

DECISION n°95

of the Administrative Board of the European Railway Agency adopting the revised Multi-Annual Staff Policy Plan 2014-2016

THE ADMINISTRATIVE BOARD OF THE EUROPEAN RAILWAY AGENCY,

Having regard to Regulation (EC) No 881/2004 of the European Parliament and of the Council of 29 April 2004 establishing a European Railway Agency¹ (hereinafter referred to as "the Agency"), (hereinafter referred to as "the Agency" or ERA),

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 Decision n° 83 of the Administrative Board of the European Railway Agency adopting the Multi-Annual Staff Policy Plan 2014-2016 adopted on 20 March 2013,

Whereas:

- (1) In light of the ERA Implementing rules on temporary agents on long-term and short-term temporary agent posts adopted on 11 November 2013 by the Executive Director,
- (2) Taking into consideration the need to modify the contract agents policy at the Agency,

HAS DECIDED AS FOLLOWS :

Article 1

The revised Multi-Annual Staff Policy Plan 2014-2016 is adopted as set out in the annex to this decision.

Article 2

The present decision shall enter into force on the day of its adoption. It will be published on the Agency website.

Done at Lille, on 19-03-2014

For the Administrative Board

The Chairman

Christopher IRWIN

Annex: revised Multi-Annual Staff Policy Plan 2014-2016

¹ OJ L 164, 30.04.2004, p. 1.

Revised Multi-annual Staff Policy Plan 2014-2016 for the European Railway Agency

1 – THE AGENCY’S ACTIVITIES.

The Agency’s mission is “to make the railway system work better for society”. The achievement of the mission can be expressed by the achievement of four strategic priorities aiming at shaping the base in the European Union for:

1. a **Harmonised Safety Regulatory Framework** for Railway Undertakings
2. a **Simplified Vehicle Authorisation**
3. a **Single European Train Control System (ERTMS)**
4. **simplified system access for EU customers**

In addition, it is an objective for the Agency to support the European Commission in its promotion for the creation of an EU external market for the provision of railway equipment and services.

The Agency strives to achieve these objectives by its 13 activities and the products delivered within them.

The work programme reflects in particular the demands on the Agency which continue to evolve also under the existing legal framework. As the amount of secondary legislation based on Agency recommendations increases and the Agency becomes increasingly well-known within the railway sector, the need for in particular dissemination and training grows as well (see explanations in chapter 5.2)

Furthermore, the network of regulatory agencies has appointed ERA as coordinating agency for the period March 2013 to March 2014. ERA will be member of the agency troika until March 2015.

Following an evaluation carried out in 2011 and as part of the 4th Railway Package, the Commission has in January 2013 adopted a proposal for amending the agency regulation (see “new tasks” chapter 5.1). The proposal entails a number of new tasks for the Agency. The preparatory work will start in 2014 in order for the Agency to be prepared to take over the new tasks foreseen.

2. Staff population and its evolution

2.1 Overview of all categories of staff

Staff population		Staff population actually filled in 31.12.2011	Staff population envisaged in EU Budget 2012	Staff population actually filled at 31.12.2012	Staff population in voted EU Budget 2013	Staff population in Draft EU Budget 2014	Staff population envisaged in 2015	Staff population envisaged in 2016
Officials	AD	0	0	0	0	0	0	0
	AST	0	0	0	0	0	0	0
TA	AD	97	101	97	103	102	101	100
	AST	43	43	42	40	39	37	36
Total		140	144	139	143	141	138	136
CA GFIV		1	5	2	5	5	6	8
CA GF III		0	1	1	1	1	3	3
CA GF II		4	6	4	6	6	4	4
CA GFI		3	3	3	3	3	3	3
Total CA		8	15	10	15	15	16	18
SNE		6	6	5	6	6	8	11
<i>Structural service providers</i>		5,3	6,5	7	7	7	7	7
TOTAL		159,3	171,5	161	171	169	169	172
<i>External staff for occasional replacement</i>		0	0	0	0	0	0	0

2.2 Establishment plan evolution 2012-2016

Category and grade	Establishment plan in EU Budget 2012		Modifications in 2012 in application of flexibility rule		Establishment plan in voted EU Budget 2013		Establishment plan in Draft EU Budget 2014		Establishment plan 2015		Establishment plan 2016	
	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA
AD 16												
AD 15		1				1		1		1		1
AD 14												
AD 13												
AD 12												
AD 11		4				2		4		4		4
AD 10		12				13		11		11		11
AD 9		27				26		29		29		29
AD 8		17				23		21		21		21
AD 7		11				9		12		12		12
AD 6		27				28		24		23		22
AD 5		2				1		0		0		0
Total AD	0	101	0	0	0	103	0	102	0	101	0	100
AST 11												
AST 10												
AST 9		1				1		2		2		2
AST 8		2				2		3		3		3
AST 7		2				2		3		3		3
AST 6		2				2		2		2		2
AST 5		5				5		5		5		5
AST 4		6				6		7		6		6
AST 3		8				8		8		8		8
AST 2		10				10		9		8		7
AST 1		7				4		0		0		0
Total AST	0	43	0	0	0	40	0	39	0	37	0	36
TOTAL	0	144	0	0	0	143	0	141	0	138	0	136

3. Annual staff-related expenditure in 2012, in absolute terms and as percentage of the overall annual expenditure.

	MULTI-ANNUAL STAFF POLICY PLAN 2014-2016						
	Executed budget 2012 ¹⁵ per source of revenue			Executed budget 2012 ¹⁶ broken down by titles			
	EU Budget (1)	Other sources ¹⁷ (2)	Total (3=1+2)	Title 1 ¹⁸ (4)	Title 2 (5)	Title 3 (6)	Total (7=4+5+6) (7=3)
Salaries & allowances (1)	15 445 193	0	15 445 193	15 445 193	0	0	15 445 193
of which establishment plan posts (officials, TA)	14 584 394	0	14 584 394	14 584 394	0	0	14 584 394
of which external personnel (CA, SNE and External staff for occasional replacement)	697 658	0	697 658	697 658	0	0	697 658
of which structural service providers	174 141	0	174 141	174 141	0	0	174 141
Other support/administrative expenditure (2)	9 038 972	5 000	9 043 972	446 762	2 060 356	6 536 854	9 043 972
Expenditure related to staff recruitment	32 954	0	32 954	32 954	0	0	32 954
Socio-medical infrastructure	32 102	0	32 102	32 102	0	0	32 102
Training costs	240 706	0	240 706	240 706	0	0	240 706
ADMIN Mission costs	141 000	0	141 000	141 000	0	0	141 000
Information and publishing	102 856	0	102 856	0	3 743	99 113	102 856
Studies / Surveys / Consultations	1 056 916	0	1 056 916	0	0	1 056 916	1 056 916
IT costs	2 720 757	5 000	2 725 757	0	426 258	2 299 499	2 725 757
Experts costs + OP mission costs	2 079 799	0	2 079 799	0	87 500	1 992 299	2 079 799

Postage / telecommunication	185 615	0	185 615	0	185 615	0	185 615
Translation and interpretation costs	772 572	0	772 572	0	0	772 572	772 572
Meetings / Conferences / Receptions / Events	37 855	0	37 855	0	0	37 855	37 855
Auditing and evaluation	0	0	0	0	0	0	0
Running costs	165 997	0	165 997	0	165 997	0	165 997
Rental of buildings and associated costs	1 191 243	0	1 191 243	0	1 191 243	0	1 191 243
Research and Development /Innovation	0	0	0	0	0	0	0
Movable property and associated costs	0	0	0	0	0	0	0
Other (please specify)- IPA PROJECT	150 000	0	150 000	0	0	150 000	150 000
Other (please specify)- QUALITY PROJECT	128 600	0	128 600	0	0	128 600	128 600
Total Budget (4)	24 484 165	5 000	24 489 165	15 891 955	2 060 356	6 536 854	24 489 165
% Share of salaries, allowances expenditure (1)/(2)			171%				171%
% Share of salaries, allowances expenditure (1)/(4)			63%				63%
Other operational costs (3)							

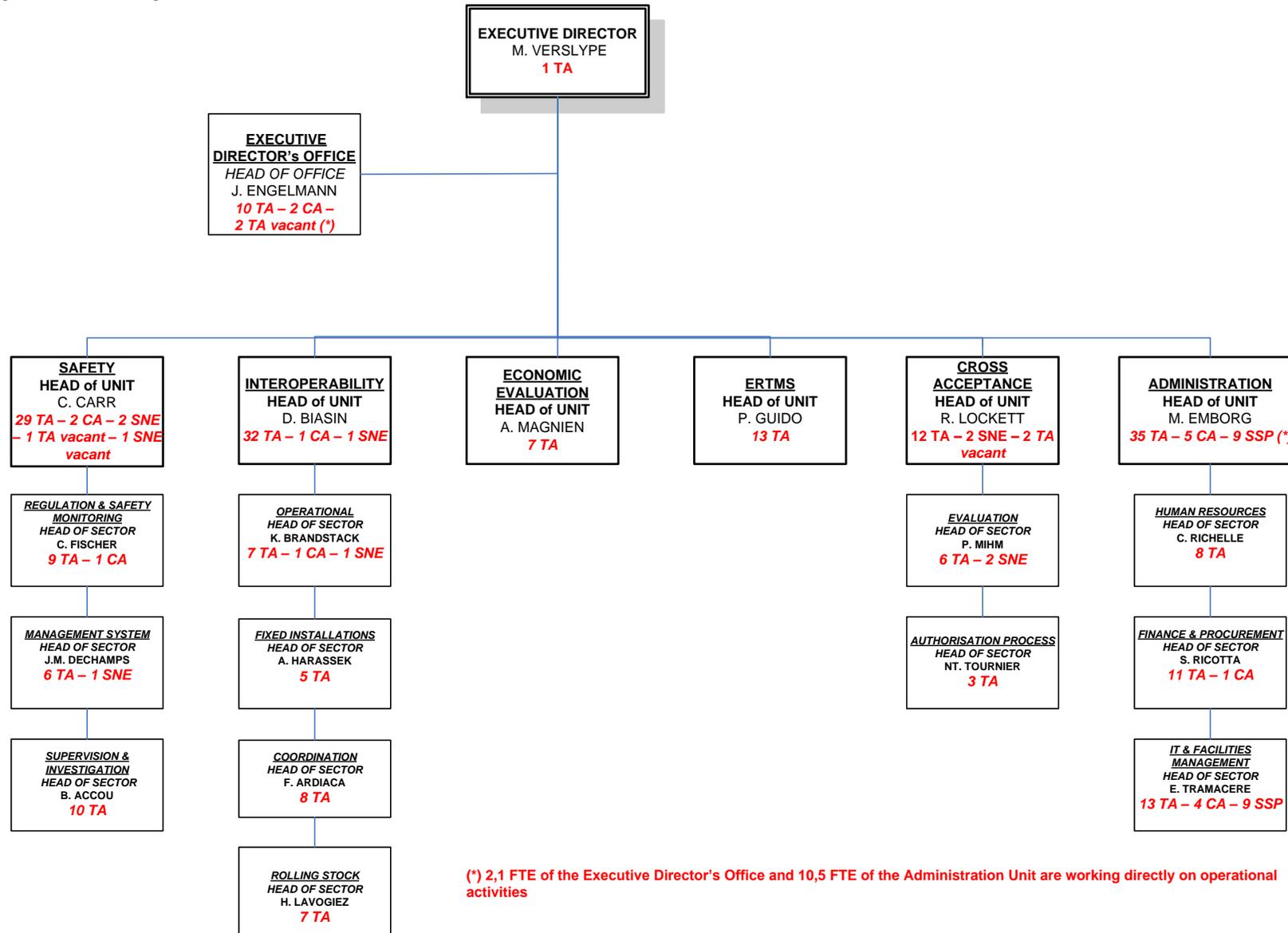
¹⁵ Final executed budget (in commitment appropriations) including carry-overs to 2013, EFTA and third and candidate countries contributions

¹⁶ *Ibid.*

¹⁷ Including i.e. fees, charges, industry associations and Member State contributions; if applicable please also specify below the table the sources of contribution

¹⁸ The total of figures presented under columns "Title 1", "Title 2" and "Title 3" should add up and equal the execution on each title of the budget

4. Organisation and organisational chart at 31/12/2012



(*) 2,1 FTE of the Executive Director's Office and 10,5 FTE of the Administration Unit are working directly on operational activities

5. Overview of the situation over the years 2014-2016

Under the general Agency's objective of developing an EU Interoperability and Safety framework, the Agency is focussing its tasks in the next years ("horizon 2020") on achieving four **strategic priorities**:

1. A harmonised Safety Regulatory Framework
2. A simplified vehicle authorisation
3. A single European Train Control System
4. A simplified system access for EU customers.

The Agency's (operational) tasks which are carried out per strategic priority can be classified in **three types**:

- **development** of secondary legislation and guidelines (e. g. Technical Specifications for Interoperability);
- **monitoring** of the impact and functioning of the adopted legislation (e. g. via reports);
- **facilitating** the proper functioning of the implemented system (e. g. via training, dissemination activities, providing databases necessary for performing the measures, feedback for development...).

5.1 New tasks

Within the present legal framework and mandates there will be a significant shift of staff, equivalent to 10 FTE in 2014, from developmental tasks to tasks related to monitoring and facilitation also described dissemination.

Additional new Agency tasks **under an amended ERA mandate** are foreseen in the framework of the 4th Railway Package (i.e. issuing safety certificates and vehicle authorisations). This is part of a different scenario, which in the current hypothesis will require significant additional staff in future years. The job profiles linked to these tasks will be similar to those currently existing at ERA (e. g. engineers/project officers/lawyers,..).

5.2 Growth of existing tasks

For the **1st strategic priority**, the main developments have been finalised in 2012 (less than 10% of the available staff for this priority is still working on development) so that a **high transfer of staff to the monitoring and facilitating tasks** will take place over the next years.

For the **2nd strategic priority**, the main developments will end in 2014, using currently approximately 60% of the resources in this domain. **After 2014, a similar shift to the monitoring and facilitating tasks will take place.**

For the **3rd strategic priority**, the balance slowly moves from a 50% development still in 2014 **to higher levels in monitoring/facilitating in the years after 2014** (monitoring of ERTMS investment projects and others).

As the **4th strategic priority** is quite a new focus of the Agency (the priority was set in 2012), the development work has mainly just started and will take minimum 50% of the available

resources over the next 1-2 years, **then evolve to a higher allocation of staff to monitoring and facilitating tasks.**

In this domain, additional / new tasks under the existing mandate will emerge (see 5.1)

5.3 Efficiency gains

The Agency has started in 2012 to develop and to implement a “(Total) Quality Management System” (QMS) and will provide, according to the programme planning, the necessary basis to ERA staff for clearly and better defined processes and standards, templates, including the necessary training which is the essential basis for efficiency gains.

These processes cover all the organisational parts of the Agency: all types of operational tasks in the four strategic priorities as well as the additional horizontal tasks.

Wherever necessary and possible, the processes will be combined with a supporting IT implementation, for operational tasks as well as for integrated planning and reporting processes.

By implementing the “QMS” the Agency intends to realise efficiency gains to allow for further redeployment of staff and to counter future budget reductions.

5.4 Negative priorities/Decrease of existing tasks

Please see the explanations in section 5.2 (new tasks). The evolution of the downsizing activities follows the inverse logic of the increasing tasks.

The development tasks under the present mandate are likely to decrease over time to a “maintenance level” (where applicable, see section 5.2).

Staff carrying out these tasks will be transferred to monitoring and especially facilitating tasks and shall contribute to the implementation of what has been developed and to the closing the feedback loop into necessary amendments of the developments. The advantage of this principle is that the transferred staff shall be highly efficient in these new tasks as they have contributed to the development tasks and have the required know-how as to what the aim of the developments were.

5.5 Redeployment of resources in view of budgetary constraints

The distribution of staff on the four strategic priorities and the types of tasks as described above is under regular review and prioritisation discussion with the Commission, the Administrative Board and other stakeholders (as Member States, actors of the Railway Sector,...).

The result is an agreed deployment of the available staff on priorities and types of tasks in each adopted annual work programme. The annual process leading to these decisions incorporates these discussions on a regular basis.

The filter/prioritization criteria used for defining the right allocation of staff in the work programme 2013 have been (still on a more qualitative basis):

- contribution of a task to a strategic priority - strategic compliance;
- economic impact of a task compared to other tasks - importance of the task in the overall task portfolio;
- political/stakeholder necessity to perform the task - urgency;
- tangible planning and sensible resource use - efficiency.

These criteria will be developed and refined further in the future regular discussions for allocating the resources at the right place in the subsequent years, especially to filter out the tasks with the lowest added value to cope with the required efficiency gains.

6. Staff policy followed by the agency

The Agency has reviewed the staff policies described under Point 6 in light of the proposed changes to the staff provisions contained in the Commission's proposals for a 4th Railway Package. A new implementing rule has been submitted to the Commission and agreed on 14 October 2013.

Consequently 2 Decisions have been signed by the Executive Director on 2013-11-11:

1) ERA-ED-DEC-677-2013 "Decision of the Executive Director of the European Railway Agency amending Decision N° 25 1/11.2009 on Temporary Agents in the European Railway Agency" and 2) ERA-ED-DEC-678-2013 "Decision of the Executive Director of the European Railway Agency on long-term and short-term Temporary Agents posts at the European Railway Agency".

6.1 Recruitment policy

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;
- In all vacancy notices, job offers and employment contracts the type of post shall be mentioned whether long-term or short-term (as described in point 6.1 a) In addition, it should be noted that the Agency does not employ officials. However, there are cases where EU officials have been seconded at their own request and have therefore acquired the status of Temporary Agent.

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 data protection rules.

As nationals of Norway, Iceland and Liechtenstein are eligible for working for ERA, the Agency cannot directly make use of the general reserve lists established by EPSO.

The selection procedures for the recruitment of **Temporary Agents** and **Contract Agents** are carried out in accordance with ERA Decision ERA-ED-DEC-677-2013 adopted on the 11th of November 2013 on Temporary Agents in the European Railway Agency amending Decision N°251/11. The General Implementing Provisions on the procedures governing the engagement and use of Contract staff at the European Railway Agency (N° 340/11.2010) was adopted on the 9th November 2010.

The selection procedure has been reviewed in 2012 based on recommendations from the Internal Audit Service and the Court of Auditors. The procedures and Guidelines for selection Committees in charge of selection and recruitment are explained in ERA Decision ERA-ED-DEC-499-2013.

They may be summarised as follows:

- The drafting and publication of a **vacancy notice** fixing amongst other specifications, whether the post is for short-term or long-term employment, eligibility and selection criteria, type and duration of contract and recruitment grade. ERA publishes on its website, Intracomm and the EPSO website*. 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 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 Resources & Support Unit (usually from the HR Sector) and a representative nominated by the Staff Committee. In specific situations experts from outside ERA are invited to be members 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.

* 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.

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 for candidates who so request it. Documents are kept by the HR Sector in accordance with the guidelines of the European Data Protection Supervisor.
- A candidate who considers that a mistake has been made regarding the eligibility of his/her application 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 **engagement 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 engagement level is calculated, a salary simulation made, and the job offer sent by post. An invitation for a pre-engagement medical is sent together with a request of the necessary supporting document. A contract of employment is then signed following the receipt of all relevant documentation and a medical 'fit to work' certificate.

The procedure applies by analogy to the selection of **Seconded National Experts** 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;
- SNE do not need to undergo medical examination.

Before the secondment of an SNE is formally agreed, 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.

a. Temporary agents

In accordance with the Agency Regulation, TA shall be engaged to occupy a post pre-defined as short-term or long-term depending on the duration of the tasks related to it. Each vacancy notice shall indicate whether the post is short-term or long-term:

- 1) *Short-term posts* are posts involving tasks of a definite duration not exceeding the period stipulated in Art. 24(3), first indent, of the Agency Regulation. A TA assigned to a short-term post shall not occupy that particular post for longer than the said period.

TA engaged to occupy a short-term post shall be engaged for the duration of the tasks related to it. The contract may be renewed only once and only if required for the completion of these tasks. However the cumulative duration of contracts shall not exceed the maximum length of the period stipulated in the first indent of Article 24(3) of the Agency Regulation.

- 2) *All other posts are long-term posts* which can be occupied for an indefinite period.

The following list of long-term posts which entail continuous tasks and which can be occupied for an indefinite period is established as below:

Heads of Unit

Head of the Executive Director's office

Heads of Sector

In the Executive Director's office:

Administrators and Assistants

Secretaries

In the Resources and Support Unit:

HR Administrators and HR Assistants

Financial Administrators and Financial Assistants

IT&FM Administrators and IT&FM Assistants

Accounting Officer and Accounting Assistant

Secretaries

In the operational units:

Project Officer Administrators and Project Officer Assistants

Advisers

Data base Administrators and data base Assistants

Secretaries

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 renewal will have to be for an indefinite period.

The decision to renew contracts of employment of Temporary Agents occupying a long-term post shall be taken by the Executive Director based on 2 considerations: the continuity of the

post and the competences and performances of the jobholder, in accordance with Decision N° ERA-ED-DEC-678-2013.

If a TA or former TA is awarded a second contract of employment in the same function group, this contract shall be considered as a renewal in the sense of Article 8 of the CEOS if the period between the end of the first contract and the starting date of the new contract is less than 6 months. If the period between the two contracts of employment is 6 months or more or if the new contract is in a different function group, the second contract of employment shall be considered a new contract of employment.

b. 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.

However, in the future ERA will most likely also have to engage Contract Agents for other tasks.

Following the general principle stating that Temporary and Contract Agents are as far as possible treated in the same way, the distinction between short-term and long-term jobs for Contract Agents will follow the same logic as the one for Temporary Agents. As well, the initial contract will normally be for four years unless the duration of the foreseen tasks is shorter.

Types of key functions:

- Administrative and Logistician Support Agents
- Project Officers
- Secretaries/assistants

c. 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 authorise one more extension of the secondment for the maximum duration of one year at the end of the four year period[‡]. 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.

Types of key functions:

- Project Officer

d. 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 organised once or twice per year, depending on budget availability.

[†] NB SNEs are not employed by the agency.

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

e. Structural service providers[§]

Staff FTE	Tasks	Description	PD per Year	Total PD per Year	Framework Contract	Expiring
4	Service Desk	User support and assistance	220	880	ERA/2010/ADM/FWC/02/6	13/12/2013 + 1Y
1	Project Manager	Manage the development and implementation of Information Systems supporting operations	220	220	ERA/2010/ADM/FWC/02/1	13/12/2013 + 1Y
1	Senior Analyst Programmer	Writing/maintenance/prototyping of applications that reflect the specifications.	220	220	ERA/2010/ADM/FWC/02/2	13/12/2013 + 1Y
1	Webmaster	Creation and staging of web site	220	220	ERA/2010/ADM/FWC/02/6	13/12/2013 + 1Y

6.2 Benchmarking of the key functions in the agencies

<i>Key functions (examples)</i>	<i>Type of contract (official, TA or CA)</i>	<i>Function group, grade of recruitment (or bottom of the brackets if published in brackets)</i>	<i>Indication whether the function is dedicated to administration support or policy (operational)</i>
CORE FUNCTIONS			
<i>Head of Department (please identify which level in the structure it corresponds to taking the Director as level 1)</i>	NA	NA	NA
<i>Head of Unit (please identify which level in the structure it corresponds to taking the Director as level 1)</i> <i>Level: 2</i>	TA	AD10	both
<i>Head of Sector (please identify which level in the structure it corresponds to taking the Director as level 1)</i> <i>Level: 3</i>	TA	AD9	both
<i>Senior Officer (Adviser)</i>	TA	AD9	Policy - operational

[§] NB Structural service providers are not employed by the agency.

<i>Officer (Project Officer)</i>	<i>TA</i>	<i>AD6 - AD8</i>	<i>Policy - operational</i>
<i>Junior Officer (Project Officer)</i>	<i>NA</i>	<i>NA</i>	<i>Policy - operational</i>
<i>Senior Assistant</i>	<i>TA</i>	<i>AST6 – AST7</i>	<i>both</i>
<i>Junior Assistant</i>	<i>TA</i>	<i>AST3</i>	<i>both</i>
<i>SUPPORT FUNCTIONS</i>			
<i>Head of Administration</i>	<i>TA</i>	<i>AD10</i>	<i>Administration support</i>
<i>Head of Human Resources</i>	<i>TA</i>	<i>AD9</i>	<i>Administration support</i>
<i>Head of Finance</i>	<i>TA</i>	<i>AD9</i>	<i>Administration support</i>
<i>Head of Communication</i>	<i>TA</i>	<i>AD5</i>	<i>Administration support</i>
<i>Head of IT</i>	<i>TA</i>	<i>AD9</i>	<i>Administration support</i>
<i>Senior Officer</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>
<i>Officer</i>	<i>TA</i>	<i>AD6</i>	<i>Administration support</i>
<i>Junior Officer</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>
<i>Webmaster- Editor</i>	<i>NA</i>	<i>NA</i>	<i>outsourced</i>
<i>Secretary</i>	<i>TA/CA</i>	<i>AST1/FGII</i>	<i>both</i>
<i>Mail Clerk</i>	<i>NA</i>	<i>NA</i>	<i>NA</i>
<i>SPECIAL FUNCTIONS</i>			
<i>Data Protection Officer</i>	<i>TA</i>	<i>AD8</i>	<i>Administration support</i>
<i>Accounting Officer</i>	<i>TA</i>	<i>AD8</i>	<i>Administration support</i>
<i>Internal Auditor</i>	<i>TA</i>	<i>AD8</i>	<i>Administration support</i>
<i>Secretary to the Director</i>	<i>TA</i>	<i>AST1</i>	<i>Administration support</i>

6.3 Appraisal of performance and promotion/reclassification.

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 fifth reclassification exercise took place in 2012 and 5 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.

Category and grade	Staff in activity at 1.01.2011		How many staff members were promoted/reclassified in 2012		Average number of years in grade of reclassified/promoted staff members
	officials	TA	officials	TA	
AD 16					
AD 15					
AD 14		1			
AD 13					
AD 12					
AD 11					
AD 10		6			
AD 9		27			
AD 8		24			
AD 7					
AD 6		30		1	3y8m
AD 5		5		1	3y2m
Total AD	0	93	0	2	
AST 11					
AST 10					
AST 9					
AST 8		2			
AST 7		1			
AST 6		1			
AST 5		4			
AST 4		5			
AST 3		7			
AST 2		10		1	3y
AST 1		11		2	3y6,5m
Total AST	0	41	0	3	
Total	0	134	0	5	

6.4 Gender balance

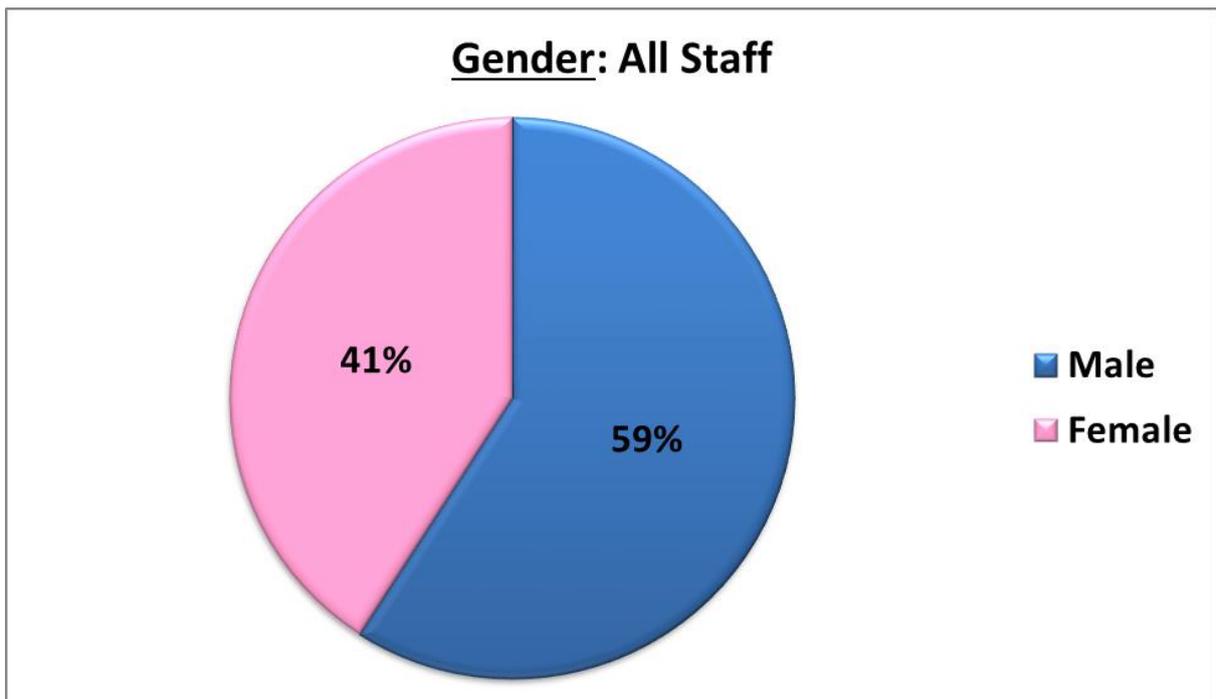
The following non-discrimination notice is included in all vacancy notices:

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

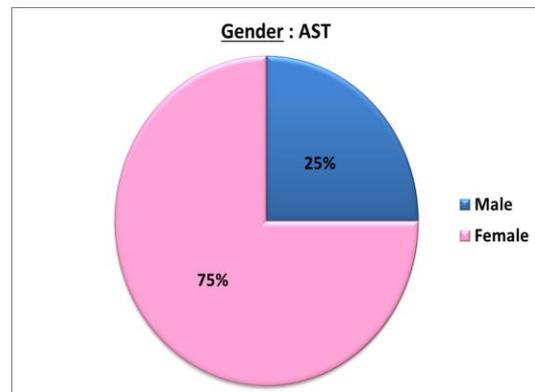
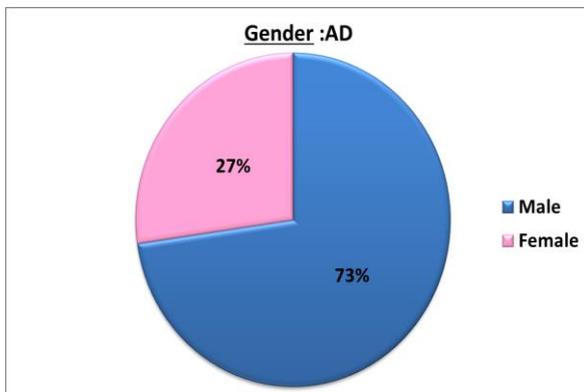
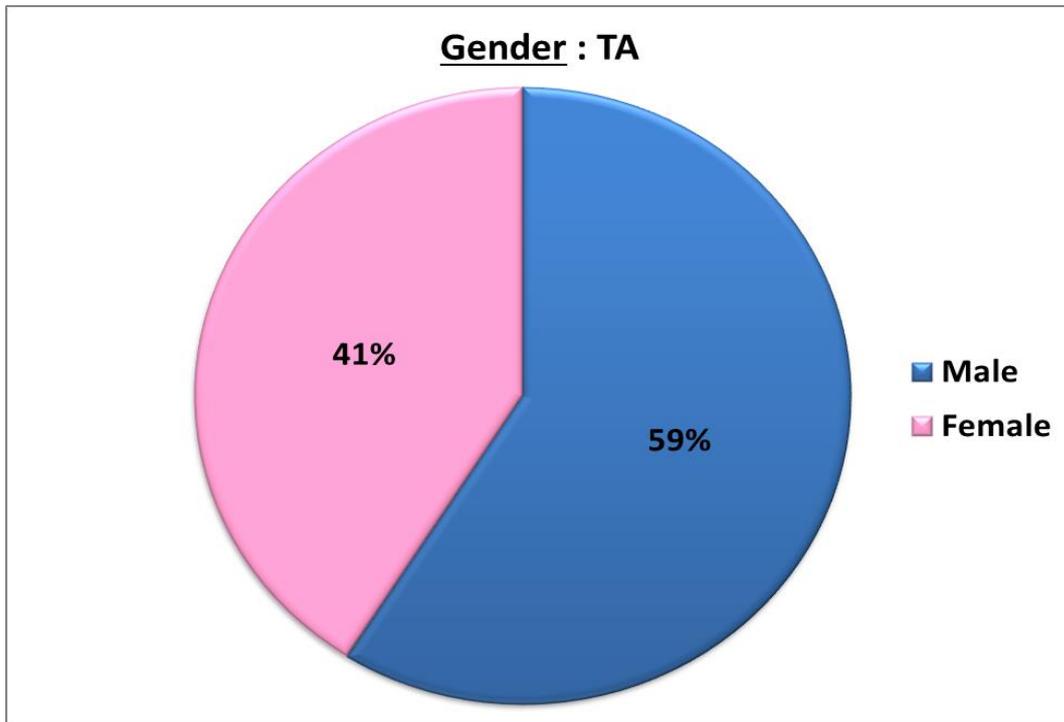
Applications are encouraged from all candidates and facilities management is prepared to accommodate people with disabilities. A positive discrimination policy however has not been put in place. As can be seen from the “All Staff” pie chart, the current figures are 59% male staff and 41% female staff. Looking at the pies by break down by contract type, 73% of the AD are male staff, and 75% of the AST are female staff. SNE and CA figures mirror the “All Staff” ratio.

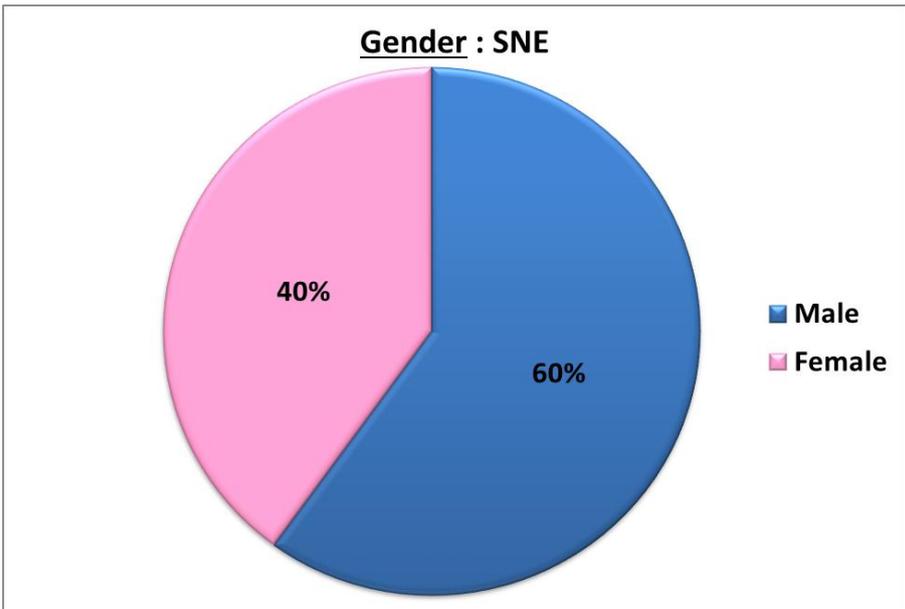
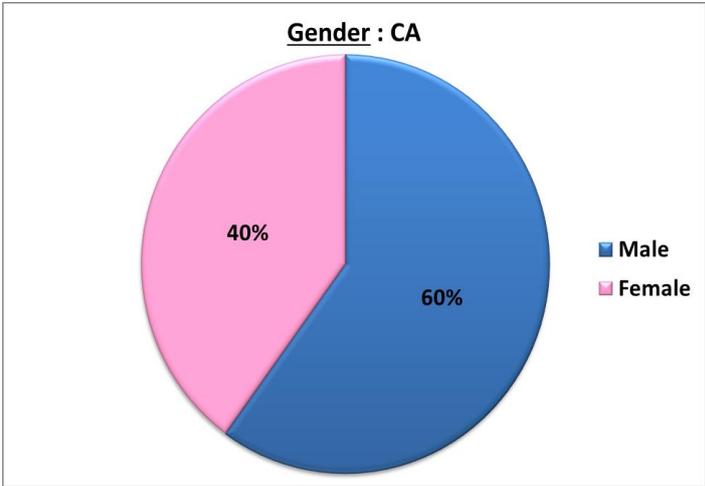
The current flexi-time policy of the Agency is intended to help staff improve their work-life balance.

6.4.1 All Staff



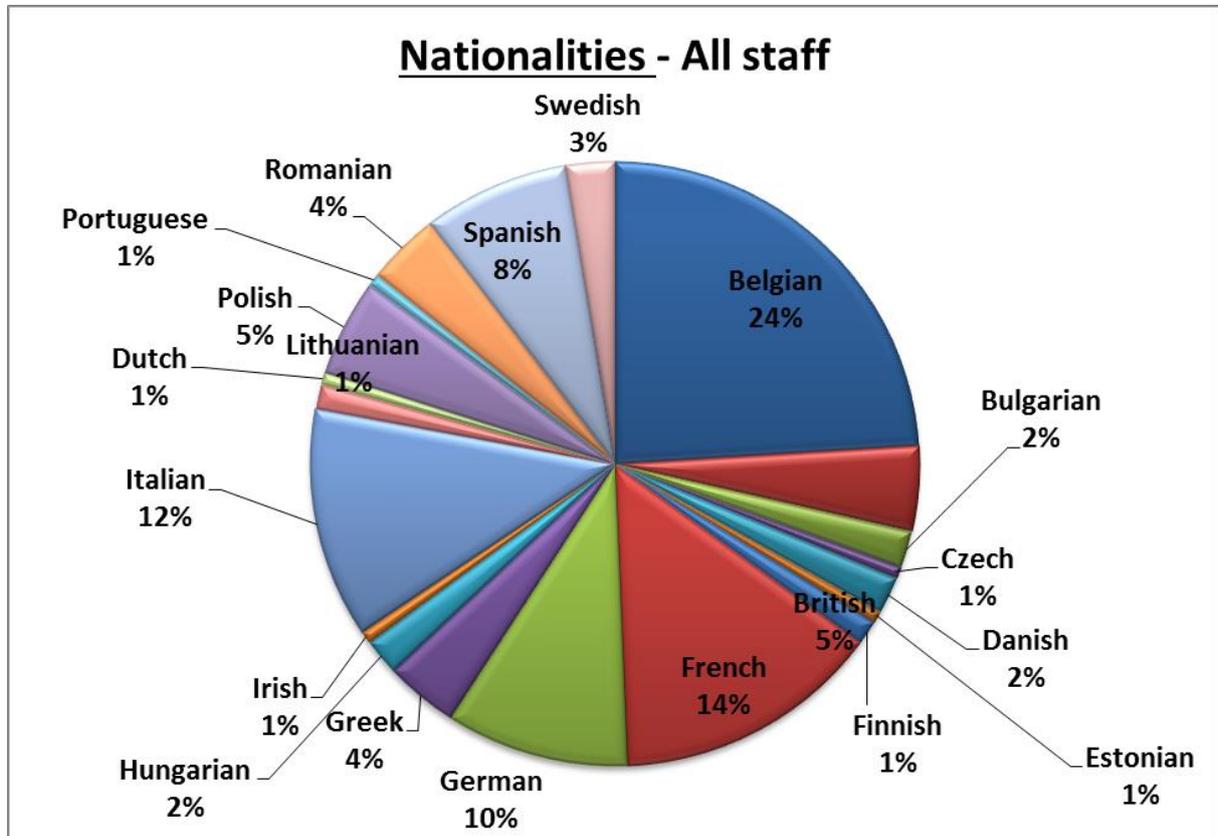
6.4.2 Per contract type:



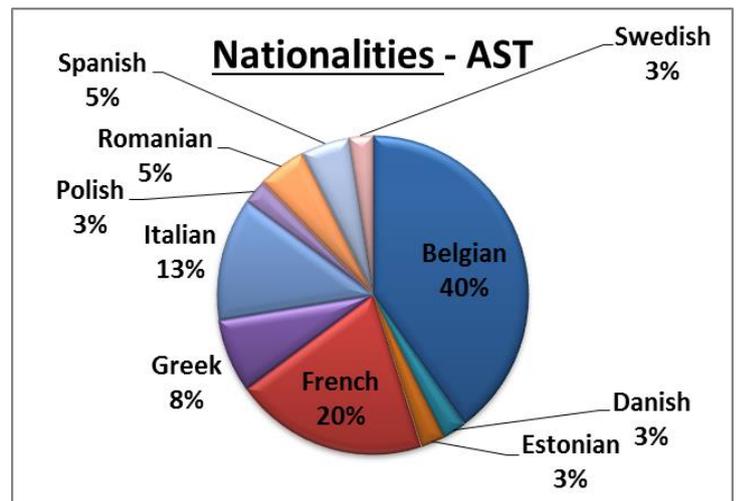
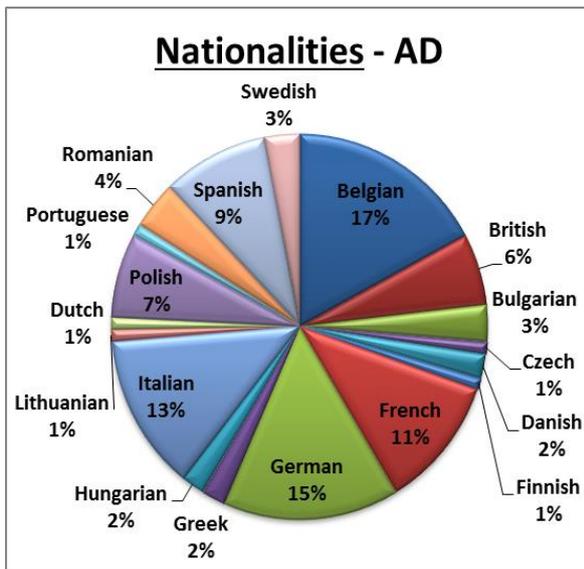
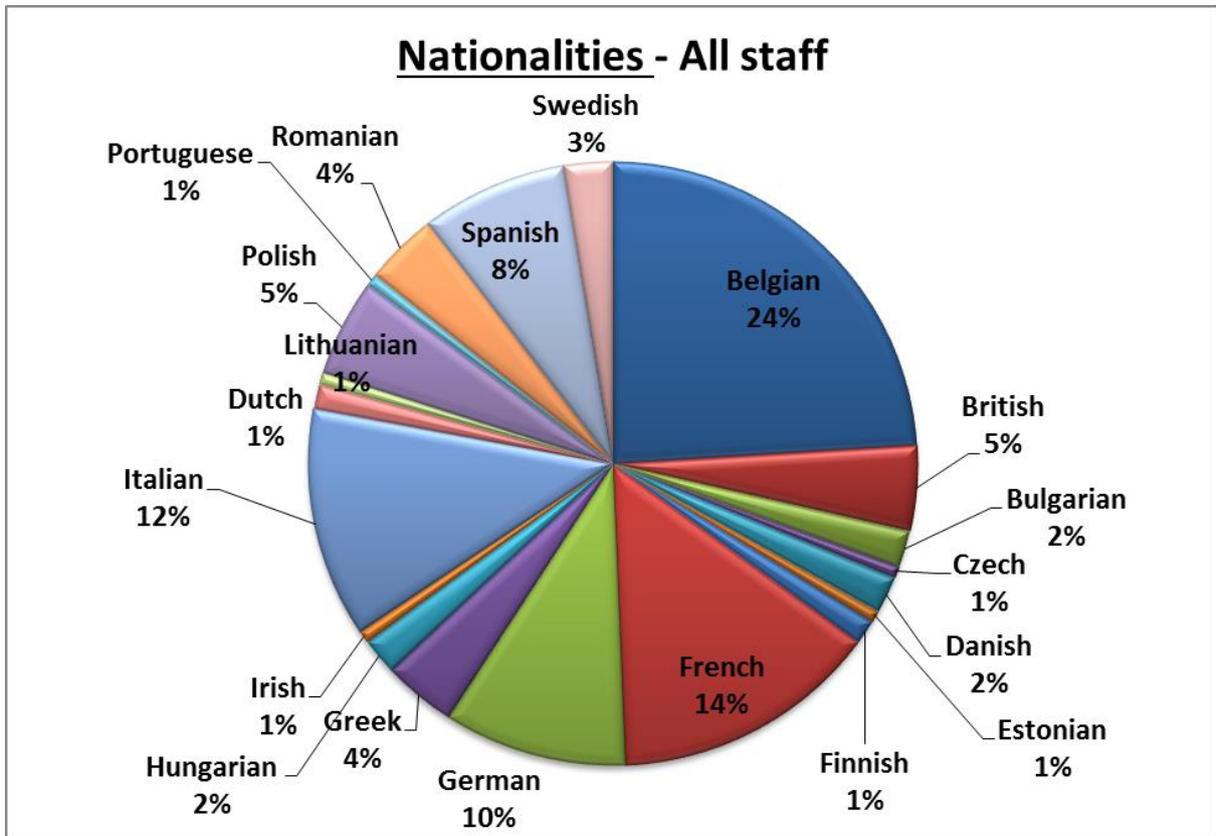


6.5 Geographical balance

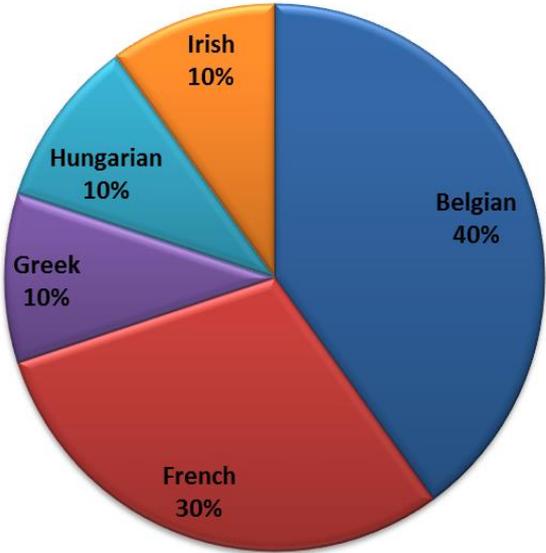
6.5.1 All Staff



6.5.2 Per contract type:



Nationalities - CA



Nationalities - SNE



6.6 Mobility (internal mobility, between the agencies and between the agencies and the institutions)

6.6.1 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 filled, 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.

Furthermore, members of ERA staff can apply for vacant posts within the Agency that are advertised externally.

A supplementary agreement in accordance with Article 10 of the CEOS will be concluded as required if existing staff get a new job.

Currently the Agency is in the process of developing a more comprehensive internal mobility policy.

6.6.2 Mobility among agencies (Inter-agency Job Market)

A number of the support staff who have left ERA in previous years have accepted Temporary Agent positions in other agencies. In addition, the recent establishment of a number of new Joint Undertakings in Brussels has led 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.

6.6.3 Mobility between the agencies and the institutions

Some posts are filled by staff coming from other European institutions (in particular the Commission), although the number remains small. There have also been departures due to a staff member passing competition and attaining the status of official (i.e. 1 in 2012).

6.6.4 Tables for 2012 (Temporary agents, contract agents and SNE's)

	2012	
	new staff	departing staff
Mobility within the agency	8	8
Mobility among agencies	1	0
Mobility between the agencies and the institutions	0	1
Others	10	8
TOTAL	19	17

7 Schooling

There is no European School in Valenciennes where the Agency is located 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).

8 State of play of implementing rules adopted by the agencies consistent with its staff policy

TITLE	STATE OF PLAY
Decision of the Executive Director of 16.06.05 adopting the following Implementing Rules:	ADOPTED 16.06.2005
1. Commission decision on general implementing provisions for Article 4 of Annex VIII to the Staff Regulations concerning the taking into account, for purposes of calculating pension rights, of periods of activity previously completed by staff before they resume active employment (C(2004) 1364 of 15.04.2004)	
2. Commission decision on general implementing provisions for Articles 11 and 12 of Annex VIII to the Staff Regulations on transferring pension rights (C(2004) 1588 of 28.04.2004)	
3. Commission decision on general implementing provisions for Article 26 of Annex XIII to the Staff Regulations on transferring pension rights – transitional provisions (C(2004) 1588 of 28.04.2004)	

4. Commission decision on general implementing provisions for Article 22(4) of Annex XIII to the Staff Regulations (C(2004) 1364 of 15.04.2004)	
5. Commission decision on general implementing provisions on granting the household allowance by special decision (C(2004) 1364 of 15.04.2004)	
6. Commission decision of 15.4.2004 on general implementing provisions concerning persons to be treated as dependent children (Article 2(4) of Annex VII to the Staff Regulations) (C(2004) 1364 of 15.04.2004)	
7. Commission decision on general implementing provisions for giving effect to Article 7(3) of Annex VII to the Staff Regulations on determining the place of origin (C(2004) 1364 of 15.04.2004)	
8. Commission decision on general implementing provisions for giving effect to Articles 67 and 68 of the Staff Regulations and Articles 1, 2 and 3 of Annex VII thereto (C(2004) 1364 of 15.04.2004)	
9. Commission decision on general implementing provisions for the grant of education allowance (article 3 of Annex VII to the Staff Regulations) (C(2004) 1313 of 07.04.2004)	
10. Commission decision on general provisions giving effect to Article 8 of Annex VII to the Staff Regulations (C(2004) 1588 of 28.04.2004)	
11. Commission decision on general implementing provisions for Article 42a of the Staff Regulations concerning parental leave (C(2004) 1364 of 15.04.2004)	
12. Commission decision on Article 42b of the Staff Regulations concerning family leave (C(2004) 1314 of 14.04.2004)	
13. Commission decision on transitional measures required by the revision of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities (C(2004) 1613 of 28.04.2004)	
14. Commission decision implementing Article 1d(4) of the Staff Regulations (C(2004) 1318 of 07.04.2004)	
15. Commission decision introducing implementing provisions on absences as a result of sickness or accident (C(2004) 1597 of 28.04.2004)	
16. Commission decision on introducing implementing provisions on leave (C(2004) 1597 of 28.04.2004)	
17. Commission decision on outside activities and assignments (C(2004) 1597 of 28.04.2004)	
18. Commission decision on general implementing provisions for Article 2(3) and Article 30 of Annex IX of the Staff Regulations on the conduct of administrative inquiries and disciplinary procedures (C(2004) 1588 of 28.04.2004)	
The following Commission Implementing Rules have been adopted all together by analogy at ERA on 30/06/2008 (Decision n. 135/06.2008):	
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)	ADOPTED 30.02.2008

2. IR on Articles 55a and Annex IVa to the Staff Regulations concerning part-time work (C(2004) 1314 of 14.04.2004)	
3. IR on Article 55b of the Staff Regulations concerning job-sharing (C(2004) 1588 of 14.04.2004)	
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)	
5. IR laying down rules on the secondment of national experts to the Commission (C(2006) 2033 of 01.06.2006)	
6. IR ON THE REIMBURSEMENT OF MEDICAL EXPENSES (C(2007) 3195 OF 02.07.07)	
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 16.11.2009
Decision ERA/No 151/10.2008 on the Appraisal of the Executive Director of ERA	ADOPTED 02.10.2008
Missions Guide for Agency staff	ADOPTED AUG. 2012
General Implementing Provisions for the use and engagement of Contract Staff at the ERA	ADOPTED 11.2010
General Implementing provisions regarding Middle Management Staff	ADOPTED 10.11.2010
Temporary occupation of Management Posts	ADOPTED 07.06.2011
Rules on setting up the Staff Committee Electoral Rules	ADOPTED 18.03.2011
Decision on protecting the dignity of the person and preventing psychological and sexual harassment	ADOPTED OCTOBER 2012
Decision on the determination of special allowances for staff on standby duty	ONGOING
New implementing provision on leave, part-time work, family leave and parental leave	ADOPTED 12.04.2011
NEW Implementing rules on engagement and use of Contract Agents including provisions for reclassification for CA	AWAITING STANDARD IR
Commission decision on general implementing provisions for Articles 11 and 12 of Annex VIII to the Staff Regulations on transferring pension rights (C(2011) 1278 of 03.03.2011)	ONGOING
General implementing provisions on the conduct of administrative inquiries and disciplinary procedures	ONGOING