

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

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I. FILLING VACANT POSTS.

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III. CAREER

IV. TERMINATION OF SERVICE.

V. RIGHTS AND OBLIGATIONS

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

[Key](#)

DG	Directors-General, heads of department and equivalent
DGA	Deputy Directors-General and equivalent
CHC	Advisers Hors Classe and equivalent
D	Directors and equivalent
CP	Principal Advisers and equivalent
CL	Advisers and equivalent (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 officials
- C.2: Staff Regulations and social welfare policy - Luxembourg
- C.3: Medical Service - Luxembourg
- C.4: Medical Service - Brussels

ADMIN.D: Resources

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

TABLE OF SUBDELEGATIONS/ ADMIN

I. FILLING VACANT POSTS.

SUBJECT	Articles of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
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	Ann. III, Art. 3	CL-CU		ADMIN.A	ADM-AST		ADMIN.A						
For INTERINSTITUTIONAL competitions	Ann. III, Art. 3												
7. Adoptions of lists of candidates													
For competitions FOR A SPECIFIC INSTITUTION	Ann. III, Art. 4				All grades/functions		ADMIN.A						
For INTERINSTITUTIONAL competitions	Ann. III, Art. 4												
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.

TABLE OF SUBDELEGATIONS/ ADMIN

II. RECRUITMENT

SUBJECT	Articles of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
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		C						
4. Probationary period:							ADMIN.A (A.4)						
- extension	34(1)	CL-CU(1)		A.5	ADM			ADM		C.2	AST		A.4/C.2
- establishment	34(1)	CL-CU(1)		A.5							ADM-AST		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
6. Reintegration of official no longer satisfying requirements for payment of invalidity pension.	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.

TABLE OF SUBDELEGATIONS/ADMIN

III. CAREER

SUBJECT	Articles of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
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						
4. 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 secondment to a cabinet, see Commission Decision of 28 April 2004 on the Appointing Authority.													
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

TABLE OF SUBDELEGATIONS/ADMIN

III. CAREER

SUBJECT	Articles of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
8. Non-active status.	41												
9. Leave for military service.	42, 1st para.										All grades/functions	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.

TABLE OF SUBDELEGATIONS/ADMIN

IV. TERMINATION OF SERVICE.

SUBJECT	Articles of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
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.													
- with reduction of pension.	52(1) + Annex VIII 9(1)										CL-CU-ADM-AST		A.4/C.2
- without reduction in the interests of the service	52(1) + Annex VIII 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		C						
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.

TABLE OF SUBDELEGATIONS/ ADMIN

V. RIGHTS AND OBLIGATIONS

SUBJECT	Article of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
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/functions (1)	D.3
- Permission to accept a decoration												All grades/functions (1)	B.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			
3. 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

TABLE OF SUBDELEGATIONS/ ADMIN

V. RIGHTS AND OBLIGATIONS

SUBJECT	Article of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
9. Observation of privileges and immunities	23, 2nd para.										All grades/functions		B.3/ C.2
10. Special decision to issue laissez-passer	23, 3rd para.										All grades/functions		B.3/ C.2
11. Request for assistance	24	All grades/functions		B.2									
12. Complaints	90(2)	All grades/functions (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.

TABLE OF SUBDELEGATIONS/ ADMIN

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

SUBJECT	Articles of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	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						

TABLE OF SUBDELEGATIONS/ ADMIN

[VI. DISCIPLINE \(administrative inquiry, disciplinary proceedings\) and personal liability in cases of serious misc](#)

SUBJECT	Articles of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	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.					

TABLE OF SUBDELEGATIONS/ ADMIN

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

SUBJECT	Articles of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
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			

TABLE OF SUBDELEGATIONS/ ADMIN

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

SUBJECT	Articles of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
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)								

(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.

TABLE OF SUBDELEGATIONS/ADMIN

VII. Working conditions

SUBJECT	Article of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
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		C						
16. Requirement to take leave	59(5)				All grades/functions		C						
17. Annual medical check-up, fixing maximum amount	59(6)				All grades/functions		C						
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

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

TABLE OF SUBDELEGATIONS/ ADMIN

VIII. PAY AND SOCIAL BENEFITS

SUBJECT	Article of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
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													
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													
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-DCP			CL-CU-ADM-AST (3)	Director (Unit of employment) (5)						
			All grades/functions (4)	Directorate of employment									
- entertainment expenses, accommodation costs	Ann. VII, Art. 14					All grades/functions	Director (Unit of employment)						
- travel expenses	Ann. VII, Art. 15										DG-DGA-CHC-DCP		B.3/C.2

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VIII. PAY AND SOCIAL BENEFITS

SUBJECT	Article of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
15. Pensions, severance grant, authentication of pensionable years, transfer of pension rights	77-84 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/functions	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.

TABLE OF SUBDELEGATIONS/ ADMIN

IX. BODIES PROVIDED FOR IN THE STAFF REGULATIONS.

SUBJECT	Article of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
1. Joint Committee:													
- appointment of chairman and members	Ann. II, Art. 2	x											
- appointment	9(4)	x											
- convening of meetings	Ann. II, Art. 3	x											
- setting of deadlines	10a	x											
2. Disciplinary board													
- appointment of chairman and alternate	Ann. IX, Art. 6(2)	x		IDOC									
- appointment of secretary	Ann. IX, Art. 7	x		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. Invalidation Committee													
- appointment of doctor by the Institution	Ann. II, Art. 7	x		C.3/C.4									
- consultation	59(1)		All grades and functions	C.3/C.4									
4. Reports Committee													
- appointment of members	Ann. II, Art. 10	x		A.4/A.5									
- consultation (1)		CL-CU		A.5							ADM-AST	A.4/C.2	

TABLE OF SUBDELEGATIONS/ ADMIN

IX. BODIES PROVIDED FOR IN THE STAFF REGULATIONS.

SUBJECT	Article of the Staff Regulations	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
5. Staff Regulations Committee													
- appointment of members	10	x		B.1									
- consultation	10				x		B (B.1)						
- setting of deadlines	10a				x		B (B.1)						
6. Common Joint Committee													
- appointment President and members	Ann. II, Art. 2	x											
- consultation	9(4)	x											
- convening of meetings	Ann. II, Art. 3a	x											
- setting of deadlines													
7. Staff Committee													
- setting of deadlines	10a	x											
- term of office	Ann. II, Art. 1	x											
8. Agreement with the unions	10c												

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

(2) With the Staff Committee.

TABLE OF SUBDELEGATIONS/ ADMIN

X. TEMPORARY

SUBJECT	Articles of the CEOS	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
1. Decision to engage and conclusion of contract and supplementary contract:	8, 10												
- temporary staff under Article 2(a) and (d) of CEOS		CL-CU		A.5							ADM-AST		A.4/ C.2
- decision to engage and renewal											CL-CU		A.5
- conclusion of contract and supplementary contract											ADM-AST		A.4/ C.2
- temporary staff under Article 2(b) of CEOS		CL-CU		A.5									
- decision to engage and renewal		ADM		A.4/C.2	AST B*		A (A..4)	AST		C.2	AST C*		A.4*
- conclusion of contract and supplementary contract											CL-CU		A.5
- temporary staff under Article 2(c) of CEOS											ADM-AST		A.4/ C.2
2. 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												
- 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

Delegation of powers identical to those for officials

TABLE OF SUBDELEGATIONS/ ADMIN

X. TEMPORARY

SUBJECT	Articles of the CEOS	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN													
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority											
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN												
8. Call-up leave	18											CL-CU-ADM-AST	D.3											
9. Expatriation allowance, 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	Delegation of powers identical to those for officials																						
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																							
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.	Delegation of powers identical to those for officials																						
- 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 identical to those for officials																						
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											

TABLE OF SUBDELEGATIONS/ ADMIN

X. TEMPORARY

SUBJECT	Articles of the CEOS	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
16. Pensions, severance grant, authentication of pensionable years, transfer of pension rights	33, 40, 42 + 34, 39												
16a. Early retirement without financial penalty	39	Delegation of powers identical to those for officials											
17. Recovery of overpayments	45												
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 identical 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-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
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	These powers are exercised in accordance with the delegation of powers for officials.											
4. Working hours, overtime, shiftwork, standby duty, leave, public holidays.	57												
5. Grant of special leave.	58, 3rd para.												

Table of subdelegations/ ADMIN

XI. AUXILIARY STAFF

SUBJECT	Articles of the CEOS	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
6. Sick leave, right to remuneration.	59												
7. Unauthorised absence.	60	These powers are exercised in accordance with the delegation of powers for officials.											
(Articles 67 and 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												
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										All categories		A.1/ C.2
	75(1)										All categories		A.1/ C.2
	75(2)										All categories		A.1/ C.2
	76	All categories		IDOC									
	77										All categories		A.1/ C.2
14. Allowances on termination.	75(2)(a),(d)										All categories		A.1/ C.2

TABLE OF SUBDELEGATIONS/ ADMIN

XII. CONTRACT STAFF

SUBJECT	Articles of the CEOS	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
1. Decision to engage and conclusion of contract and supplementary contract: - Contract staff, Art. 3a of CEOS - Contract staff, Art. 3b of CEOS	3a; 3c, 82											All grades/functions All grades/functions	A.1/C.2 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	Delegation of powers identical to those for ADM and AST											
6. Working hours overtime (GFI and GFII), shiftwork, standby duty, leave (public holidays)	91, 16, 1st para., 2												
7. Sick leave, right to remuneration.	91, 16, 3rd para., 4												
8. Leave without pay for personal reasons.	91, 17											All grades/functions	D.3
9. Call-up leave	91, 18											All grades/functions	D.3

TABLE OF SUBDELEGATIONS/ ADMIN

XII. CONTRACT STAFF

SUBJECT	Articles of the CEOS	Director-General ADMIN			Directors DG ADMIN				Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority	
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		
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: - Exclusion from cover (Article 72 of the Staff Regulations)	95, 28, 1st para. 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													
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

TABLE OF SUBDELEGATIONS/ ADMIN

XII. CONTRACT STAFF

SUBJECT	Articles of the CEOS	Director-General ADMIN			Directors DG ADMIN				Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority	
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		
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 of powers identical to those for temporary 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.

TABLES OF SUBDELEGATIONS/ ADMIN

XIII. SPECIAL ADVISERS

SUBJECT	Articles of the CEOS	Director-General ADMIN			Directors DG ADMIN			Specific measures concerning staff in Luxembourg taken by the Director responsible for Luxembourg			Heads of unit DG ADMIN		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		"lead"	as regards the staff of		Appointing Authority
		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN		Commission	DG ADMIN	
1. Decision to engage and conclusion of contract and supplementary contract: - under specific decisions in the context of external policy - other	6												
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.