Table de matière de l'Annexe à la Décision du Directeur général ADMIN du 14/05/2004 desubdéléguer certains de ses pouvoirs AIPN

KEY I. FILLING VACANT POSTS. II. RECRUITMENT III. CAREER IV. TERMINATION OF SERVICE. V. RIGHTS AND OBLIGATIONS VI. DISCIPLINE (administrative inquiry, disciplinary proceedings) and personal liability in cases of serious misconduct VII. Working conditions VIII. PAY AND SOCIAL BENEFITS IX. BODIES PROVIDED FOR IN THE STAFF REGULATIONS. X. TEMPORARY XI. AUXILIARY STAFF XII. CONTRACT STAFF XIII. SPECIAL ADVISERS Annex to the Decision by the Director-General of DG ADMIN of 14/05/2004 to subdelegate certain Appointing Authority powers

TABLE OF APPOINTING AUTHORITY POWERS SUBDELEGATED WITHIN DG ADMIN

<u>Key</u>	
DG	Directors-General, heads of department and equivalent
DGA	Deputy Directors-General and equivalent
СНС	Advisers Hors Classe and equivalent
D	Directors and equivalent
СР	Principal Advisers and equivalent
CL	Advisers and equivalent (CL13-14: CL in AD13-AD14 or A*13-A*14 / and CL9-12 by analogy)
CU	Heads of Unit and equivalent (CL13-14: CU in AD13-AD14 or A*13-A*14 / and CL9-12 by analogy)
ADM	Administrators and equivalent (AD5-AD14 or A*5-A*14)
AST	Assistants and equivalent (AST1-AST11 or B*3-B*11, C*1-C*7, D*1-D*3)

Simplified procedure: in agreement with the President, the Member of the Commission responsible for Personnel and the Member of the Common responsible

The Director-General in charge of Personnel is authorised to sign all decision adopted by the Commission or Members of the Commission as the Appointing Authority (with the possibility of subdelegation)

Greyed-out line: Not the responsibility of DG ADMIN (refer to Commission Decision of 28 April 2004 (I.A. No 31-2004 of 5 May 2004)

Title of the directorates and unites mentioned below:

ADMIN.A: Staff and careers

- A.1: General horizontal issues Policy and recruitment of external staff
- A.4: Officials and temporary agents: recruitment and administrative status
- A.5: Organigramme and management staff
- A.6: Career structure, evaluation and promotions

ADMIN.B: Staff Regulations: politic, management and advisory services

B.2: Complaints

B.3: Conditions of employment, non-pecuniary rights and obligations

ADMIN.C: Social policy, Luxembourg staff, health, safety

C.1: Social welfare policy and actions; relations with former officialsC.2: Staff Regulations and social welfare policy - LuxembourgC.3: Medical Service - LuxembourgC.4: Medical Service - Brussels

ADMIN.D: Resources D.3: Human resources - ADMIN, internal reforms

I. FILLING VACANT POSTS.

SUBJECT	Articles of the Staff Regulations	Dire	ector-General AD	MIN	Direc	ctors DG ADM	N	Luxembourg ta	easures concern ken by the Direct for Luxembourg		Head	ds of unit DG	ADMIN
		as regards t Commission	the staff of DG ADMIN	Lead unit	as regards Commission		Appointing Authority / (lead)	as regards Commission	the staff of DG ADMIN	"lead"	as regards t Commission		Appointing Authority
1. Vacancy notice - determining of level													
- determining of level	4, 2nd para.	CU-CL 13/14 (1)		ADMIN.A.5			I						
			CU-CL 9/12	ADMIN.D.3								ADM-AST	ADMIN.D.3
- post resulting in the attestation	Annex XIII, Art. 10(3)				AST 1-11		ADMIN.A						
- decision to publish	4, 2nd para.		D(2)-CP(2)-CU-CL	ADMIN.D.3								ADM-AST	ADMIN.D.3
2. Procedure for filling a vacant post: - consideration of the possibility of promotion	29(1)(a)(iii)		CU-CL 13/14 (2)	ADMIN.A.5									
- consideration of the possibility of certification	29(1)(a)(ii)												
- transfer between DGs (at official's request) (3)	29(1)(a)(i)		CU-CL 13/14 (2) - CU-CL 9/12 (4)	ADMIN.D.3							ADM-AST		ADMIN.A.4/ADMIN.C .2
- transfer within a DG (at official's request)	29(1)(a)(i)		CU-CL 13/14 (2) - CU-CL 9/12 (4)	ADMIN.D.3								ADM-AST	ADMIN.D.3
- transfer between DGs (reassignment in the interests of the service) (5)	7(1)	CU-CL 13/14 (6) - CU- CL 9/12 (7)		ADMIN.A.5							ADM-AST		ADMIN.A.4/ ADMIN.C.2
- transfer within a DG (reassignment in the interests of the service)	7(1)		DGA-CHC-D-CP- CL/CU 13/14(6) - CL/CU 9/12(7)	ADMIN.D.3								ADM-AST	ADMIN.D.3
- consideration of the possibility of transfer (<u>to</u> the Commission)	29(1) b				CL-CU		ADMIN.A (A.5)				ADM-AST		ADMIN.A.4/ ADMIN.C.2
 consideration of the possibility of internal competition 	29(1) b	CL-CU		ADMIN.A.5	ADM-AST		ADMIN.A(A.4)						
3. Competitions: INTERNAL competitions: adoption of competition notice	29(3)	CL-CU		ADMIN.A	ADM-AST		ADMIN.A						
notice - Open competition FOR A SPECIFIC INSTITUTION: adoption of notice - INTERINSTITUTIONAL competition: adoption of	29(1)	CL-CU		ADMIN.A	ADM-AST]	ADMIN.A						
- INTERINSTITUTIONAL competition: adoption of notice (1)	Ann. III, Art. 1					<u> </u>							

I. FILLING VACANT POSTS.

SUBJECT	Articles of the Staff Regulations	Dir	ector-General AD	DMIN	Direc	tors DG ADMI	N	Luxembourg tal	asures concerni ken by the Direct for Luxembourg		Head	Is of unit DG /	ADMIN
		as regards the staff of		as regards th Commission		Appointing Authority / (lead)	as regards	the staff of DG ADMIN	"lead"	as regards t Commission		Appointing Authority	
4. Appointment following a competition or to an initial grade (including classification)	30, 2nd para. 7(1)	CL-CU		ADMIN.A.5							ADM-AST		ADMIN.A.4/ ADMIN.C.2
5. Adoption of application form	Ann. III, Art. 2												
6. Appointment of chairman and members of selection board													
For competitions FOR A SPECIFIC INSTITUTION For INTERINSTITUTIONAL competitions	Ann. III, Art. 3 Ann. III, Art. 3	CL-CU		ADMIN.A	ADM-AST		ADMIN.A						
7. Adoptions of lists of candidates													
For competitions FOR A SPECIFIC INSTITUTION For INTERINSTITUTIONAL competitions	Ann. III, Art. 4 Ann. III, Art. 4				All grades/functions		ADMIN.A						
8. Recruitment other than by competition	29(2)	CL-CU ADM-AST		ADMIN.A.5 ADMIN.A.4/ C.2									

(1) At the request of the Director-General concerned.

(2) Simplified procedure.

(3) Where appropriate: Appointing Authority=DG to which the official is transferring.

(4) Where referred to the CCA: simplified procedure.

(5) In the case of an official who has acted in accordance with the whistleblowing procedures, the decision on transfer is taken by DG ADMIN and, in the case of members of DG ADMIN, by the Secretary-General.

(6) For reassignment to non-managerial posts, in agreement with the President, the Member of the Commission responsible for personnel and the Commissioner responsible.

(7) For reassignment to non-managerial tasks, in agreement with the Member of the Commission responsible.

II. RECRUITMENT

								in Luxembou	asures conce Irg taken by t ible for Luxen	he Director			
		Directe	or-General ADM	IIN	Direc	tors DG ADM	IN				Heads	of unit DG ADI	MIN
SUBJECT	Articles of the Staff Regulations	as regards t Commission	the staff of DG ADMIN	Lead unit	as regards th Commission	ne staff of DG ADMIN	Appointing Authority / (lead)	as regards	the staff of DG ADMIN	"lead"	as regards ti Commission	ne staff of DG ADMIN	Appointing Authority
1. Exemption from the requirement of being a national of a Member State	28(a)	ADM-AST		A.4 / C.2									
2. Determination of grade	32	CL-CU		A.5							ADM-AST		A.4/C.2
3. Pre-recruitment medical examination; composition of the Medical Committee	33				DG-DGA-CHC-D- CP-CL-CU-ADM- AST		с						
4. Probationary period: - extension - establishment	34(1) 34(1)	CL-CU(1) CL-CU(1)		A.5 A.5	ADM		ADMIN.A (A.4)	ADM		C.2	AST ADM-AST		A.4/C.2 A.4/C.2
5. Suspension of admission to benefits in respect of invalidity or death.	Ann. VIII, Art. 1										All grades/functions		C.3/C.4
	Ann. VIII, Art. 14, 2nd para.				CL-CU		ADMIN.A (A.5)				ADM-AST		A.4/C.2

(1) In agreement with the Member of the

Commission responsible for personnel.

III. CAREER

		Director-General ADMIN			Dire	ctors DG ADM	IN		sures concern g taken by the ible for Luxem	Director	Head	s of unit DG AD	MIN
	Articles of the Staff	as regards t	he staff of		as regards t	he staff of	Appointing	as regards t	he staff of		as regards	the staff of	Appointing
SUBJECT	Regulations	Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission	DG ADMIN	"lead"	Commission	DG ADMIN	Authority
1. Temporary posting (1)	7(2)	CL-CU (1)		A.5	ADM-AST (1)		A (A.4)						
2. Promotion drawing up of lists of those promoted	45(1)	CL-CU 9/14 (7) - ADM		A.6	AST		A (A.6)						
3. Transfer to higher category.	Annex XIII, Art. 5(2)										B* to A* C* to B* D* to C*		A.4/ C.2
3a. Attestation (drawing up the list of officials selected in order of priority)	Annex XIII, Art. 10(3)				to AST		A						
A. Certification (2) - adopt the list of those selected for the training programme - adopt the list	45a (2) 45a(1)(c)												
5. Secondment in the interests of the service (3)(4).	37(a); 38	CL-CU		A.5	ADM		A.4	ADM		C.2	AST		A.4/C.2
				In the	case of secondme	nt to a cabinet,	see Commissio	n Decision of 28 A	pril 2004 on the	Appointing Au			
6. Secondment on request: - granting, extension - reinstatement	37(b); 39 39(f)	CL-CU		A.5		CL-CU	D (D.3)				ADM-AST	ADM-AST	D.3 A.4/ C.2
7. Leave on personal grounds: - granting, extension - reinstatement	40 40	CL-CU		A.1		CL-CU	D (D.3)				ADM-AST	ADM-AST	D.3 A.4/C.2

III. CAREER

		Directo	Director-General ADMIN as regards the staff of			ctors DG ADM	IN		sures concerr g taken by the ble for Luxem	Director	Head	s of unit DG AD	MIN
	Articles of the Staff			Lead unit	as regards t	-	Appointing Authority /	as regards t		"lead"			Appointing
SUBJECT	Regulations	Commission	DG ADMIN		Commission	DG ADMIN	(lead)	Commission	DG ADMIN		Commission	All	Authority
8. Non-active status.	41												
9. Leave for military service.	42, 1st para.											All grades/function s	D.3
10. Classification in a lower function group or grade due to incompetence	51	CL-CU-ADM-AST (5)		IDOC									
11. Additional step linked to function	44(2)	DG-D-CU		A.5									

(1) After Joint Committee opinion.

(2) A decision is to be taken at a later stage.

(3) As regards the attachment of officials in accordance with the decision of 5 January 1995, the Director-General for personnel exercises the powers of Appointing Authority.

(4) As regards the secondment of officials between departments of the Institution, the Director-General of origin exercises the powers of Appointing Authority in agreement with the Director-General of the DG to which the official is transferring. If there is any disagreement between the two, the Director-General for personnel exercises the powers of Appointing Authority.

(5) The powers are exercised jointly by delegation by the Director-General for personnel, the Director-General in charge of the official or temporary agent concerned and a

third Director-General designated by the Secretary-general. The joint decision is taken by a majority of these three directors-general.

(6) Where an activity is to be exercised during the period of leave on personal grounds, the Appointing Authority is obliged to seek the opinion of the Director-General of DG ADMIN before taking a decision.

(7) For CU-CL deuxième filière, i.e. already performing management duties.

IV. TERMINATION OF SERVICE.

SUBJECT	Articles of the	Directo	r-General ADM	IN	Direc	tors DG ADMIN	N	Luxembour	sures concerni g taken by the ble for Luxemi	Director	Heads o	unit DG ADM	11N
3063201	Staff Regulations	as regards th	ne staff of		as regards th	e staff of	Appointing	as regards t	ne staff of		as regards th	e staff of	Appointing
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission	DG ADMIN	"lead"	Commission	DG ADMIN	Authority
1. Dismissal during or at the end of probationary period.	34(2)	CL-CU (1)		A.5	ADM (1)		A (A.4)	ADM (1)		C.2			
					AST		A (A.4)	AST		C.2			
2. Resignation at official's request.	48										CL-CU-ADM-AST		A.4/C.2
3. Compulsory resignation.	49	CL-CU-ADM		see (3)	AST		see (3)	AST		see (3)			
4. Retirement in the interests of the service.	50												
5. Dismissal for incompetence.	51	CL-CU-ADM-AST (2)		IDOC									
6. Early retirement on request.	52(1) + Annex VIII -												A.4/C.2
 with reduction of pension. without reduction in the interests of the 	9(1) 52(1) + Annex VIII ·										CL-CU-ADM-AST		A.4/C.2
service	9(2)												
7. Continuing to work beyond the age of 65	52(2)				ADM-AST		A (A.4)	ADM-AST		C.2			
8. Invalidity.	53				All grades/functions		С						
9. Honorary rank.	54												

(1) For CL/CU and ADM, these powers are exercised after consulting the Member of the Commission responsible for personnel.

(2) The powers are exercised jointly by delegation by the Director-General for Personnel and Administration, the Director-General in charge of the official or temporary agent concerned and a third Director-General designated by the Secretary-General. The joint decision is taken by a majority of these three directors-general.

(3) For Article 28(a) IDOC; Articles 33 and 40 of the Staff Regulations and the second paragraph of Article 14 of Annex VIII: A.4 and C.2.

V. RIGHTS AND OBLIGATIONS

SUBJECT	Article of the Staff Regulations	Director-Gener	al ADMIN		Directors DG A	DMIN		Specific mea in Luxembou responsi	asures conc rg taken by ble for Luxe	erning staff the Director embourg	Heads of unit D	G ADMIN	
		as regards the	staff of		as regards the	staff of		as regards the	staff of		as regards the s	staff of	Appoi nting
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission	DG ADMIN	"lead"	Commission	DG ADMIN	Author ity
1 Permission to accept payment	11, 2nd para.	DG-DGA-CHC- D-CP (1)		B.3/ C.2		CL-CU- ADM-AST	D (D.3)		CL-CU- ADM-AST	C.2			
- Permission to accept an honour, favour or gift												All grades/funct ions (1)	D.3
- Permission to accept a decoration											All grades/functions (1)		В.3
2. Assessment of personal interest	11a(2)	DG-DGA-CHC- D-CP-CL-CU		B.3/ C.2	ADM-AST		B (B.3)	ADM-AST		C.2			
 Permission to engage in an outside activity, paid or unpaid, or carry out an outside assignment 	12b	DG-DGA-CHC- D-CP		B.3/ C.2		CL/CU- ADM-AST	D (D.3)						
4. Assessment of spouse's gainful employment	13	DG-DGA-CHC- D-CP-CL-CU		B.3/ C.2	ADM-AST		B (B.3)	ADM-AST		C.2			
5. Assessment of situation of official standing for or elected to public office	15	DG-DGA-CHC- D-CP		B.3/ C.2	CL/CU-ADM- AST		B (B.3)	CL/CU-ADM- AST		C.2			
6.Prohibition of acceptance of certain duties after leaving the service	16	DG-DGA-CHC- D-CP		B.3/ C.2	CL-CU-ADM- AST		B (B.3)	CL-CU-ADM- AST		C.2			
7. Publication of texts	17a(2)		DGA- CHC-D- CP			CL-CU- ADM-AST	Directorate of employment						
8. Permission to disclose information in legal proceedings	19, 1st para.										All grades/functions		B.3/ C.2

V. RIGHTS AND OBLIGATIONS

	Article of the Staff Regulations	Director-Gener	al ADMIN		Directors DG A	DMIN		Specific mea in Luxembou responsi	sures conc rg taken by ble for Luxe	the Director	Heads of unit D	G ADMIN	
		as regards the	staff of	Lead unit	as regards the	staff of	Appointing Authority /	as regards the	staff of	"lead"	as regards the s	staff of	Appoi nting
			DG ADMIN			DG ADMIN	-	Commission	DG ADMIN		Commission	DG ADMIN	Author ity
9. Observation of privileges and immunities	23, 2nd para.										All grades/functions		B.3/ C.2
10. Special decision to issue laisser-passer	23, 3rd para.										All grades/functions		B.3/ C.2
11. Request for assistance	24	All grades/function s		B.2									
12. Complaints	90(2)	All grades/function s (2)		B.2									

(1) Except where DG ADMIN is itself concerned.

(2) Exception if the contested decision was taken by the Director-General of DG ADMIN with no subdelegation: the Appointing Authority in this case is the Commissioner for Personnel and Administration; if the contested decision was taken by the Commissioner for Personnel and Administration or by the Commission, the Commission is the Appointing Authority; for competitions, the Director of EPSO is the Appointing Authority.

VI. DISCIPLINE (administrative inquiry, disciplinary proceedings) and personal liability in cases of serious misco

SUBJECT	Articles of the Staff	Director-General	ADMIN		Dir	ectors DG A	DMIN	staff in Lu the Dired	neasures co uxembourg ctor respon uxembourg	taken by sible for
0020201	Regulations	as regards the staff o	f	Lead	as regards th	e staff of	Appointing	as regards	the staff of	"lead"
		Commission	DG ADMIN	unit	Commission	DG ADMIN	Authority / (lead)	Commissi on	DG ADMIN	
1. Opening of an administrative inquiry	3(1) and 1(1); Annex IX	For all officials (AD 16–AST1) : Director-General of Personnel and Administration in agreement with the Secretary-General		IDOC						
2. Report of hearing in the context of an administrative inquiry in cases of absolute secrecy	1(2); Annex IX	For all officials (AD 16–AST1) : Secretary-General in agreement with the Director-General for Personnel and Administration		IDOC						
3. Informing the official concerned when an administrative investigation is closed	1(3); 3(1); Annex IX	For all officials (AD 16–AST1)		IDOC						
4. Informing the official concerned when an administrative investigation ends and communicating to him/her the conclusions of the investigation report and other documents	2(2); Annex IX				For all officials (AD 16–AST1)		IDOC Director			
5. Preliminary hearing and initiation of disciplinary proceedings	3; Annex IX	AD 13-AST 1		IDOC						
6. Referring cases to the Disciplinary Board	12; Annex IX	AD 13-AST 1		IDOC						

VI. DISCIPLINE (administrative inquiry, disciplinary proceedings) and personal liability in cases of serious misco

SUBJECT	Articles of the Staff	Director-General	ADMIN		Dir	ectors DG A	ADMIN	staff in Little the Direct	neasures co uxembourg ctor respon uxembourg	taken by sible for
3003201	Regulations	as regards the staff o	ıf	Lead	as regards th		Appointing	-	the staff of	"lead"
		Commission	DG ADMIN	unit	Commission	DG ADMIN	Authority / (lead)	Commissi on	DG ADMIN	
7. Withdrawing a case from the Disciplinary Board	14; Annex IX	AD 13-AST 1: these powers are exercised jointly by delegation by the Director-General for Personnel and Administration, the Director(-General) in charge of the official or temporary agent concerned and a third Director- General designated by the Secretary- General. The joint decision is taken by a majority of these three directors(- general).		IDOC						
8. Representation of the Appointing Authority before the Disciplinary Board	16(2); Annex IX				For all officials (AD 16–AST1) : The IDOC Director (2) or his/her representative.					

VI. DISCIPLINE (administrative inquiry, disciplinary proceedings) and personal liability in cases of serious misco

SUBJECT	Articles of the Staff	Director-General	ADMIN		Dir	ectors DG A	ADMIN	staff in Little the Direct	neasures c uxembourg ctor respor uxembour	taken by sible for
3003201	Regulations	as regards the staff o	f	Lead	as regards th	e staff of	Appointing	as regards	the staff of	"lead"
		Commission	DG ADMIN	unit	Commission	DG ADMIN	Authority / (lead)	Commissi on	DG ADMIN	leau
9. Hearing preceding a possible penalty (without or after referring the case to the Disciplinary Board)	11; 14, 2nd para.; 22(1); Annex IX	AD 13-AST 1: these powers are exercised jointly by delegation by the Director-General for Personnel and Administration, the Director(-General) in charge of the official or temporary agent concerned and a third Director- General designated by the Secretary- General. The joint decision is taken by a majority of these three directors(- general).		IDOC						
10. Penalty without or after referring the case to the Disciplinary Board	9; 11; 14, 2nd para.; 22; Annex IX	D 13-AST 1: these powers are exercised jointly by delegation by the Director-General for Personnel and Administration, the Director(-General) in charge of the official or temporary agent concerned and a third Director- General designated by the Secretary- General. The joint decision is taken by a majority of these three directors(- general).		IDOC						
11.Reimbursement of expenses in exceptional cases	21(2); Annex IX				For all officials (AD 16–AST1)		IDOC Director			
12.Where case is closed without imposing any disciplinary penalty: informing the official concerned and, where appropriate, suitable publicity for this decision	22(2) and 29; Annex IX				For all officials (AD 16–AST1)		IDOC Director			

VI. DISCIPLINE (administrative inquiry, disciplinary proceedings) and personal liability in cases of serious misco

SUBJECT	Articles of the Staff	Director-General	ADMIN		Dir	ectors DG A	ADMIN	staff in L the Dire	neasures co uxembourg ctor respon Luxembourg	taken by sible for
3010101	Regulations	as regards the staff o	of	Lead	as regards th	e staff of	Appointing	as regards	the staff of	"lead"
		Commission	DG ADMIN	unit	Commission	DG ADMIN	Authority / (lead)	Commissi on	DG ADMIN	lead
13. Reopening of disciplinary proceedings where new facts come to light	28; Annex IX	AD 13-AST 1		IDOC						
14.Suspension for serious misconduct (preliminary hearing and decision)	23, 24; Annex IX	AD 13-AST 1		IDOC						
15. Deletion of reference to disciplinary penalty from personal file	27; Annex IX				AD 13-AST 1		IDOC Director			
16. Personal liability in cases of serious misconduct	22, 2nd para.	AD 13-AST 1: these powers are exercised jointly by delegation by the Director-General for Personnel and Administration, the Director(-General) in charge of the official or temporary agent concerned and a third Director- General designated by the Secretary- General. The joint decision is taken by a majority of these three directors(- general)		IDOC						

(1) The Member of the Commission may subdelegate the power to hold a preliminary hearing or designate a person to hold the hearing in his or her place.(2) The Director is authorised, where appropriate, to designate another IDOC official.

VII. Working conditions

SUBJECT	Article of the Staff Regulations	Direct	or-General ADMI	N	Dire	ectors DG ADMI	N	Luxembour	ures concerning g taken by the D ble for Luxembo	irector	Hea	ds of unit DG ADMI	N
		as regards	the staff of	Lead unit	as regards th	ne staff of	Appointing Authority /	as regards t	he staff of	"lead"	as regards	the staff of	Appointing
		Commission	DG ADMIN		Commission	DG ADMIN	(lead)	Commission	DG ADMIN		Commission	DG ADMIN	Authority
1. Recognition of non-marital partnership	1d(1), 2nd para. + Annex VII, Article 1(2)(c)												
2. Parental leave	42a		CL-CU	D.3								ADM-AST	D.3
3. Family leave	42b		CL-CU	D.3								ADM-AST	D.3
4. Normal working week	55, 2nd para.					This power is e	exercised by the C	Commission. Lead U	nits: B.3 and C.2	1			
5. Special working hours	55, 2nd para.				All grades/functions		B (B.3)	All grades/functions		C.2			
6. Decision on standby duty	55, 3rd para.											All grades/functions	D.3
 DG ADMIN agreement to the introduction of systematic standby duty in other DGs. 											All grades/functions (1)		В.3
7. Part-time work	55a + Annex IVa		CL-CU	D.3								ADM-AST	D.3
8. Job-sharing	55b		CL-CU	D.3								ADM-AST	D.3
9. Authorisation of night work and work on Sundays and public holidays	56, 1st para.		CL-CU	D.3								ADM-AST	D.3/C.2
10. Shiftwork: decision to set up shiftwork	56a											All grades/functions	D.3
 DG ADMIN agreement to the introduction of a systematic shiftwork system in other DGs. 											All grades/functions (2)		В.3
11. Special leave (individual cases)	57, 2nd para. + Annex V, Article 6		DG-DGA-CHC-D- CP	D.3		CL-CU	D (D.3)					ADM-AST	D.3
12. Special leave (collective)	57, 2nd para. + Annex V, Article 6	All grades/functions		B.3/C.2									

VII. Working conditions

SUBJECT	Article of the Staff Regulations	Direct	tor-General ADM	IN	Dire	ectors DG ADMI	N	Luxembour	sures concernin g taken by the D ble for Luxembo	irector	Hea	ds of unit DG ADMI	N
		as regards	the staff of	Lead unit	as regards th	ne staff of	Appointing Authority /	as regards	the staff of	"lead"	as regards	the staff of	Appointing
		Commission	DG ADMIN		Commission	DG ADMIN	(lead)	Commission	DG ADMIN		Commission	DG ADMIN	Authority
13. Travelling time – annual leave	Annex V, Article 7 paragraphs 1 and 3											All grades/functions	D.3
14. Travelling time – special leave	Annex V, Article 7 para. 4											All grades/functions	D.3
15. List of independent doctors (3) (drawing up and appointment)	59(1), para. 6				All grades/functions		С						
16. Requirement to take leave	59(5)				All grades/functions		С						
17. Annual medical check-up, fixing maximum amount	59(6)				All grades/functions		С						
18. Measures in cases of unauthorised absence	60, 1st para.											All grades/functions	D.3
19. Permission to spend sick leave elsewhere than the place of employment	60, 2nd para.											All grades/functions	D.3/C.2

Introduction of a systematic standby service requires the agreement of DG ADMIN (except where the DG concerned is DG ADMIN itself).
 introduction of a systematic shiftwork system requires the agreement of DG ADMIN (except where the DG concerned is DG ADMIN itself).
 Under the sixth subparagraph of Article 59(1), this list is drawn up by common consent with the Staff Committee.

VIII. PAY AND SOCIAL BENEFITS

SUBJECT	Article of the Staff Regulations	Direct	or-General ADI	MIN		Directors DG AD	MIN	Luxembourg ta	easures concer ken by the Direc for Luxembour	tor responsible	Head	ds of unit DG AD	VIN
		as regards th	ne staff of	Lead unit	as regards t	he staff of	Appointing	as regards	the staff of	"lead"	as regards	the staff of	Appointing
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission	DG ADMIN	lead	Commission	DG ADMIN	Authority
1. Compensatory leave and remuneration for overtime	56; Annex VI											AST 1-4	D.3
2. Allowance for shiftwork	56a (for the introduction of shiftwork see Table VII)												
 Decision establishing the recipient of the allowance provided for in Article 56a(2) 												All grades/functions	D.3
- Decision determining the individual payment													
3. Allowance for regular standby duty	56b; see also Art. 55, para. 3, Table VII												
 Decision establishing the recipient of the allowance provided for in Article 56b (see also point 6 of this table) (2) 												All grades/functions	D.3
- Decision determining the individual payment												1	
4. Grant of an allowance to compensate for particularly arduous working conditions	56c												
- Decision establishing the recipient of the allowance provided for in Article 56c(1)												All grades/functions	D.3
- Decision determining the individual payment												1	
5. Family allowances	67, 68; Ann. VII, Art. 1-3												
6. Allowances and reimbursement of expenses													
- expatriation allowance	69; Ann. VII, Art. 4												
 - installation/resettlement allowance/travel expenses/removal expenses; daily subsistence allowance 	71; Ann. VII, Art. 5-7, 9- 10												
- annual travel costs	Ann. VII, Art. 8												
- mission expenses	Ann. VII, Art. 11-13		DGA-CHC-D- CP			CL-CU-ADM- AST (3)	Director (Unit of employment) (5)						
			All grades/functio ns (4)	Directorate of employment									
- entertainment expenses, accommodation costs	Ann. VII, Art. 14					All grades/function s	Director (Unit of employment)						
- travel expenses	Ann. VII, Art. 15										DG-DGA-CHC-D- CP		B.3/C.2

VIII. PAY AND SOCIAL BENEFITS

SUBJECT	Article of the Staff Regulations	Directo	or-General ADM	MIN	D	irectors DG AD	MIN	Luxembourg tal	easures concerr ken by the Direc for Luxembourg	tor responsible	Heac	Is of unit DG ADN	AIN
		as regards th	e staff of	Lead unit	as regards th	ne staff of	Appointing	as regards t	he staff of	"lead"	as regards	the staff of	Appointing
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission	DG ADMIN	leau	Commission	DG ADMIN	Authority
7. Transfer of remuneration	Ann. VII, Art. 17												
8. Allowance for non-active status	41(3), Ann. IV												
9. Allowance for retirement in the interests of the service	50, Ann. IV												
10.Allowance for termination of service	47												
- incompetence	51 (6)												
11. Sickness insurance	72												
- leave on personal grounds	40(3)												
- officials serving in a third country	Ann. X, Art. 24												
12. Accident insurance	73												
 leave on personal grounds summoning before medical committee 	40(3)												
- officials serving in a third country	Ann. X, Art. 25												
13. Gifts and loans for social purposes													
- for staff	76											All grades/functions	C (C.1)
- to the surviving spouse	76a											All grades/functions	C (C.1)
14. Advances on salary	76												

VIII. PAY AND SOCIAL BENEFITS

SUBJECT	Article of the Staff Regulations	Directo	or-General ADM	MIN	C	irectors DG AD	MIN	Luxembourg tal	easures concerr ken by the Direc for Luxembourg	tor responsible	Head	Is of unit DG ADI	MIN
		as regards th	ne staff of	Lead unit	as regards th	ne staff of	Appointing	as regards t	he staff of	"lead"	as regards	the staff of	Appointing
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission	DG ADMIN	leau	Commission	DG ADMIN	Authority
15. Pensions, severance grant, authentication of pensionable years, transfer of pension rights	Ann. VIII												
- resignation	41(4)												
- leave on personal grounds	40(3)												
- retirement in the interests of the service	50												
- parental leave	42a												
- invalidity	78				All grades/functions		ADMIN.C						
- death (3 months' remuneration)	70												
- transfers	Ann. VIII, Art. 11					•••••							
- amount of retirement pension	77												
- amount of invalidity pension	78												
- amount of survival pension	79-81a												
16. Recovery of undue payment	85												
17. Remuneration	62												
18. Bonus to the author of a patented invention	18 (3)					All grades/function s	ADMIN.D						

(1) In agreement with the DG JRC.

(2) In agreement with DG ADMIN (except where DG ADMIN itself is the DG concerned); responsible unit : B.3.

(3) Missions within the EU.

(4) Missions outside the EU.

(5) For ADM and AST in Luxembourg, Appointing Authority = Head of Unit ADMIN.C.2.

IX. BODIES PROVIDED FOR IN THE STAFF REGULATIONS.

SUBJECT	Article of the Staff Regulations							Specific meas staff in Luxer the Director Luxe	nbourg ta	aken by			
0000201		Direct	or-General A	DMIN	Direct	ors DG ADN	IIN				Heads of u	unit DG A	DMIN
		as regards th	ne staff of		as regards th	e staff of	Appointing				as regards the		Appointi ng
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission	DG ADMIN	"lead"	Commission	DG ADMIN	Authorit y
1. Joint Committee:													
 appointment of chairman and members 	Ann. II, Art. 2	х											
- appointment	9(4)	х										<u> </u>	
- convening of meetings - setting of deadlines	Ann. II, Art. 3 10a	x x											
2. Disciplinary board													
- appointment of chairman and alternate	Ann. IX, Art. 6(2)	x		IDOC									
- appointment of secretary	Ann. IX, Art. 7	Х		IDOC									
- appointment of two members and two alternates	Ann. IX, Art. 6(1) and (4)	x		IDOC									
 determining the list of further members 	Ann. IX, Art. 6(4)a)	x		IDOC									
 determining ad-hoc procedure for officials posted to a third country 	Ann. IX, Art. 5(5)	x (2)		IDOC									
3. Invalidity Committee													
- appointment of doctor by the Institution	Ann. II, Art. 7	х		C.3/C.4									
- consultation	59(1)		All grades and functions	C.3/C.4									
4. Reports Committee	Ann. II, Art. 10												
- appointment of members		х		A.4/A.5									
- consultation (1)		CL-CU		A.5							ADM-AST		A.4/C.2

IX. BODIES PROVIDED FOR IN THE STAFF REGULATIONS.

SUBJECT	Article of the Staff Regulations	Direct	or-General A	DMIN	Direct	ors DG ADN	<u>11N</u>	Specific meas staff in Luxer the Director Luxe	nbourg ta	aken by	Heads of u	unit DG A	DMIN
		as regards t	he staff of		as regards th	e staff of	Appointing	as regards the			as regards the		Appointi ng
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission	DG ADMIN	"lead"	Commission	DG ADMIN	Authorit y
5. Staff Regulations Committee													
- appointment of members	10	х		B.1		I]						
- consultation	10				х	Ι	B (B.1)						
 setting of deadlines 	10a				х		B (B.1)						
6. Common Joint Committee													
- appointment President and members	Ann. II, Art. 2	x				1							
- consultation	9(4)	х				1	1						
 convening of meetings 	Ann. II, Art. 3a	х				l							
 setting of deadlines 						1	1						
7. Staff Committee													
- setting of deadlines	10a	х	1		I	Ι]]
- term of office	Ann. II, Art. 1	х	Ι		Γ	Τ	1						
8. Agreement with the unions	10c												

 For senior management functions (DG-DGA-CHC-D-CP), consultation is automatic in the cases specified in the decision.
 With the Staff Committee.

X. TEMPORARY

		Director-G	eneral ADM	IN	Directo	rs DG ADMII		Specific measu in Luxembourg responsible	taken by the	e Director	Heads o	of unit DG ADM	VIN
		as regards the	staff of		as regards the	e staff of	Appointing	as regards th	e staff of		as regards th	e staff of	Appointing
SUBJECT	Articles of the CEOS	Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission	DG ADMIN	"lead"	Commission	DG ADMIN	Authority
1. Decision to engage and conclusion of contract and supplementary contract:	8, 10												
- temporary staff under Article 2(a) and (d) of CEOS													
- decision to engage and renewal		CL-CU		A.5							ADM-AST		A.4/ C.2
- conclusion of contract and supplementary contract											CL-CU		A.5
											ADM-AST		A.4/ C.2
temporary staff under Article 2(b) of CEOS decision to engage and renewal		CL-CU ADM		A.5 A.4/C.2	AST B*		A (A4)	AST		C.2	AST C*		A.4*
											CL-CU		A.5
- conclusion of contract and supplementary contract											ADM-AST		A.4/ C.2
- temporary staff under Article 2(c) of CEOS													
Exemption from the requirement to be a national of a Member State all temporary staff except those under Article 2(c)	12(2) a)				ADM-AST		A (A.4)	ADM-AST		C.2			
- temporary staff under Article 2(c)	12(2) a)												
3. Requirement to serve a probationary period, extension of probationary period	14	CL-CU		A.5							ADM-AST		A.4/ C.2
4. Rights and obligations	11												
5. Working hours	16, 1st para., 2					Delegation	of powers id	entical to those for	officials				
- overtime, shiftwork, standby duty, leave, (public holidays)													
6. Sick leave, right to remuneration	16, 3rd para., 4												
7. Leave without pay for personal reasons (1)	17											CL-CU-ADM- AST	D.3

X. TEMPORARY

		Director-G	eneral ADM	IN	Directo	rs DG ADMI		Specific measu in Luxembourg responsible	taken by th	e Director		f unit DG ADM	ЛІМ
		as regards the	staff of	Lead unit	as regards the	e staff of	Appointing Authority /	as regards th	e staff of	"lead"	as regards the	e staff of	Appointing
SUBJECT	Articles of the CEOS	Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	loud	Commission	DG ADMIN	Authority
8. Call-up leave	18											CL-CU-ADM- AST	D.3
9. Expatriation allowance,					1		1	1		1			
teaching allowance (Articles 66, 67, 69, & 70 of the Staff Regulations), fixed allowance (Article 4a of Annex VII to the Staff Regulations), allowances.	20, 21												
10. Reimbursement of expenses incurred on entering the service, transfer and leaving the service; or in the course or in connection with duties performed (Articles 5 to 15 of Annex VII to the Staff Regulations).	22, 26					Delegation	of powers id	entical to those for	officials				
11. Payment of sums due (Articles 16 and 17 of Annex VII to the Staff Regulations)	27												
12. Cover for sickness and accidents:	28, 1st para.												
- Exclusion from cover (Article 27 of the Staff Regulations)	28, 2nd para.										All grades/functions		C.3/ C.4
- Extension of cover (Article 27 of the Staff Regulations)	28, 3rd para., 4										All grades/functions		C.3/ C.4
- Monthly unemployment allowance	28a												
13. Grant of gifts, loans or advances (Article 76 of the Staff Regulations)	30					Delegation	of powers id	entical to those for	officials	l			
14. Suspension of payments and benefits for death or invalidity	31, 2nd para.										CL-CU		A.5
											ADM-AST		A.4/ C.2
15. Suspension of guaranteed benefits for death or invalidity	32										All grades/functions		C.3/ C.4

X. TEMPORARY

		Director-G	eneral ADM	IN	Directo	rs DG ADMII		Specific measu in Luxembourg responsible	taken by the	e Director		f unit DG ADI	MIN
		as regards the	staff of	Lead unit	as regards the	staff of	Appointing Authority /	as regards the	e staff of	"lead"	as regards the	e staff of	Appointing
SUBJECT	Articles of the CEOS	Commission	DG ADMIN			DG ADMIN	(lead)	Commission	DG ADMIN	leau	Commission	DG ADMIN	Authority
16. Pensions, severance grant, authentication of pensionable	33, 40, 42 + 34, 39												
years, transfer of pension rights	. 04, 00												
16a. Early retirement without financial penalty	39		•			•	•		•				
17. Recovery of overpayments	45					Delegation	of powers id	entical to those for	officials				
18. Termination of service on invalidity grounds	33												
19. Termination of contract													
- Temporary staff under Article 2(a), (b) and (d) of CEOS	14, 47, 48	CL-CU		A.5	ADM-AST		A (A.4)	ADM-AST		C.2			
- Temporary staff under Article 2(c) of CEOS	14, 47, 48												
20. Discipline	49, 50					Delegation	of powers id	entical to those for	officials				
21. Allowances on termination	14, 47-50												
22. Limitation of severance grant and resettlement allowance	49(2), 50(2)	All grades/functions		IDOC									

(1) In the event of employment during unpaid leave, the Appointing Authority is required to seek the opinion of the Director-General for Personnel and Administration before deciding.

* At the end of the transitional period, the Director of ADMIN.A is the Appointing Authority for AST staff.

Table of subdelegations/ ADMIN

XI. AUXILIARY STAFF

SUBJECT	Articles of the CEOS	Director-0	General ADN	ſIN	Direc	tors DG ADI	ИІМ			en by the		of unit DG A	DMIN
		as regards th	e staff of		as regards th	e staff of	•	as regards th	e staff of		as regards th	e staff of	
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Appointing Authority / (lead)	Commission	DG ADMIN	"lead"	Commission	DG ADMIN	Appointing Authority
1. Decision to engage and conclusion of contract.	53, 56										All categories		A.1/C.2
2. Exemption from the requirement to be a national of a Member State	55(1)				All categories		A (A.1)	All categories		C.2			
3. Rights and obligations (Articles 11 to 25 of Staff Regulations).	54		11			1							
 Working hours, overtime, shiftwork, standby duty, leave, public holidays. 	57				These powers	are exercise	d in accordance	e with the delegat	ion of power	s for officia	als.		
5. Grant of special leave.	58, 3rd para.												

XI. AUXILIARY STAFF

SUBJECT	Articles of the CEOS	Director-(General ADN	MIN	Direc	tors DG AD	MIN			en by the	Heads of unit DG ADMIN				
					2						neads of unit DO P				
		as regards th	e staff of		as regards th	e staff of	Appointing	as regards th	ne staff of	-	as regards th	e staff of	l.		
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission	DG ADMIN	"lead"	Commission	DG ADMIN	Appointing Authority		
6. Sick leave, right to remuneration.	59														
7. Unauthorised absence.	60														
(Articles 67and 69 of the Staff Regulations and Articles 1, 2, 4 and 4a of Annex VII to the Staff Regulations)	65														
9. Reimbursement of travel and mission expenses, housing and transport allowances	67				These powers	are exercise	d in accordance	e with the delega	tion of powe	rs for officia	als.				
10. Daily subsistence allowance	69														
11. Grant of gifts, loans or advances (Article 76 of Staff Regulations)	71														
12. Recovery of overpayments (Article 85 of Staff Regulations).	27														
13. Termination of contract.	74 75(1) 75(2)										All categories All categories All categories		A.1/ C.2 A.1/ C.2 A.1/ C.2		
	76 77	All categories		IDOC							All categories		A.1/ C.2		
14. Allowances on termination.	75(2)(a),(d)										All categories		A.1/ C.2		

XII. CONTRACT STAFF

SUBJECT	Articles of the CEOS	Director	r-General ADI	MIN				Specific measure Luxembourg ta responsible	ken by the	Director			
				1	Direc	tors DG AD	MIN			1	Heads o	MIN	
		as regards the staff of			as regards the staff of		Appointing	as regards the staff of			as regards the	staff of	Anneinting
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission DG ADMIN		"lead"	Commission	DG ADMIN	Appointing Authority
1. Decision to engage and conclusion of contract and supplementary contract:	3a; 3c, 82												
- Contract staff, Art. 3a of CEOS											All grades/functions		A.1/C.2
- Contract staff, Art. 3b of CEOS											All grades/functions		A.1/C.2
2. Exemption from the requirement to be a national of a Member State	82(3)				All grades/functions		A (A.1)	All grades/functions		C.2			
3. Exemption from the requirement to produce valid supporting documents	82(4)										All grades/functions		A.1/C.2
4. Extension of a probationary period	84(2)&3										All grades/functions		A.1/C.2
5. Rights and obligations	81, 11												
6. Working hours overtime (GFI and GFII), shiftwork, standby duty, leave (public holidays)	91, 16, 1st para., 2					Delegation	n of powers ident	tical to those for ADM	and AST				
7. Sick leave, right to remuneration.	91, 16, 3rd para., 4												
8. Leave without pay for personal reasons.	91, 17											All grades/functi ons	D.3
9. Call-up leave	91, 18											All grades/functi ons	D.3

XII. CONTRACT STAFF

SUBJECT	Articles of the CEOS	Directo	or-General AD	MIN				Specific measure Luxembourg ta responsible		Director				
					Direc	tors DG AD	/IN				Heads of	of unit DG AD	MIN	
		as regards t	he staff of		as regards the	e staff of	Appointing Authority /	as regards the	e staff of		as regards the	staff of	Appointing	
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	(lead)	Commission	DG ADMIN	"lead"	Commission	DG ADMIN	Authority	
10. Allowances expatriation allowance, teaching allowance (Articles 66, 67, 69, 70 and 70a of the Staff Regulations), allowances	92, 20, 21													
11. Reimbursement of expenses incurred on entering the service, transfer and leaving the service; or in the course of or in connection with duties performed (Articles 5 to 15 of Annex VII to the Staff Regulations)	92, 22, 26		Delegation of powers identical to those for ADM and AST.											
12. Payment of sums due (Articles 16 and 7 of Annex VII to the Staff Regulations)	92, 27													
13. Cover for sickness and accidents:	95, 28, 1st para.													
- Exclusion from cover (Article 72 of the Staff Regulations)	95, 28, 2nd para.										All grades/functions		C.3/C.4	
- Extension of cover (Art. 72 of the Staff Regulations)	95,28, 3rd para., 4										All grades/functions		C.3/C.4	
- Monthly unemployment allowance	96,28a								<u> </u>					
14. Grant of gifts, loans or advances (Article 76 of Staff Regulations)	98	Delegation of powers identical to those for ADM and AST.												
15. Suspension of payments and benefits for death or invalidity	99, 2nd para.		Statutory consequence of suspension of pay											
16. Suspension of guaranteed benefits for death or invalidity.	100										All grades/functions		C.3/C.4	

XII. CONTRACT STAFF

SUBJECT	Articles of the CEOS	Director	-General AD	MIN				Specific measure Luxembourg ta responsible	ken by the	Director			
					Directors DG ADMIN						Heads o	MIN	
		as regards the staff of			as regards the	staff of	Appointing	as regards the	staff of		as regards the	staff of	
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authority / (lead)	Commission	DG ADMIN	"lead"	Commission	DG ADMIN	Appointing Authority
17. Pensions, severance grant, authentication of pensionable years, transfer of pension rights	101, 110, 112, + 103,109												
18. Recovery of overpayments	116	Delegation of powers identical to those for ADM and AST.											
19. Termination of service on invalidity grounds.	102(3)												
20. Termination of contract:	84 (4), 119,47,48										All grades/functions		A.1/C.2
21. Discipline.	119, 49, 50					Delegation o	f powers identica	al to those for tempo	rary staff. (1)				
22. Allowances on termination.	84 (5), 119, 47 (1), 48												
23. Limitation of severance grant and resettlement allowance.	119,49(2), 50(2)	All grades/functions		IDOC									

(1) The ad-hoc procedure provided for in the second paragraph of Article 199 of the CEOS is established by the Director-General for Personnel and Administration in common accord with the Staff Committee.

XIII. SPECIAL ADVISERS

SUBJECT	Articles of the CEOS	Director-General ADMIN			Director	s DG ADM	IIN	Specific meas in Luxembour responsib	g taken b	Heads of unit DG ADMIN			
		as regards the staff of			as regards the	staff of	Appointi ng	as regards the staff of			as regards the staff of		Appointi ng
		Commission	DG ADMIN	Lead unit	Commission	DG ADMIN	Authorit y / (lead)	Commission	DG ADMIN	"lead"	Commis sion	DG ADMIN	Authorit y
 Decision to engage and conclusion of contract and supplementary contract: under specific decisions in the context of 	6												
- under specific decisions in the context of external policy - other													
2. Exemption from the requirement to be a national of a Member State	123				All grades		A						
3. Rights and obligations (Articles 11-25 of the Staff Regulations)	124												

(1) The Commissioner responsible for external relations by delegation of powers.