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AA Table/Administrative appropriations (Annex I)

III. CAREER

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General responsible for personnel	Director(s)-General concerned*
1. Temporary posting	7(2)	DG-DGA-CHC-D-CP		CL/CU - ADM - AST (1)	
2. Promotions					
- drawing up of lists:	45(1)	DG-DGA-CHC-D-CP		CL/CU - ADM - AST	
3. Transfer to higher category	Annex XIII – Art. 5(2)			B* to A* C* to B* D* to C*	
3a. Attestation (drawing up the list of officials selected in order of priority)	Annex XIII - Art. 10(3)			to AST	
4. Certification (2)					
- adopt the list of those selected for the training programme	45a(2)			To be decided in 2005	
- adopt the list	45a(1)(c)			To be decided in 2005	
5. Secondment in the interests of the service (3)(4)	37(1)(a); 38	DG-DGA-CHC-D-CP		CL/CU - ADM - AST	
	<p>In the case of a Head of Cabinet, deputy Head of Cabinet or Head of Representation: this power is delegated to the Member of the Commission responsible for personnel and administration, in agreement with the President, in the case of secondments to the office of a Member of the Commission. The Directorates-General of origin are informed.</p> <p>For a member of the Cabinet (ADM, AST - ex-A*,B*,C*,D*): this power is delegated to the Director-General of Personnel and Administration, with notification of the President's Cabinet and the Directorate-General of origin, in the case of secondments to the office of a Commission Member. In the case of secondments of an OLAF official, OLAF must give its agreement.</p>				
6. Secondment on request:					
- granting, extension	37(1)(b); 39	DG-DGA-CHC-D-CP			CL/CU - ADM - AST
- reinstatement	39(f)	DG-DGA-CHC-D-CP		CL/CU - ADM - AST	
7. Leave on personal grounds:					
- granting, extension	40	DG-DGA-CHC-D-CP			CL/CU - ADM - AST (6)
- reinstatement	40	DG-DGA-CHC-D-CP		CL/CU - ADM - AST	

AA Table/Administrative appropriations (Annex I)

III. CAREER

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General responsible for personnel	Director(s)-General concerned*
8. Non-active status	41		All grades / functions		
9. Leave for military service	42, 48 para 1+B67				All grades/functions
10. Classification in a lower function group or grade due to incompetence	51	DG-DGA-CHC-D-CP			CL/CU - ADM - AST (5)
11. Additional step linked to function	44(2)			DG-D-CU	

* Including Directors of the Commission's administrative offices (PMO, OIB, OIL)

(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 responsible for personnel has the powers of the appointing authority.

(4) As regards the secondment of officials between departments of the Institution, the powers of the appointing authority are held by the Director-General of origin and the Director-General of posting. If there is any disagreement between the two, the powers of the appointing authority are held by the Director-General responsible for personnel.

(5) The powers are exercised jointly by délégation 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.

AA tables/research budget/RTD (Annex II)

III. CAREER

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General responsible for personnel	Director General DG RTD
1. Temporary posting	7(2)	DG-DGA-CHC			D-CP-CL/CU - ADM - AST (1)
2. Promotions					
- drawing up of lists:	45(1)	DG-DGA-CHC-D-CP			CL/CU - ADM - AST
3. Transfer to higher category	Annex XIII – Art. 5(2)				B* to A* C* to B* D* to C*
3a. Attestation (drawing up the list of officials selected in order of priority)	Annex XIII - Art. 10(3)			to AST	
4. Certification (2)					
- adopt the list of those selected for the training programme	45a(2)		To be decided in 2005		
- adopt the list	45a(1)(c)		To be decided in 2005		
5. Secondment in the interests of the service (3)(4)	37(1)(a); 38	DG-DGA-CHC-D-CP			CL/CU - ADM - AST
	<p>In the case of a Head of Cabinet, deputy Head of Cabinet or Head of Representation: this power is delegated to the Member of the Commission responsible for personnel and administration, in agreement with the President, in the case of secondments to the office of a Member of the Commission. The Directorates-General of origin are informed.</p> <p>For a member of the Cabinet (AD, AST): this power is delegated to the Director-General of Personnel and Administration, with notification of the President's Cabinet and the Directorate-General of origin, in the case of secondments to the office of a Commission Member. In the case of secondments of an OLAF official, OLAF must give its agreement.</p>				
6. Secondment on request:					
- granting, extension	37(1)(b); 39	DG-DGA-CHC-D-CP			CL/CU - ADM - AST
- reinstatement	39(f)	DG-DGA-CHC-D-CP			CL/CU - ADM - AST
7. Leave on personal grounds:					
- granting, extension	40				All grades and functions (6)
- reinstatement	40	DG-DGA-CHC-D-CP			CL/CU - ADM - AST

AA tables/research budget/RTD (Annex II)

III. CAREER

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General responsible for personnel	Director General DG RTD
8. Non-active status	41		All grades and functions		
9. Leave for military service	42, 28 para 1				All grades and functions
10. Classification in a lower category or grade due to incompetence	51	DG-DGA-CHC-D-CP			CL/CU - ADM - AST (5)
11. Additional step linked to function	44(2)			DG-D-CU	

(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 responsible for personnel has the powers of the appointing authority.

(4) As regards the secondment of officials between departments of the Institution, the powers of the appointing authority are held by the Director-General of origin and the Director-General of posting.

If there is any disagreement between the two, the powers of the appointing authority are held by the Director-General responsible for personnel

(5) The powers are exercised jointly by delegation by the Director-General for personnel and administration, the Director-General for science, research and development 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.

AA tables/research budget/JRC (Annex II)

III. CAREER

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General responsible for personnel	Director General JRC
1. Temporary posting	7(2)	DG-DGA-CHC			D-CP-CL/CU - ADM - AST (1)
2. Promotions					
- drawing up of lists	45(1)	DG-DGA-CHC-D-CP			CL/CU - ADM - AST
3. Transfer to higher category	Annex XIII – Art. 5(2)				B* to A* C* to B* D* to C*
3a. Attestation (drawing up the list of officials selected in order of priority)	Annex XIII - Art. 10(3)			to AST	
4. Certification (2)					
- adopt the list of those selected for the training programme	45a(2)			To be decided in 2005	
- adopt the list	45a(1)(c)			To be decided in 2005	
5. Secondment in the interests of the service (3)(4)	37(1)(a); 38	DG-DGA-CHC-D-CP			CL/CU-ADM-AST
	<p>In the case of a Head of Cabinet, deputy Head of Cabinet or Head of Representation: this power is delegated to the Member of the Commission responsible for personnel and administration, in agreement with the President, in the case of secondments to the office of a Member of the Commission. The Directorates-General of origin are informed.</p> <p>For a member of the Cabinet (AD, AST): this power is delegated to the Director-General of Personnel and Administration, with notification of the President's Cabinet and the Directorate-General of origin, in the case of secondments to the office of a Commission Member. In the case of secondments of an OLAF official, OLAF must give its agreement.</p>				
6. Secondment on request:					
- granting, extension	37(1)(b); 39	DG-DGA-CHC-D-CP			CL/CU - ADM - AST
- reinstatement	39(f)	DG-DGA-CHC-D-CP			CL/CU - ADM - AST
7. Leave on personal grounds:					
- granting, extension	40				All grades/functions(6)
- reinstatement	40	DG-DGA-CHC-D-CP			CL/CU - ADM - AST

AA tables/research budget/JRC (Annex II)

III. CAREER

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General responsible for personnel	Director General JRC
8. Non-active status	41		All grades / functions		
9. Leave for military service	42, 28 para 1				All grades/functions
10. Classification in a lower category/grade due to incompetence	51	DG-DGA-CHC-D-CP			CL/CU - ADM - AST (5)
11. Additional step linked to function	44(2)			DG-D-CU	

(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 responsible for personnel has the powers of the appointing authority.

(4) As regards the secondment of officials between departments of the Institution, the powers of the appointing authority are held by the Director-General of origin and the Director-General of posting.

If there is any disagreement between the two, the powers of the appointing authority are held by the Director-General responsible for personnel.

(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.

AA Table/Administrative appropriations (Annex I)

VI. DISCIPLINE (administrative investigation, disciplinary procedure) and financial liability in cases of serious misconduct

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	Director(s)-General concerned*
1. Opening of an administrative inquiry	Annex IX, Art. 2(1) and 1(1)			For all officials (AD 16–AST1):Director-general for personnel and administration in agreement with the Secretary-General	
2. Report on the hearing in the context of the administrative investigation in cases of strictest confidentiality.	Annex IX, Art. 1(2)			For all officials (AD 16–AST1) :Secretary-general in agreement with the Director-General for Personnel and Administration.	
3. Informing the official concerned when an administrative investigation is closed	Annex IX, Art. 1(3); 2(1)			For all officials (AD 16–AST1)	
4. Informing the official concerned when an administrative investigation ends and communicating to him the conclusions of the investigation report and other documents	Annex IX, Art. 2(2)			For all officials (AD 16–AST1)	
5. Preliminary hearing and initiation of disciplinary proceedings	Annex IX, Art 3		AD 16-AD 14 (1)(2)	AD 14-AST 1	
6. Referring cases to the Disciplinary Board	Art. 12, Annex IX	AD 16-AD 14 (2)		AD 14-AST 1	
7. Withdrawing a case from the Disciplinary Board	14 Annex IX	AD 16-AD 14 (2)		AD 14-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).	

AA Table/Administrative appropriations (Annex I)

VI. DISCIPLINE (administrative investigation, disciplinary procedure) and financial liability in cases of serious misconduct

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	Director(s)-General concerned*
8. Representation of the Appointing Authority before the Disciplinary Board	Annex IX, Art. 16(2)				For all officials (AD 16–AST1):The Director of IDOC(3) or his/her representative
9. Hearing preceding a possible penalty (without or after referring the case to the Disciplinary Board)	Annex IX, Art. 11; 14 para 2; 22(1)	AD 16-AD 14(2)		AD 14-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).	
10. Penalty without or after referring the case to the Disciplinary Board	Annex IX, Art. 9; 11; 14 para 2; 22	AD 16 - AD 14(2)		AD 14-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).	
11. Reimbursement of expenses in exceptional cases	Annex IX, Art. 21(2)			For all officials (AD 16–AST1)	
12. Where case is closed without imposing any disciplinary penalty: informing the official concerned and, where appropriate, suitable publicity for this decision	Annex IX, Art. 22(2) and 29			For all officials (AD 16–AST1)	
13. Reopening of disciplinary proceedings where new facts come to light	28 Annex IX	AD 16-AD 14 (2)		AD 14-AST 1	

AA Table/Administrative appropriations (Annex I)

VI. DISCIPLINE (administrative investigation, disciplinary procedure) and financial liability in cases of serious misconduct

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	Director(s)-General concerned*
14. Suspension for serious misconduct (preliminary hearing and decision)	Annex IX, Art. 23, 24	AD 16-AD 14 (2)		AD 14-AST 1	
15. Deletion of reference to disciplinary penalty from personal file	27 Annex IX	AD 16-AD 14 (2)		AD 14-AST 1	
16. Personal liability in cases of serious misconduct	Art. 22(2) of the Staff Regulations	AD 16-AD 14 (2)		AD 14-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).	

* Including Directors of the Commission's administrative offices (PMO, OIB, OIL)

- (1) The Commission member may subdelegate the power to hold a preliminary hearing or designate a person to hold the hearing in his or her place.
- (2) For senior officials of grade AD 14 (directors and equivalent).
- (3) The Director is authorised, where necessary, to designate another IDOC official.

AA Table/Research/RTD (Annex II)

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

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	Director-General of DG RTD
1. Opening of an administrative inquiry	Annex IX, Art. 2(1) and 1(1)			For all officials (AD 16–AST1):Director-general for personnel and administration in agreement with the Secretary-General	
2. Report on the hearing in the context of the administrative investigation in cases of strictest confidentiality.	Annex IX, Art. 1(2)			For all officials (AD 16–AST1) :Secretary-general in agreement with the Director-General for Personnel and Administration.	
3. Informing the official concerned when an administrative investigation is closed	Annex IX, Art. 1(3); 2(1)			For all officials (AD 16–AST1)	
4. Informing the official concerned when an administrative investigation ends and communicating to him the conclusions of the investigation report and other documents	Annex IX, Art. 2(2)			For all officials (AD 16–AST1)	
5. Preliminary hearing and initiation of disciplinary proceedings	Annex IX, Art 3		AD 16-AD 14 (1)(2)	AD 14-AST 1	
6. Referring cases to the Disciplinary Board	Annex IX, Art 12	AD 16-AD 14 (2)		AD 14-AST 1	

AA Table/Research/RTD (Annex II)

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

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	Director-General of DG RTD
7. Withdrawing a case from the Disciplinary Board	Annex IX, Art 14	AD 16-AD 14 (2)		AD 14-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).	
8. Representation of the Appointing Authority before the Disciplinary Board	Annex IX, Art. 16(2)	For all officials (AD 16–AST1):The Director of IDOC(3) or his/her representative			
9. Hearing preceding a possible penalty (without or after referring the case to the Disciplinary Board)	Annex IX, Art 11, 14 para 2, 22(1)	AD 16-AD 14 (2)		AD 14-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).	
10. Penalty without or after referring the case to the Disciplinary Board	Annex IX, Art 9, 11, 14 para 2, 22	AD 16-AD 14 (2)		AD 14-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).	
11. Reimbursement of expenses in exceptional cases	Annex IX, Art. 21(2)			For all officials (AD 16–AST1)	

AA Table/Research/RTD (Annex II)

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

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	Director-General of DG RTD
12. Where case is closed without imposing any disciplinary penalty: informing the official concerned and, where appropriate, suitable publicity for this decision	Annex IX, Art. 22(2) and 29			For all officials (AD 16–AST1)	
13. Reopening of disciplinary proceedings where new facts come to light	Annex IX, Art 28	AD 16-AD 14 (2)		AD 14-AST 1	
14. Suspension for serious misconduct (preliminary hearing and decision)	Annex IX, Art. 23, 24	AD 16-AD 14 (2)		AD 14-AST 1	
15. Deletion of reference to disciplinary penalty from personal file	Annex IX, Art 27	AD 16-AD 14 (2)		AD 14-AST 1	
16. Personal liability in cases of serious misconduct	Art. 22, 2nd para of the Staff Regulations	AD 16-AD 14 (2)		AD 14-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 Commission member may subdelegate the power to hold a preliminary hearing or designate a person to hold the hearing in his or her place.

(2) For senior officials of grade AD 14 (directors and equivalent).

(3) The Director is authorised, where necessary, to designate another IDOC official.

AA Table/Research/JRC (Annex II)

[VI. Discipline \(administrative investigation, disciplinary procedure\) and personal liability in cases of serious misconduct](#)

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	Director-General JRC
1. Opening of an administrative inquiry	Annex IX, Art. 2(1) and 1(1)			For all officials (AD 16-AST1):Director-general for personnel and administration in agreement with the Secretary-General	
2. Report on the hearing in the context of the administrative investigation in cases of strictest confidentiality.	Annex IX, Art. 1(2)			For all officials (AD 16-AST1) :Secretary-general in agreement with the Director-General for Personnel and Administration.	
3. Informing the official concerned when an administrative investigation is closed	Annex IX, Art. 1(3); 2(1)			For all officials (AD 16-AST1)	
4. Informing the official concerned when an administrative investigation ends and communicating to him the conclusions of the investigation report and other documents	Annex IX, Art. 2(2)			For all officials (AD 16-AST1)	
5. Preliminary hearing and initiation of disciplinary proceedings	Annex IX, Art 3		AD 16-AD 14 (1)(2)	AD 14-AST 1	

AA Table/Research/JRC (Annex II)

[VI. Discipline \(administrative investigation, disciplinary procedure\) and personal liability in cases of serious misconduct](#)

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	Director-General JRC
6. Referring cases to the Disciplinary Board	Annex IX, Art 12	AD 16-AD 14 (2)		AD 14-AST 1	
7. Withdrawing a case from the Disciplinary Board	Annex IX, Art 14	AD 16-AD 14 (2)		AD 14-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).	
8. Representation of the Appointing Authority before the Disciplinary Board	Annex IX, Art. 16(2)			For all officials (AD 16-AST1):The Director of IDOC(3) or his/her representative	
9. Hearing preceding a possible penalty (without or after referring the case to the Disciplinary Board)	Annex IX, Art 11, 14 para 2, 22(1)	AD 16-AD 14 (2)		AD 14-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).	
10. Penalty without or after referring the case to the Disciplinary Board	Annex IX, Art 9, 11, 14 para 2, 22	AD 16-AD 14 (2)		AD 14-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).	
11. Reimbursement of expenses in exceptional cases	Annex IX, Art. 21(2)			For all officials (AD 16-AST1)	

AA Table/Research/JRC (Annex II)

[VI. Discipline \(administrative investigation, disciplinary procedure\) and personal liability in cases of serious misconduct](#)

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	Director-General JRC
12. Where case is closed without imposing any disciplinary penalty: informing the official concerned and, where appropriate, suitable publicity for this decision	Annex IX, Art. 22(2) and 29			For all officials (AD 16-AST1)	
13. Reopening of disciplinary proceedings where new facts come to light	Annex IX, Art 28	AD 16-AD 14 (2)		AD 14-AST 1	
14. Suspension for serious misconduct (preliminary hearing and decision)	Annex IX, Art. 23, 24	AD 16-AD 14 (2)		AD 14-AST 1	
15. Deletion of reference to disciplinary penalty from personal file	Annex IX, Art 27	AD 16-AD 14 (2)		AD 14-AST 1	
16. Personal liability in cases of serious misconduct	Art. 22, 2nd para of the Staff Regulations	AD 16-AD 14 (2)		AD 14-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 Commission member may subdelegate the power to hold a preliminary hearing or designate a person to hold the hearing in his or her place.

(2) For senior officials of grade AD 14 (directors and equivalent).

(3) The Director is authorised, where necessary, to designate another IDOC official.

AA Table/OLAF (Annex III)

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

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	OLAF Director
1. Opening of an administrative inquiry	Annex IX, Art. 2(1) and 1(1)	For the Director of OLAF		For all officials (AD 16-AST1):Director-general for personnel and administration in agreement with the Secretary-General	
2. Report on the hearing in the context of the administrative investigation in cases of strictest confidentiality.	Annex IX, Art. 1(2)			For all officials (AD 16-AST1) :Secretary-general in agreement with the Director-General for Personnel and Administration.	
3. Informing the official concerned when an administrative investigation is closed	Annex IX, Art. 1(3); 2(1)			For all officials (AD 16-AST1)	
4. Informing the official concerned when an administrative investigation ends and communicating to him the conclusions of the investigation report and other documents	Annex IX, Art. 2(2)			For all officials (AD 16-AST1)	
5. Preliminary hearing and initiation of disciplinary proceedings	Annex IX, Art 3	For the Director of OLAF	AD 16-AD 14 (1)(2)	AD 14-AST 1	
6. Referring cases to the Disciplinary Board	Annex IX, Art 12	AD 16-AD 14 (2)		AD 14-AST 1	

AA Table/OLAF (Annex III)

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

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	OLAF Director
7. Withdrawing a case from the Disciplinary Board	Annex IX, Art 14	AD 16-AD 14 (2)		AD 14-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).	
8. Representation of the Appointing Authority before the Disciplinary Board	Annex IX, Art. 16(2)	For all officials (AD 16–AST1):The Director of IDOC(3) or his/her representative			
9. Hearing preceding a possible penalty (without or after referring the case to the Disciplinary Board)	Annex IX, Art 11, 14 para 2, 22(1)	AD 16-AD 14(2)		AD 14-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).	
10. Penalty without or after referring the case to the Disciplinary Board	Annex IX, Art. 9, 11, 14 para 2, 22	AD 16 - AD 14(2)		AD 14-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).	
11. Reimbursement of expenses in exceptional cases	Annex IX, Art. 21(2)			For all officials (AD 16–AST1)	
12. Where case is closed without imposing any disciplinary penalty: informing the official concerned and, where appropriate, suitable publicity for this decision	Annex IX, Art. 22(2) and 29			For all officials (AD 16–AST1)	
13. Reopening of disciplinary proceedings where new facts come to light	Annex IX, Art 28	AD 16-AD 14 (2)		AD 14-AST 1	

AA Table/OLAF (Annex III)

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

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for personnel	Director-General for Personnel	OLAF Director
14. Suspension for serious misconduct (preliminary hearing and decision)	Annex IX, Art. 23, 24	AD 16-AD 14 (2)		AD 14-AST 1	
15. Deletion of reference to disciplinary penalty from personal file	Annex IX, Art 27	AD 16-AD 14 (2)		AD 14-AST 1	
16. Personal liability in cases of serious misconduct	Art. 22(2) of the Staff Regulations	AD 16-AD 14 (2)		AD 14-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 Commission member may subdelegate the power to hold a preliminary hearing or designate a person to hold the hearing in his or her place.
- (2) For senior officials of grade AD 14 (directors and equivalent).
- (3) The Director is authorised, where necessary, to designate another IDOC official.

ARCCE Table/Administrative appropriations (Annex I)

XI. TEMPORARY STAFF

SUBJECT	Articles of CEOS	Commission	Member of the Commission responsible for personnel	Director-General responsible for personnel	Director(s)-General concerned*	PMO Director
1. Decision to engage and conclusion of contract and supplementary contract:	8, 10					
- Temporary staff under Art 2(a) of CEOS		DG-DGA-CHC-D-CP		CL/CU - ADM - AST		
- Temporary staff under Art 2(b) of CEOS		DG-DGA-CHC-D-CP		CL/CU - ADM - AST		
- Temporary staff under Art 2(c) of CEOS				This power is delegated to: see footnote (1)		
- Temporary staff under Art 2(d) of CEOS		DG-DGA-CHC-D-CP		CL/CU - ADM - AST		
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)	DG-DGA-CHC-D-CP	CL/CU	ADM-AST		
- temporary staff under Article 2(c)	12(2)(a)			This power is delegated to: see footnote (2)		
3. Requirement to serve a probationary period, extension of probationary period	14	DG-DGA-CHC-D-CP		CL/CU - ADM - AST		
4. Rights and obligations	11			Delegation of powers identical to those in table V for officials		
5. Working hours overtime, shiftwork, standby duty, leave, (public holidays)	16 para 1 and 2			Delegation of powers identical to those in tables VII and VIII for officials		
6. Sick leave, right to remuneration	16 para 3, 4			All grades/functions		
7. Leave without pay for personal reasons	17	DG-DGA-CHC-D-CP			CL/CU - ADM - AST (4)	
8. Call-up leave	18				All grades/functions	
9. Expatriation allowance, teaching allowance (Articles 66, 67, 69 and 70 of the Staff Regs.), fixed allowance (Article 4a of Annex VII to the Staff Regs.), allowances.	20, 21			Delegation of powers identical to those in table VIII 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 Staff Regs.)	22, 26			Delegation of powers identical to those in table VIII for officials		
11. Payment of sums due (Articles 16 and 7 of Annex VII to Staff Regs.)	27			Delegation of powers identical to those in table VIII for officials		
12. Cover for sickness and accidents:	28 para 1			Delegation of powers identical to those in table VIII for officials		
- Exclusion from cover (Article 72 of Staff Regs.)	28 para 2			All grades/functions		
- Extension of cover (Article 72 of Staff Regs.)	28 paras 3, 4			All grades/functions		
- Monthly unemployment allowance	28a					All grades/functions

ARCCE Table/Administrative appropriations (Annex I)

XI. TEMPORARY STAFF

SUBJECT	Articles of CEOS	Commission	Member of the Commission responsible for personnel	Director-General responsible for personnel	Director(s)-General concerned*	PMO Director
13. Grant of gifts, loans or advances (Article 76 of Staff Regs.)	30			Delegation of powers identical to those in table VIII for officials		
14. Suspension of payments and benefits for death or invalidity	31 para 2			All grades and functions		
15. Suspension of guaranteed benefits for death or invalidity	32			All grades and functions		
16. Pensions, severance grant, authentication of pensionable years, transfer of pension rights	33, 40, 42 + 34, 39					All grades/functions
16a. Early retirement without financial penalty	39		All grades and functions			
17. Recovery of overpayments	45			Delegation of powers identical to those in table VIII for officials		
18. Termination of service on invalidity grounds	33			Delegation of powers identical to those for officials		
19. Termination of contract						
- Temporary staff under Art 2(a), (b) and (d) of CEOS	14, 47, 48	DG-DGA-CHC-D-CP		CU/CU - ADM - AST		
- Temporary staff under Art. 2(c)	14, 47, 48			This power is delegated to: see footnote (3)		
20. Discipline.	49, 50			Delegation of powers identical to those in table VI for officials		
21. Allowances on termination	14, 47-50					All grades/functions
22. Limitation of severance grant and resettlement allowance	49(2), 50(2)			All grades/functions		

(1) For the Head of Cabinet, Deputy Head of Cabinet and Head of Representation: this power is delegated to the Member of the Commission responsible for personnel and administration, in agreement with the President. Any Directorate-General of origin is informed.

For a Member of Cabinet: this power is delegated to the Director-General for Personnel and Administration, and the President's Private Office is informed. Any Directorate-General of origin is informed.

(2) For the Head of Cabinet, Deputy Head of Cabinet and Head of Representation: this power is delegated to the Member of the Commission responsible for personnel and administration, in agreement with the President.
- For a Member of Cabinet: this power is delegated to the Director-General for Personnel and Administration, and the President's Private Office is informed.

(3) For the Head of Cabinet, Deputy Head of Cabinet and Head of Representation: this power is delegated to the Member of the Commission responsible for personnel and administration, in agreement with the President. For a Member of Cabinet: this power is delegated to the Director-General for Personnel and Administration, and the President's Private Office is informed.

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

* Including the Directors of the Commission's Administrative Offices (PMO, OIB, OIL).