

**Annex to the Decision of 3 February 2010 by the Director-General of DG HR to subdelegate certain Appointing Authority powers**

**TABLE OF POWERS CONFERRED ON THE APPOINTING AUTHORITY AND ON THE AUTHORITY RESPONSIBLE FOR CONCLUDING CONTRACTS OF EMPLOYMENT SUBDELEGATED WITHIN DG HR**

**Key**

<b>DG</b>	Directors-General, heads of department and equivalent
<b>DGA</b>	Deputy Directors-General and equivalent
<b>CHC</b>	Advisers Hors Classe and equivalent
<b>D</b>	Directors and equivalent
<b>CP</b>	Principal Advisers and equivalent
<b>CL</b>	Advisers and equivalent (CL13-14: CL in AD13-AD14 / and CL9-12 by analogy)
<b>CU</b>	Heads of Unit and equivalent (CU13-14: CU in AD13-AD14 / and CU9-12 by analogy)
<b>ADM</b>	All administrators not in the organigramme (AD5-AD14)
<b>AST</b>	All persons in function group AST (AST1-AST11)

**Simplified procedure:** in agreement with the President, the Member of the Commission responsible for human resources and the Member of the Commission responsible for the department concerned

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

**Numbering of sub-tables and lines:** it follows that of Commission Decision of 30 November 2007, as amended. The subjects for which the Director-General of DG HR is not responsible are not mentioned in the present table. Accordingly, it may be that the numbering is not continuous.

**Title of the directorates and units mentioned below:**

**HR.A: Organisation and Executive Staff - CCA Permanent Rapporteur**

HR.A.2: Executive Staff and CCA Secretariat

**HR.B: HR Core Processes 1: Career**

HR.B.1: Ethics, Rights and Obligations

HR.B.2: Recruitment and End of Service

HR.B.4: Career and Performance Management

HR.B.5: Equal Opportunities and Working Conditions

**HR.R: Shared Resource Services**

HR.R.1: Local Services

**HR.C: HR Core Processes 2: Social Policy and Health**

HR.C.1: Social Welfare

HR.C.3: Medical service - Brussels

HR.C.4: Medical service - Luxembourg

HR.C.5: Medical service - Ispra

**HR.D: Legal Affairs, Communication and Stakeholder Relations**

HR.D.1: Legal Affairs and European Civil Service Law

HR.D.2: Appeals and Case Monitoring

**HR.IDOC: Disciplinary and Investigation Office**

**TABLE OF SUBDELEGATIONS / HR**

**I. FILLING VACANT POSTS.**

SUBJECT	Articles of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>1. Vacancy notice</b>										
- determining of level	4, 2nd para.	CU-CL 13/14 (1)		HR.A.2 HR.R.1					ADM-AST	HR.R.1
- decision to publish	4, 2nd para.		D(2)-CP(2)-CU-CL	HR.R.1					ADM-AST	HR.R.1
<b>2. Procedure for filling a vacant post:</b>										
- consideration of the possibility of promotion	29(1)(a)(iii)		CU-CL 13/14 (2)	HR.A.2						
- consideration of the possibility of certification	29(1)(a)(ii)							AST 5/11		HR B.4
- transfer between DGs (at official's request) (3)	29(1)(a)(i)		CU-CL 13/14 (2) - CU-CL 9/12 (4)	HR.R.1				ADM-AST		HR.B.4
- transfer within a DG (at official's request)	29(1)(a)(i)		CU-CL 13/14 (2) - CU-CL 9/12 (4)	HR.R.1					ADM-AST	HR.R.1
- transfer between DGs (reassignment in the interests of the service) (5)	7(1)	CU-CL 13/14 (6) - CU- CL 9/12 (7)		HR.A.2				ADM-AST		HR.B.4
- transfer between DGs (job sharing) (9)	7(1) and 29(1)(a)(i)	CL-CU		HR.A.2				ADM-AST		HR.B.4
- transfer within a DG (reassignment in the interests of the service )	7(1)		DGA-CHC-D-CP (2) - CL/CU 13/14(6) - CL/CU 9/12(7)(8)	HR.R.1					ADM-AST	HR.R.1
- consideration of the possibility of transfer (to the Commission)	29(1) b				CL-CU		HR.A (A.2)	ADM-AST		HR.B.4
- consideration of the possibility of internal competition	29(1) b	CL-CU		HR.A.2	ADM-AST		HR.B (B.4)			
<b>3. Competitions:</b>										
- INTERNAL competitions: adoption of competition notice	29(3)	CL-CU		HR.A.2	ADM-AST		HR.B (B.4)			
- Open competition FOR A SPECIFIC INSTITUTION: adoption of notice	29(1)	CL-CU		HR.A.2	ADM-AST		HR.B (B.2)			
<b>4. Appointment</b> following a competition on an initial post (including determination of grade)	30, 2nd para. 7(1)	CL-CU		HR.A.2				ADM-AST		HR.B.2
<b>6. Appointment of chairman and members of selection board</b>										
For competitions FOR A SPECIFIC INSTITUTION	Ann. III, Art. 3	CL-CU		HR.A.2	ADM-AST		HR.B (B.2/B.4)			

**TABLE OF SUBDELEGATIONS / HR**

**I. FILLING VACANT POSTS.**

SUBJECT	Articles of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>7. Drawing up of lists of successful candidates (For competitions FOR A SPECIFIC INSTITUTION)</b>	Ann. III, Art. 4				DG-DGA-CHC-D-CP		HR.A (A.2)			
					CL-CU					
<b>8. Recruitment otherwise than by competition</b>	29(2)			HR.A.2						
			CL-CU							
<b>9. Attestation of a Civil servant</b>	Ann, XIII art, 10(3)		ADM-AST	HR.B.2				AST 1/7		HR B.4

(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 HR and, in the case of members of DG HR, 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.

(8) Simplified procedure in the case of an Adviser being transferred to a head of unit post (PV 1695, 22.3.2005)

(9) In agreement with the DG of assignment.

TABLE OF SUBDELEGATIONS / HR

II. RECRUITMENT

SUBJECT	Articles of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
1. Exemption from the requirement of being a national of a Member State	28(a)				ADM-AST		HR.B (B.2)			
2. Determination of step	32	CL-CU		HR.A.2				ADM-AST		HR.B.2
3. Pre-recruitment medical examination; composition of the Medical Committee	33				DG-DGA-CHC-D-CP-CL-CU-ADM-AST		HR.C			
4. Probationary period:										
- extension where prevented from performing duties	34(1)	CL-CU(1)		HR.A.2				ADM-AST		HR.B.2
- extension where professional skills are insufficient	34(1)	CL-CU(1)		HR.A.2	ADM-AST		HR.B (B.2)			
- establishment	34(1)	CL-CU(1)		HR.A.2				ADM-AST		HR.B.2
5. Suspension of admission to benefits in respect of invalidity or death.	Ann. VIII, Art. 1	All grades/functions		HR.C.3/C.4/C.5						
6. Reintegration of official no longer satisfying requirements for payment of invalidity pension.	Ann. VIII, Art. 14, 2nd para.				CL-CU		HR.A (A.2)	ADM-AST		HR.B.4

(1) In agreement with the Member of the Commission responsible for human resources.

**TABLE OF SUBDELEGATIONS / HR**

**III. CAREER**

SUBJECT	Articles of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>1. Temporary posting (1)</b>	7(2)				CL-CU ADM-AST		HR.A (A.2) HR.B (B.4)			
<b>2. Promotion</b>  drawing up of lists of those promoted	45(1)				CL-CU-ADM- AST		HR.B (B.4)			
<b>3. Appointment</b> (following a competition for transfer of category, list of successful candidates published before 1.5.2006)	Annex XIII, Art. 5(2)							ADM-AST		HR.B.4
<b>3a. Attestation</b>  - publish a call for applications - drawing up and publishing the list of officials who have been admitted to the attestation procedure  - adopting the list of officials authorised to benefit from attestation in case of appointment on a post at "HRistrative Assistant" level	Annex XIII, Art. 10(3)  Annex XIII, Art. 10(3)  Annex XIII, Art. 10(3)				AST		HR.B (B.4)			
<b>4. Certification</b>  - determining the number of officials authorised to follow the training programme and publish a call for applications - adopting and publishing the list of pre-selected officials - adopting and publishing the list of officials authorised to take part in the training programme - publishing the list established by EPSO of officials who have passed the written and oral tests in question	45a (2)  45a (2)  45a (2)  45a(1)(c)				AST 5/11		HR.B (B.4)			

**TABLE OF SUBDELEGATIONS / HR**

**III. CAREER**

SUBJECT	Articles of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>5. Secondment in the interests of the service (2)(3).</b>	37(a); 38	CL-CU		HR.A.2				ADM-AST		HR.B.4
		<p>In the case of a Cabinet member (ADM, AST -ex-A*, B*, C*, D*) or a spokesperson: this power is subdelegated to the Director of HR.A, with notification of the President's Cabinet.</p> <p>The Directorate-General of origin must be informed. In the case of the secondment of an OLAF official, OLAF must give its consent.</p>								
<b>6. Secondment on request:</b>										
- granting, extension	37(b); 39					CL-CU	HR.R (R.1) HR.A (A.2)		ADM-AST	HR.R.1 HR.B.4
- reinstatement	39(f)					CL-CU		ADM-AST		
<b>7. Leave on personal grounds:</b>										
- granting, extension	40					CL-CU	HR.R (R.1) HR.A (A.2)		ADM-AST	HR.R.1 HR.B.4
- reinstatement	40					CL-CU		ADM-AST		
<b>9. Leave for military service.</b>	42, 1st para.								All grades/ functions	HR.R.1
<b>10. Classification in a lower function group or grade due to incompetence</b>	51	CL-CU-ADM-AST (4)		HR.IDOC						
<b>11. Additional step linked to function</b>	44(2)					DG-D-CU		HR.A (A.2)		

(1) After Joint Committee opinion.

(2) As regards the secondment of officials in accordance with the decision of 5 January 1995, the Director-General for HR and Security exercises the powers of Appointing Authority personally.

(3) 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 HR and Security exercises these powers personally.

(4) The powers are exercised jointly by delegation by the Director-General for HR and Security, 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.

**TABLE OF SUBDELEGATIONS / HR**

**IV. TERMINATION OF SERVICE.**

SUBJECT	Articles of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>1. Dismissal during or at the end of probationary period.</b>	34(2)	CL-CU (1)		HR.A.2	ADM (1)		HR.B (B.2)			
					AST		HR.B (B.2)			
<b>2. Resignation at official's request.</b>	48							CL-CU-ADM-AST		HR.B.2
<b>3. Compulsory resignation.</b>	49	CL-CU-ADM		see (3)	AST		see (3)			
<b>5. Dismissal for incompetence.</b>	51	CL-CU-ADM-AST (2)		HR.IDOC						
<b>6. Early retirement on request.</b> - with reduction of pension.	52(1) + Annex VIII -9(1)				CL-CU-ADM-AST		HR.B (B.2)			
<b>7. Continuing to work beyond the age of 65</b>	52(2)	ADM-AST		HR.B.2						
<b>8. Invalidity.</b>	53				All grades/functions		HR.C			

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

(2) The powers are exercised jointly by delegation by the Director-General for HR and Security, 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): HR.IDOC; Articles 39 and 40 of the Staff Regulations and the second paragraph of Article 14 of Annex VIII: HR.B.2.

**TABLE OF SUBDELEGATIONS / HR**

**V. RIGHTS AND OBLIGATIONS**

SUBJECT	Article of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>1. - Permission to accept payment</b>	11, 2nd para.	DG-DGA-CHC-D-CP (1)		HR.B.1		ADM-AST	HR.R (R.1)			
			CL-CU	HR.R.1						
<b>- Permission to accept an honour, favour or gift</b>									All grades/ functions (1)	HR.R.1
<b>- Permission to accept a decoration</b>								All grades/ functions (1)		HR.B.1
<b>2. Assessment of personal interest</b>	11a(2)	DG-DGA-CHC-D-CP-CL-CU		HR.B.1	ADM-AST		HR.B (B.1)			
<b>3. Permission to engage in an outside activity, paid or unpaid, or carry out an outside assignment</b>	12b	DG-DGA-CHC-D-CP		HR.B.1		CL/CU-ADM-AST	HR.R (R.1)			
<b>4. Assessment of spouse's gainful employment</b>	13	DG-DGA-CHC-D-CP-CL-CU		HR.B.1	ADM-AST		HR.B (B.1)			
<b>5. Assessment of situation of official standing for or elected to public office</b>	15	DG-DGA-CHC-D-CP		HR.B.1	CL/CU-ADM-AST		HR.B (B.1)			
<b>6. Prohibition of acceptance of certain duties after leaving the service</b>	16	DG-DGA-CHC-D-CP		HR.B.1	CL-CU-ADM-AST		HR.B (B.1)			
<b>7. Publication of texts</b>	17a(2)		DGA-CHC-D-CP			CL-CU-ADM-AST	Directorate of employment			
<b>8. Permission to disclose information in legal proceedings</b>	19, 1st para.				All grades/ functions		HR.B (B.1)			
<b>9. Observation of privileges and immunities</b>	23, 2nd para.							All grades/ functions		HR.B.1



**TABLE OF SUBDELEGATIONS / HR**

**V. RIGHTS AND OBLIGATIONS**

SUBJECT	Article of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>10. Special decision to issue laissez-passer</b>	23, 3rd para.							All grades/ functions		HR.B.1
<b>11. Request for assistance</b>	24				All grades/ functions (2)		HR.D (D.2)			
<b>12. Complaints</b>	90(2)				All grades/ functions (2) (3)		HR.D (D.2)			

(1) Except where the Director-General for HR and Security is concerned personally.

(2) The Director of DG HR.D is the subdelegated Appointing Authority for responding to Article 90(2) complaints and Article 24 requests for assistance. However, the Director-General is the Appointing Authority for any decision concerning a new issue of significant scope or not covered by case law or well-established practice.

(3) Except: if the contested decision was taken by the Director of DG HR.D, the Appointing Authority is the Director-General of HR; if the contested decision was taken by the Director-General, the Appointing Authority is the Commissioner responsible for human resources; if the contested decision was taken by the latter or by the Commission, the Appointing Authority is the Commission. For interinstitutional competitions, the Appointing Authority is the Director of EPSO.

## TABLE OF SUBDELEGATIONS / HR

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

SUBJECT	Articles of the Staff Regulations	Director-General HR			Directors DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)
		Commission	DG HR		Commission	DG HR	
1. Opening of an administrative enquiry	3(1) and 1(1); Annex IX	For all officials (AD 16–AST1) : Director-General for HR and Security in agreement with the Secretary-General		HR.IDOC			
2. Report on the hearing in the context of an administrative enquiry in cases of strictest confidentiality	1(2); Annex IX	For all officials (AD 16–AST1) : Secretary-General in agreement with the Director-General for HR and Security		HR.IDOC			
3. Informing the official concerned when an administrative enquiry is closed	1(3); 3(1); Annex IX				For all officials (AD 16–AST1)		HR.IDOC Director
4. Informing the official concerned when an administrative enquiry ends and communicating to him/her the conclusions of the enquiry report and other documents	2(2); Annex IX				For all officials (AD 16–AST1)		HR.IDOC Director
5. Preliminary hearing and initiation of disciplinary proceedings	3; Annex IX	AD 14-AST 1 (1)		HR.IDOC			

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SUBJECT	Articles of the Staff Regulations	Director-General HR			Directors DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)
		Commission	DG HR		Commission	DG HR	
<b>6. Referring cases to the Disciplinary Board</b>	12; Annex IX	AD 14-AST 1 (1)		HR.IDOC			
<b>7. Withdrawing a case from the Disciplinary Board</b>	14; Annex IX	AD 14-AST 1 (1)		HR.IDOC			
<b>8. Representation of the Appointing Authority before the Disciplinary Board</b>	16(2); Annex IX				For all officials (AD 16–AST1) : The HR.IDOC Director (2) or his/her representative.		
<b>9. Hearing preceding a possible penalty without referring the case to the Disciplinary Board</b>	11; 14, first para.; Annex IX	AD 14 - AST 1 (1)		HR.IDOC			
<b>9a. Hearing preceding a possible penalty after referring the case to the Disciplinary Board</b>	22(1) Annex IX	AD 14-AST 1 (1): these powers are exercised jointly by the Director General for HR and Security, 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).		HR.IDOC			

**TABLE OF SUBDELEGATIONS / HR**

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

SUBJECT	Articles of the Staff Regulations	Director-General HR			Directors DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)
		Commission	DG HR		Commission	DG HR	
<b>10. Penalty without referring the case to the Disciplinary Board</b>	9; 11; 14, 2nd para.; Annex IX	AD 14 - AST 1		HR.IDOC			
<b>10a. Penalty after referring the case to the Disciplinary Board</b>	9; 22; Annex IX	AD 14-AST 1 (1): these powers are exercised jointly by the Director-General for HR and Security, 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).		HR.IDOC			
<b>11. Reimbursement of expenses in exceptional cases</b>	21(2); Annex IX				For all officials (AD 16-AST1)		HR.IDOC Director
<b>12. Where case is closed without imposing any disciplinary penalty: informing the official concerned and, where appropriate, suitable publicity for this decision</b>	22(2) and 29; Annex IX				For all officials (AD 16-AST1)		HR.IDOC Director
<b>13. Reopening of disciplinary proceedings where new facts come to light</b>	28; Annex IX	AD 14-AST 1 (1)		HR.IDOC			

## TABLE OF SUBDELEGATIONS / HR

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

SUBJECT	Articles of the Staff Regulations	Director-General HR			Directors DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)
		Commission	DG HR		Commission	DG HR	
<b>14. Suspension for serious misconduct (preliminary hearing and decision)</b>	23, 24; Annex IX	AD 14-AST 1 (1)		HR.IDOC			
<b>15. Deletion of reference to disciplinary penalty from personal file</b>	27; Annex IX				AD 14-AST 1 (1)		HR.IDOC Director
<b>16. Personal liability in cases of serious misconduct</b>	22, 2nd para.	AD 14-AST 1 (1): these powers are exercised jointly by delegation by the Director-General for HR and Security, 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)		HR.IDOC			

(1) Except senior officials (directors and equivalent).

(2) The Director is authorised, where appropriate, to designate another HR.IDOC official.

**TABLE OF SUBDELEGATIONS / HR**

**VII. Working conditions**

SUBJECT	Article of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>2. Parental leave</b>	42a		CL-CU	HR.R.1					ADM-AST	HR.R.1
<b>3. Family leave</b>	42b		CL-CU	HR.R.1					ADM-AST	HR.R.1
<b>5. Special working hours</b>	55, 2nd para.				All grades/functions		HR.B (B.5)			
<b>6. Decision on standby duty</b>	55, 3rd para.								All grades/functions	HR.R.1
- DG HR agreement to the introduction of systematic standby duty in other DGs.									All grades/functions	HR.B.5
<b>7. Part-time work</b>	55a + Annex IVa		CL-CU	HR.R.1					ADM-AST	HR.R.1
<b>8. Job-sharing</b>	55b		CL-CU	HR.R.1					ADM-AST	HR.R.1
<b>9. Authorisation of night work and work on Sundays and public holidays</b>	56, 1st para.		CL-CU	HR.R.1					ADM-AST	HR.R.1
<b>10. Shiftwork:</b> decision to set up shiftwork	56a								All grades/functions	HR.R.1

**TABLE OF SUBDELEGATIONS / HR**

**VII. Working conditions**

SUBJECT	Article of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
- DG HR agreement to the introduction of a systematic shiftwork system in other DGs.								All grades/functions		HR.B.5
<b>11. Special leave (individual cases)</b>	57, 2nd para. + Annex V, Article 6		DGA-CHC-D-CP	HR.R.1		CL-CU	HR.R (R.1)		ADM-AST	HR.R.1
<b>12. Special leave (collective)</b>	57, 2nd para. + Annex V, Article 6	All grades/functions		HR.B.5						
<b>13. Travelling time – annual leave</b>	Annex V, Article 7 paragraphs 1 and 3								All grades/functions	HR.R.1
<b>14. Travelling time – special leave</b>	Annex V, Article 7 para. 4								All grades/functions	HR.R.1
<b>15. List of independent doctors (3) (drawing up and appointment)</b>	59(1), para. 6				All grades/functions		HR.C			
<b>16. Requirement to take leave</b>	59(5)				All grades/functions		HR.C			
<b>17. Annual medical check-up, fixing maximum amount</b>	59(6)				All grades/functions		HR.C			

**TABLE OF SUBDELEGATIONS / HR**

**VII. Working conditions**

SUBJECT	Article of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>18. Measures in cases of unauthorised absence</b>	60, 1st para.								All grades/functions	HR.R.1
<b>19. Permission to spend sick leave elsewhere than the place of employment</b>	60, 2nd para.								All grades/functions	HR.R.1

- (1) Introduction of a systematic standby service requires the agreement of DG HR (except where the DG concerned is DG HR itself).
- (2) introduction of a systematic shiftwork system requires the agreement of DG HR (except where the DG concerned is DG HR 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 / HR**

**VIII. PAY AND SOCIAL BENEFITS**

SUBJECT	Article of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
- for staff	76							All grades/functions		HR.C (C.1) (4)
- to the surviving spouse	76a							All grades/functions		HR.C (C.1) (4)
<b>15. Pensions, severance grant, authentication of pensionable years, transfer of pension rights</b>	77-84 Ann. VIII									
- invalidity	78				All grades/functions		HR.C			
<b>18. Bonus to the author of a patented invention</b>	18 (3)					All grades/functions	HR.R (R.1)			

(1) In agreement with the DG JRC.

(2) Missions within the EU.

(3) Missions outside the EU.

(4) HR.C.1's Head of Unit is Appointing Authority by subdelegation for decisions regarding amounts under €100 000. Decisions regarding amounts equal to or above €100 000 are signed by the Director of Directorate HR.C.



**TABLE OF SUBDELEGATIONS / HR**

**IX. BODIES PROVIDED FOR IN THE STAFF REGULATIONS.**

SUBJECT	Article of the Staff Regulations	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
- appointment of President and members	Ann. II, Art. 2	x								
- consultation	9(4)	x								
- convening of meetings	Ann. II, Art. 3a	x								
- setting of deadlines										
<b>7. Staff Committee</b>										
- setting of deadlines	10a	x								
- term of office	Ann. II, Art. 1	x								
<b>9. Joint Advisory Committee for professional incompetence</b>										
- appointment of chair	Ann II art. 12 al. 1	x(3)								
- appointment of members	Ann II art. 12 al. 1	x(4)								
- drawing up list of alternate members	Ann II art. 12 al. 2	x(5)								
- laying down ad hoc procedure for officials outside EU	Ann II art. 12 al. 4	x								

(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.

(3) The chair is appointed by the Appointing Authority from a list of candidates drawn up in concertation with the Staff Committee

(4) Prior to appointment by the Appointing Authority, half the members are nominated by the Appointing Authority and half by the Staff Committee

(5) Two members are appointed by the Appointing Authority and two by the Staff Committee

**TABLE OF SUBDELEGATIONS / HR**

**XI. TEMPORARY STAFF**

SUBJECT	Articles of the CEOS	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>1. Decision to engage and conclusion of contract and supplementary contract:</b>	8, 10									
- temporary staff under Article 2(a) and (d) of CEOS		CL-CU		HR.A.2				ADM-AST		HR.B.2
- decision to engage and renewal										
- conclusion of contract and supplementary contract								CL-CU		HR.A.2
- temporary staff under Article 2(b) of CEOS								ADM-AST		HR.B.2
- decision to engage and renewal		CL-CU		HR.A.2	ADM		HR.B (B.2)			
					AST		HR.B (B.2)			
- conclusion of contract and supplementary contract								CL-CU		HR.A.2
								ADM-AST		HR.B.2
- temporary staff under Article 2(c) of CEOS		In the case of a member of a Cabinet, a member of BEPA or a spokesperson: this power is subdelegated to the Director of HR.A, with notification of the President's Cabinet. The Directorate-General of origin, where applicable, is to be informed.								
<b>2. Exemption from the requirement to be a national of a Member State</b>										
- all temporary staff except those under Article 2(c)	12(2) a)				ADM-AST		HR.B (B.2)			
- temporary staff under Article 2(c)	12(2) a)	In the case of a member of a Cabinet, a member of BEPA or a spokesperson: this power is subdelegated to the Director of HR.A, with notification of the President's Cabinet. The Directorate-General of origin, where applicable, is to be informed.								
<b>3. Requirement to serve a probationary period, extension of probationary period</b>	14	Delegation of powers identical to that provided for in Point 1 for the conclusion of the contract and supplementary contracts.								

**TABLE OF SUBDELEGATIONS / HR**

**XI. TEMPORARY STAFF**

SUBJECT	Articles of the CEOS	Director-General HR		Lead unit	Directors DG HR		Appointing Authority / (lead)	Heads of unit DG HR		Appointing Authority
		as regards the staff of			as regards the staff of			as regards the staff of		
		Commission	DG HR	Commission	DG HR	Commission	DG HR	Commission	DG HR	
<b>4. Rights and obligations</b>	11	Delegation of powers identical to that for officials								
<b>5. Working hours</b> ----- - overtime, shiftwork, standby duty, leave, (public holidays)	16, 1st para., 2									
<b>7. Leave without pay for personal reasons</b>	17									
<b>8. Call-up leave</b>	18		DGA-CHC-D-CP	HR.R.1					CL-CU-ADM-AST	HR.R.1
<b>9. Expatriation allowance, family allowances</b> (Staff Regs Arts. 66, 67, 69, 70 and Art. 1-4 Annex VII)	20, 21	Delegation of powers identical to that for officials								
<b>10. Reimbursement of expenses incurred on</b> 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									
<b>11. Payment of sums due (Articles 16 and 17 of Annex VII to the Staff Regulations)</b>	27									
<b>12. Cover for sickness and accidents:</b>	28, 1st para.									

**TABLE OF SUBDELEGATIONS / HR**

**XI. TEMPORARY STAFF**

SUBJECT	Articles of the CEOS	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
- Exclusion from cover (Article 72 of the Staff Regulations)	28, 2nd para.	All grades/functions		HR.C.3/C.4/C.5						
- Extension of cover (Article 72 of the Staff Regulations)	28, 3rd and 4th para.	All grades/functions		HR.C.3/C.4/C.5						
<b>13. Grant of gifts, loans or advances (Article 76 of the Staff Regulations)</b>	30	Delegation of powers identical to that for officials								
<b>14. Suspension of payments and benefits for death and invalidity</b>	31, 2nd para.	Statutory consequence of suspension of pay								
<b>15. Suspension of guaranteed benefits for death or invalidity</b>	32	All grades/functions		HR.C.3/C.4/C.5						
<b>16a. Early retirement without financial penalty</b>	39	Delegation of powers identical to that for officials								
<b>17. Recovery of overpayments</b>	45									
<b>18. Termination of service on invalidity grounds</b>	33									
<b>19. Termination of contract</b>		Delegation of powers identical to those provided for in Point 1 for the conclusion of the contract and supplementary contracts.								
- Temporary staff under Article 2(a), (b) and (d) of CEOS	14, 47, 48	In the case of a member of a Cabinet, a member of BEPA or a spokesperson: this power is subdelegated to the Director of HR.A, with notification of the President's Cabinet. The Directorate-General of origin, where applicable, is to be informed.								
- Temporary staff under Article 2(c) of CEOS	14, 47, 48									
<b>20. Discipline</b>	49, 50	Delegation of powers identical to that for officials								
<b>22. Limitation of severance grant and resettlement allowance</b>	49(2), 50(2)	All grades/functions		HR.IDOC						

**Table of subdelegations / HR**

**XII. AUXILIARY STAFF**

SUBJECT	Articles of the CEOS	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
1. Decision to engage and conclusion of contract (1)	53, 56									
2. Exemption from the requirement to be a national of a Member State (1)	55(1)									
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.									
7. Unauthorised absence.	60									
8. Expatriation allowance and family allowances (Staff Regs Art. 67, 69 and Art 1, 2, 4 Ann. VII)	65									



**Table of subdelegations / HR**

**XII. AUXILIARY STAFF**

SUBJECT	Articles of the CEOS	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
9. Reimbursement of travel and mission expenses, housing and transport allowances	67	These powers are exercised in accordance with the delegation of powers for officials.								
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		HR.B.2
	75(1)							All categories		HR.B.2
	75(2)							All categories		HR.B.2
	76	All categories			HR.IDOC					
	77							All categories		HR.B.2
14. Allowances on termination.	75(2)(a),(d)							All categories		HR.B.2

(1) No longer applicable as from 1 January 2007.

**TABLE OF SUBDELEGATIONS / HR**

**XIII. CONTRACT STAFF**

SUBJECT	Articles of the CEOS	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>1. Decision to engage and conclusion of contract and supplementary contract:</b> - Contract staff, Art. 3a of CEOS - Contract staff, Art. 3b of CEOS	3a; 3c, 82							All grades/functions		HR.B.2
								All grades/functions		HR.B.2
<b>2. Exemption from the requirement to be a national of a Member State</b>	82(3)				All grades/ functions		HR.B (B.2)			
<b>3. Exemption from the requirement to produce valid supporting documents</b>	82(4)							All grades/functions		HR.B.2
<b>4. Extension of a probationary period</b>	84(2)&3							All grades/functions		HR.B.2
<b>5. Rights and obligations</b>	81, 11	Delegation of powers identical to that for ADM and AST.								
<b>6. Classification in next grade up</b>	87				All grades/ functions		HR.B (B.4)			
<b>7. Working hours</b> overtime (GFI and GFII), shiftwork, standby duty, leave (public holidays)	91, 16, 1st para., 2	Delegation of powers identical to that for ADM and AST.								
<b>9. Leave without pay for personal reasons.</b>	91, 17								All grades/ functions	HR.R.1
<b>10. Call-up leave</b>	91, 18								All grades/ functions	HR.R.1
<b>11. Expatriation allowance and family allowances</b> (Staff Regs Art 66, 67, 70, Art 1-4 Ann. VII)	92, 20, 21									

**TABLE OF SUBDELEGATIONS / HR**

**XIII. CONTRACT STAFF**

SUBJECT	Articles of the CEOS	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
12. Reimbursement of expenses incurred in connection with entry into service, transfer and leaving the service or with duties performed (Articles 5 to 15 of Annex VII to the Staff Regulations)	92, 22, 26	Delegation of powers identical to that for ADM and AST.								
13. Payment of sums due (Articles 16 and 17 of Annex VII to Staff Regs)	92, 27									
14. Cover for sickness and accidents: - Exclusion from cover (Article 72 of the Staff Regulations)	95, 28, 1st para. 95, 28, 2nd para.									
- Extension of cover (Art. 72 of the Staff Regulations)	95,28, 3rd and 4th para.	All grades/ functions		HR.C.3/C.4/ C.5						
15. Grant of gifts, loans or advances (Article 76 of Staff Regulations)	98	Delegation of powers identical to that for ADM and AST.								
16. Suspension of payments and benefits for death or invalidity	99, 2nd para.	Statutory consequence of suspension of pay								
17. Suspension of guaranteed benefits for death or invalidity.	100	All grades/functions		HR.C.3/C.4/ C.5						
19. Recovery of overpayments	116	Delegation of powers identical to that for ADM and AST.								

**TABLE OF SUBDELEGATIONS / HR**

**XIII. CONTRACT STAFF**

SUBJECT	Articles of the CEOS	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
<b>20. Termination of service on invalidity grounds</b>	102(3)				All grades/functions		HR.C (C.3/C.4/C.5)			
<b>21. Termination of contract:</b>	84 (4), 119,47,48							All grades/functions		HR.B.2
<b>22. Discipline.</b>	119, 49, 50	Delegation of powers identical to that for temporary staff. (1)								
<b>24. Limitation of severance grant and resettlement allowance.</b>	119,49(2), 50(2)	All grades/ functions		HR.IDOC						

(1) The ad-hoc procedure provided for in the second paragraph of Article 119 of the CEOS is established by the Director-General for HR and Security in common accord with the Staff Committee.

**TABLES OF SUBDELEGATIONS / HR**

**XV. SPECIAL ADVISERS**

SUBJECT	Articles of the CEOS	Director-General HR			Directors DG HR			Heads of unit DG HR		
		as regards the staff of		Lead unit	as regards the staff of		Appointing Authority / (lead)	as regards the staff of		Appointing Authority
		Commission	DG HR		Commission	DG HR		Commission	DG HR	
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		HR.A(A.2)			
3. Rights and obligations (Articles 11-25 of the Staff Regulations)	124				Delegation of powers identical to that for officials					