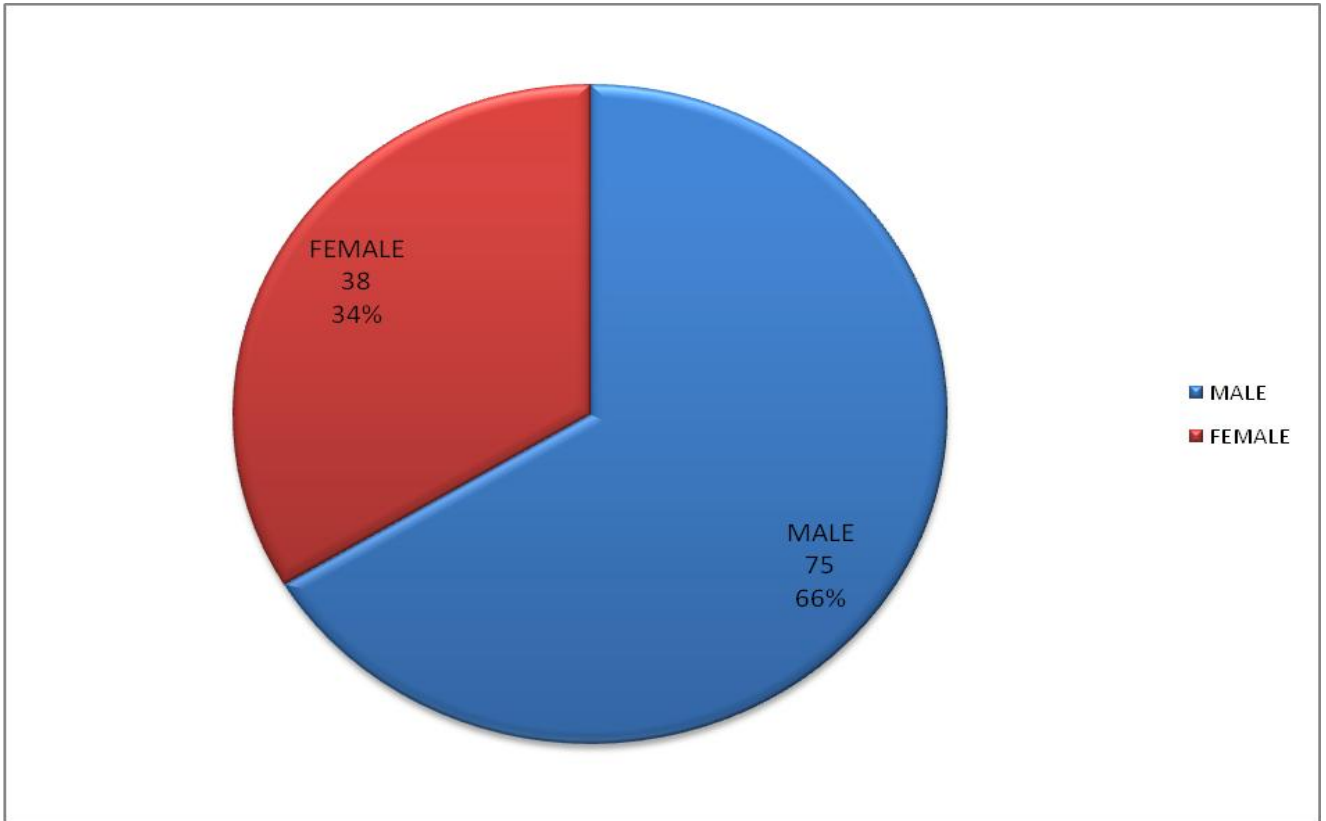
I - Staff Policy = type and level of employment corresponding to the tasks and the functions (01.01.09)

Service	Job title	Type and duration of employment / contract	Recruitment grade / FG	Current grade	Number of staff employed	
Executive Directorate	Executive Director	TA Short-term 5 years extendable once	AD 14	AD 14	1	
	Legal Adviser	TA Long-term	AD 8	AD 9	1	
	Secretary	TA Long-term	AST1	AST 1	3	
	Internal Auditor	TA Long-term	AD 8	AD 8	1	
	Communications Officer	TA Long-term	AD 5	AD 5	1	
Administration Unit	Head of Administration Unit	TA Long-term	AD 9	AD 9	1	
	Secretary	TA Long-term	AST 1	AST 1	1	
Human resources Sector	Head of HR Sector	TA Long-term	AD 8	AD 9	1	
	HR Officer	TA long-term	AD5	AD 5	2	
	HR Assistant	TA Long-term	AST 4	AST 5	1	
	HR Assistant	TA Long-term	AST 3	AST 3	1	
	Secretary	TA Long-term	AST 1	AST 1	2	
	Secretary	TA Long-term	AST 1	AST 2	1	
	IT and Facility Management Sector	Head of ICT Sector	TA Long-term	AD 9	AD 9	1
		IT Assistants	TA Long-term	AST 4	AST 4	2
		Documentation & Archives Assistant	TA Long-term	AST 4	AST 5	1
		Administrative Assistant / Logistician	TA Long-term	AST 4	AST 4	1
Secretary		TA Long-term	AST 1	AST 1	2	
Budget and Finance Sector	ICT assistant	CA short-term	FGI	FGI	2	
	Head of Finance + Budget Sector	TA Long-term	AD8	AD 8	1	
	Accounting Officer	TA Long-term	AD5	AD 5	1	
	Budget Officer	TA Long-term	AD5	AD 5	1	
	Procurement Assistant	TA Long-term	AST7	AST 7	1	
	Finance Assistant	TA Long-term	AST 4	AST 4	2	
	Finance Assistant	TA Long-term	AST 3	AST 3	4	
Safety Unit	Finance Assistant	TA Long-term	AST 3	AST 4	1	
	Accounting Assistant	CA short-term	FGII	FGII	1	
	Head of Safety Unit	TA Short-term	AD 9	AD 10	1	
	Advisers	TA Short-term	AD 9	AD 9	3	
	Project Officers	TA Short-term	AD 8	AD 9	2	
	Project Officers	TA Short-term	AD 8	AD 8	11	
	Project Officers	TA Short-term	AD 5	AD 6	3	
	Project Officers	TA Short-term	AD 5	AD 5	4	
	Assistant Project Officer	TA Short-term	AST 7	AST 7	1	
	Secretary	TA Long-term	AST 1	AST 2	1	
Interoperability Unit	Secretary	TA Long-term	AST 1	AST 1	1	
	Head of Interoperability Unit	TA Short-term	AD 9	AD 10	1	
	Adviser	TA Short-term	AD 9	AD 9	3	
	Project Officer	TA Short-term	AD 8	AD 9	1	
	Project Officer	TA Short-term	AD 8	AD 8	7	
	Project Officer	TA Short-term	AD 5	AD 6	2	
	Project Officer	TA Short-term	AD 5	AD 5	6	
	Database Assistant	TA Long-term	AST 4	AST 4	1	
	Secretary	TA Long-term	AST 1	AST 1	3	
ERTMS Unit	Head of ERTMS Unit	TA Short-term	AD 9	AD 9	1	
	Project Officer	TA Short-term	AD 8	AD 8	7	
	Project Officer	TA Short-term	AD 5	AD 6	2	
	Secretary	TA Long-term	AST 1	AST 2	1	
Economic evaluation Unit	Head of Economic evaluation Unit	TA Short-term	AD 9	AD 9	1	
	Adviser	TA Short-term	AD 9	AD 9	1	
	Project Officer	TA Short-term	AD 8	AD 8	2	
	Economist/Statistician	TA Short-term	AD 5	AD 5	1	
	Secretary	TA long-term	AST1	AST 1	1	
Cross acceptance Unit	Secretary	CA Short-term	FG II	FG II	1	
	Head of Cross Acceptance Unit	TA Short-Term	AD 9	AD 9	1	
	Adviser	TA Short-Term	AD 9	AD 9	2	
	Secretary	TA Long-Term	AST 1	AST 1	1 ⁵	

⁵ Staff on duty on 1 January 2009: 107 Temporary Agents and 4 Contract Agents.

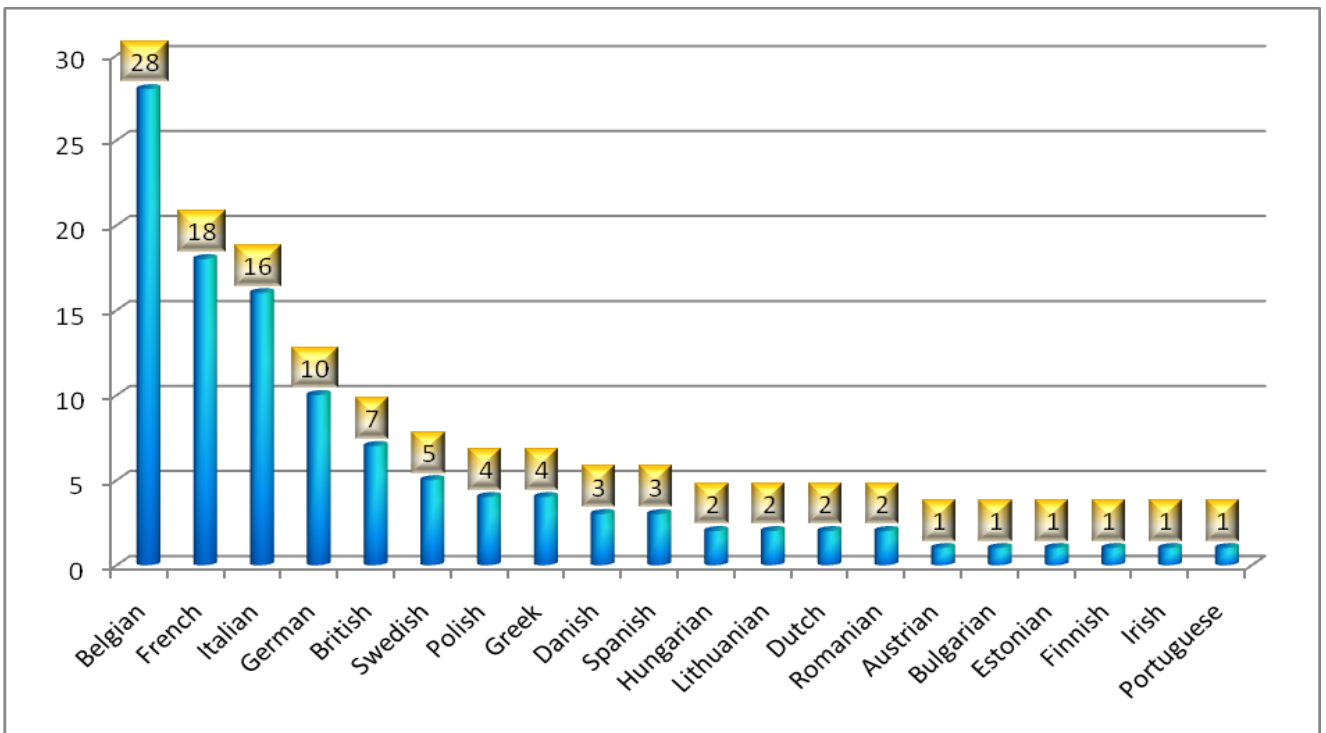
APPENDIX 2

I - Staff Policy = Gender balance (31-12-2008)



APPENDIX 3

Statistics on geographical balance (31-12-2008)



II – Adaptations to the establishment plan in the year 2010 and indicative adaptations in 2011 & 2012).

Grade	Year 2009						Year 2010												
	Staff			Establishment plan			Staff evolution						Organisational evolution			Establishment Plan			
	Employed on 31.12 2008 (current grade)			Proposed to the Budgetary Authority in the amending budget 2009, not approved yet			Promotion / Career advancement			Turn-over			New posts (per grade)			Requested (Provisional Draft Budget)			
	Officials	TA_LT	TA_ST	PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total	
AD16																		0	
AD15					1												1	1	
AD14	1																	0	
AD13																		0	
AD12																		0	
AD11								1									1	1	
AD10	0	2			7			5									11	11	
AD9	4	15			25			6				-3				2	28	28	
AD8	2	26			25										1		20	20	
AD7					3			3									6	6	
AD6	0	8			13			4						1		7	22	22	
AD5	5	11			14												10	10	
Total AD	0	12	62	0	88	88	0	19	0	0	-3	-27	0	1	10	0	99	99	
AST11																		0	
AST10																		0	
AST9																		0	
AST8					1			1									2	2	
AST7	1	1			3												2	2	
AST6								1									1	1	
AST5	2				5			2									6	6	
AST4	7				5			1									4	4	
AST3	3				5			1						1			8	8	
AST2	4				7			3									9	9	
AST1	14				10									3			8	8	
Total AST	0	31	1	0	36	36	0	9	0	0	-10	-1	0	4	0	0	40	40	
Overall Total	0	43	63	0	124	124	0	28	0	0	-13	-28	0	5	10	0	139	139	

NB: 1. As the posts to be reclassified have not yet been determined they cannot be separated into Long-Term and Short-Term TA for AD grades. To simplify matters they have been placed in the Long-Term TA column but this does not preclude promotion of Short-Term TA in accordance with Art. 2 of the "Decision on Staff Reclassification at ERA".

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

3. In the requested 2010 Establishment Plan, 2 AST1 posts (Secretary) are scheduled to be upgraded to AST3 posts (Administrative Assistants).

4. The 2009 Establishment Plan reflects the proposal for modifications the Commission put forward to the Budgetary Authority on 2 February 2009, in order to correct errors in the version published in the OJ.

Grade	Year 2010			Year 2011											
	Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Provisional planning			Promotion / Career			Turn-over in global			New posts (per grade)			Provisional planning		
	Perm	Temp	Total	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16															0
AD15		1	1											1	1
AD14			0												0
AD13			0												0
AD12			0												0
AD11		1	1											4	4
AD10		11	11											15	15
AD9		28	28						-1					26	26
AD8		20	20						-2	-5				17	17
AD7		6	6											10	10
AD6		22	22											19	19
AD5		10	10						-2	-5				7	7
Total AD		99	99	0	26	0	0	-4	-11	0	0	0		99	99
AST11			0												0
AST10			0												0
AST9			0											1	1
AST8		2	2											2	2
AST7		2	2						-1					1	1
AST6		1	1											3	3
AST5		6	6											5	5
AST4		4	4							-1				4	4
AST3		8	8						-2					10	10
AST2		9	9											9	9
AST1		8	8						-1					5	5
Total AST		40	40	0	12	0	0	-4	-1	0	0	0		40	40
Total	0	139	139	0	38	0	0	-8	-12	0	0	0	0	139	139

NB: The turnover figures are based on the number of contracts ending in the year of reference.

Grade	Year 2011			Year 2012											
	Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Provisional planning			Promotion / Career advancement in global figures			Turn-over in global figures			New posts (per grade)			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											1	1
AD14			0												0
AD13			0												0
AD12			0											1	1
AD11		4	4											5	5
AD10		15	15											19	19
AD9		26	26						-1					24	24
AD8		17	17						-5					15	15
AD7		10	10											13	13
AD6		19	19											17	17
AD5		7	7						-2	-1				4	4
Total AD	0	99	99	0	23	0	0	-2	-7	0	0	0	0	99	99
AST11															0
AST10															0
AST9		1	1											1	1
AST8		2	2											2	2
AST7		1	1											2	2
AST6		3	3											3	3
AST5		5	5											5	5
AST4		4	4						-1					6	6
AST3		10	10						-2					9	9
AST2		9	9											8	8
AST1		5	5						-8					4	4
Total AST	0	40	40	0	9	0	0	-11	0	0	0	0	0	40	40
Total	0	139	139	0	32	0	0	-13	-7	0	0	0	0	139	139

NB: The turnover figures are based on the number of contracts ending in the year of reference.