

**ANNEX I TO COMMISSION DECISION  
C(2010) 3680**

**AA/AECCE TABLES for Commission staff paid from the administrative budget and the research budget (except JRC)**

**Key**

<b>DG</b>	Directors-General 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, CL9/14: posts fixed at levels AD13/AD14 and AD9/AD14 respectively)
<b>CU</b>	Heads of Unit and equivalent (CU13/14, CU9/14: posts fixed at levels AD13/AD14 and AD9/AD14 respectively)
<b>ADM</b>	All administrators whose name does not appear in an organisation chart (AD5-AD14)
<b>AST</b>	All persons in function group AST (AST1-AST11)

Ann = Annex(es) to the Staff Regulations    Art = Article(s)    para = paragraph(s)    subpara = subparagraph(s)

**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.

**"Director-General concerned"** includes the Directors of the administrative offices (PMO, OIB, OIL). As far as shared services for DG Energy and DG Mobility and Transport and for DG Climate Action and DG Environment are concerned, the Directors-General of the Directorates-General involved act as joint Appointing Authority / Authority Empowered to Conclude Contracts of Employment. They are authorised to jointly subdelegate their powers pursuant to Article 6 of the present decision.

**The Director-General for Human Resources and Security** is authorised (with the possibility of subdelegation) to sign all decisions adopted by the Commission, one of its Members or a Director-General concerned as Appointing Authority or Authority Empowered to Conclude Contracts of Employment.

For the purposes of this Decision, **Heads of Cabinet** are treated as Directors and **Deputy Heads of Cabinet** as Heads of Unit.

## AA TABLE (Annex I)

## I.A. FILLING VACANT POSTS.

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned	Director EPSO
<b>1. Vacancy notice</b>						
- determination of level	Art 4(2nd para)	DG-DGA-CHC-D-CP		CL/CU13/14 [2]	CL/CU9/14-ADM-AST	
- decision to publish internal vacancy notice	Art 4(2nd para)	DG-DGA-CHC			D[3] CP[3] CL/CU-ADM-AST	
- decision to publish interinstitutional vacancy notice	Art 4(2nd para)	DG-DGA-CHC		D[3] CP[3] CL/CU-ADM-AST		
<b>2. Procedure for filling a vacant post:</b>						
- promotion	29(1)(a)(iii)	DG-DGA-CHC-D-CP CL/CU9/14-ADM-AST[7]			CL/CU13/14 [3]	
- determining the consequences of a promotion	Ann XIII Art 7			all grades/functions		
- appointment in accordance with Article 45a	29(1)(a)(ii)			AST 5/11[11]		
- transfer between DGs (at the official's request) [6]	29(1)(a)(i)	DG-DGA-CHC-D-CP		ADM-AST	CL/CU13/14[3] - CL/CU9/14 [15] [5]	
- transfer within a DG (at the official's request)	29(1)(a)(i)	DG-DGA-CHC-D-CP			[12] CL/CU13/14 [3] - CL/CU9/14 [15] [5] [12] - ADM - AST [12]	
- transfer between DGs (reassignment in the interests of the service) [10]	7(1)	DG-DGA-CHC-D-CP		CL/CU[8][9]-ADM-AST		
- transfer between DGs (job sharing) [13]	7(1) and 29(1)(a)(i)	DG-DGA-CHC-D-CP		CL/CU [8][9]-ADM-AST		
- transfer within a DG (reassignment in the interests of the service)	7(1)	DG			DGA-CHC-D-CP [3] CL/CU[8][9][14]-ADM-AST [12]	
- transfer from another Institution	29(1)(b)	DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
- internal competition	29(1)(b)	DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
<b>3. Appointment</b> following a competition (including determination of grade and date of entry into service)	30(2nd para); 7(1); 31 (1st para); Ann XIII Art 5, 12, 13	DG-DGA-CHC-D-CP [1]		CL/CU-ADM-AST		
<b>4. Recruitment otherwise than by competition</b>	29(2)	DG-DGA-CHC-D-CP[4] CL/CU-ADM-AST				

[1] Date of entry into service to be specified by DG HR.

[2] At the request of the Director-General concerned.

[3] Simplified procedure.

[4] If decision after internal publication: simplified procedure.

[5] Where referred to the CCA: modification of Appointing Authority as stipulated in Commission Decisions C(2008)5028 and C(2008)5029

[6] If the Appointing Authority = Director-General concerned, this is the Director-General of the DG to which the official is being transferred.

[7] The functions of CL/CU9/14, administrators and assistants are not in principle published in 29(1)(a)(iii). If they are, the Commission is the Appointing Authority.

[8] For reassignment of a CU to a non-management post or of a CL to a post not appearing on the organisation chart, under the terms and procedure laid down in Commission Decisions C(2008)5028 and C(2008)5029

[9] For the reassignment of advisers to a management post: simplified procedure.

[10] In the case of an official who has acted in accordance with the whistleblowing procedures, the transfer decision is taken by DG HR and, in the case of members of DG HR, by the Secretary-General of the Commission.

[11] AST without restriction.

[12] Decisions comprising a change of place of employment shall require a positive opinion of DG HR.

[13] In agreement with the DG of assignment.

[14] After opinion of DG HR; if negative, simplified procedure.

[15] After information/consultation of the Member of the Commission responsible for the department.

AA TABLE (Annex I)

I.B. Competitions.

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned	Director EPSO
<b>1. Competitions:</b>						
- INTERNAL competitions: adoption of notice of competition	Ann III Art 1	DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
- Open competition FOR THE INSTITUTION: adoption of notice	Ann III Art 1	DG-DGA-CHC-D-CP		CL/CU-ADM-AST		
- INTERINSTITUTIONAL competition: adoption of notice [1]	Ann III Art 1	DG-DGA-CHC-D-CP				CL/CU-ADM-AST
<b>2. Adoption of application form</b>	Ann III Art 2					All grades and functions
<b>3. Appointment of chairman and members of selection board</b>						
- for competitions FOR THE INSTITUTION	Ann III Art 3			All grades and functions		
- for INTERINSTITUTIONAL competitions	Ann III Art 3					All grades and functions
<b>4. Drawing up lists of successful candidates</b>						
-for competitions FOR THE INSTITUTION	Ann III Art 4			All grades and functions		
- for INTERINSTITUTIONAL competitions	Ann III Art 4					All grades and functions

[1] If the Commission is the institution responsible (if the Commission is not the institution responsible, the institution in question is the delegated Appointing Authority).

AA TABLE (Annex I)

II. RECRUITMENT

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned
1. Exemption from the requirement to be a national of a Member State	28(a)	DG-DGA-CHC-D-CP	CL/CU	ADM - AST	
2. Determination of step.	32; Ann XIII Art 5, 7, 13		DG-DGA-CHC-D-CP	CL/CU-ADM-AST	
3. Pre-recruitment medical examination, including notably: - composition of the medical committee	33 33(2nd para)			All grades and functions	
4. Probationary period:					
- extension	34		DG-DGA-CHC-D-CP [1]	CL/CU-ADM-AST	
- establishment	34	DG-DGA-CHC-D-CP		CL/CU-ADM-AST	
5. Suspension of admission to benefits in respect of invalidity or death	Ann VIII Art 1			All grades and functions	

[1] In agreement with the President and with the Member of the Commission responsible for the department concerned.

AA TABLE (Annex I)

III. CAREER

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned
<b>1. Temporary posting [6]</b>	7(2)	DG-DGA-D		CU [1]	
<b>2. Promotion</b>					
- deciding the final allocation of promotion points	45(1)	DG-DGA-CHC-D-CP		CL/CU-ADM-AST	
- drawing up of lists of promoted officials	45(1)	DG-DGA-CHC-D-CP		CL/CU-ADM-AST	
-determining the consequences of a promotion.	Ann XIII Art 7			all grades/functions	
<b>3. Appointment following a “change of category” competition</b> (lists of successful candidates published before 1.5.2006)	Ann XIII Art 5(2)			AST-ADM	
<b>3a. Attestation</b>					
- publish a call for applications	Ann XIII Art 10(3)			AST	
- draw up and publish the list of officials admitted to the attestation procedure and allowed to benefit from attestation on appointment to a post at "administrative assistant" level.	Ann XIII Art 10(3)			AST	
- attestation of an official	Ann XIII Art 10(3)			AST	
<b>4. Certification</b>					
- determine the number of officials authorised to follow the training programme and publish the call for applications.	45a(2)			AST 5/11	
- adopt and publish the list of officials admitted	45a(2)			AST 5/11	
- adopt and publish the list of pre-selected officials	45a(2)			AST5/11	
- adopt and publish the list of officials authorised to take part in the training programme	45a(2)			AST5/11	
- publish the list drawn up by EPSO of officials who have passed the written and oral tests	45a(1)(c)			AST5/11	
<b>5. Secondment in the interests of the service [2][3]</b>	37(1st para)(a); 38	DG-DGA-CHC-D-CP		CL/CU - ADM - AST [7][8]	
			For the BEPA Director-General, the Head of the Spokespeople's Service and the Commission Spokesperson this power is delegated to the President. The Directorate-General of origin is informed.		
			For the Deputy Spokesperson and the Co-ordinating Spokespeople this power is delegated to the President, acting in agreement with the Head of the Spokespeople's Service. For BEPA Directors and Principal Advisers this power is delegated to the President, acting in agreement with the Director-General of BEPA. The Directorate-General of origin is informed.		

AA TABLE (Annex I)

III. CAREER

SUBJECT	Articles of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned
		For Heads of Cabinet, Deputy Heads of Cabinet, Cabinet Experts and BEPA Advisers this power is delegated to the Member of the Commission responsible for human resources, acting in agreement with the President. The Directorate General of origin is informed.			
<b>6. Secondment on request:</b>					
- granting, extension	37(1st para)(b); 39	DG-DGA-CHC-D-CP			CL/CU - ADM - AST
- reinstatement.	39 (f)	DG-DGA-CHC-D-CP		CL/CU -ADM -AST	
<b>7. Leave on personal grounds:</b>					
- granting, extension	40		DG-DGA-CHC-D-CP [5]		CL/CU - ADM - AST [5]
- reinstatement.	40		DG-DGA-CHC-D-CP	CL/CU - ADM - AST	
<b>8. Invalidity</b>					
-reinstatement	Ann VIII Art 14(2nd para)	DG-DGA-CHC-D-CP		CL/CU-ADM-AST	
<b>9. Non-active status</b>	41		All grades and functions		
<b>10. Leave for military service</b>	42 (1st para)				All grades and functions
<b>11. Classification in a lower category/grade due to incompetence</b>	51	DG-DGA-CHC-D-CP		CL/CU-ADM-AST [4]	
<b>12. Additional step linked to function</b>	44(2), 46			DG-D-CU	

[1] After Joint Committee opinion.

[2] As regards the attachment of officials in accordance with the decision of 5 January 1995, the Director-General for HR and Security has the powers of the Appointing Authority.

[3] As regards the attachment of officials between departments of the Institution, the powers of the Appointing Authority are held by the Director-General of origin, acting in agreement with 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 for HR and Security.

[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 staff member concerned and a third Director-General designated by the Secretary-General. The joint decision is taken by a majority of these three Directors-General.

[5] Where an outside activity is to be exercised during the period of leave on personal grounds, the Appointing Authority decides after consulting the Director-General for HR and Security.

[6] The function types refer to the posts on which the temporary postings are made.

[7] In the case of secondment of an official from OLAF, OLAF must give its agreement.

[8] In the case of secondment as a Member of Cabinet, the President's Cabinet is informed.

**AA TABLE (Annex I)**

**IV.TERMINATION OF SERVICE.**

<b>SUBJECT</b>	<b>Articles of the Staff Regulations</b>	<b>Commission</b>	<b>Member of the Commission responsible for human resources</b>	<b>Director General for Human Resources and Security</b>	<b>Director-General concerned</b>
<b>1. Dismissal during or at the end of the probationary period</b>	34	DG-DGA-CHC-D-CP		CU [1]/CL-ADM-AST[2]	
<b>2. Resignation on request</b>	48	DG-DGA-CHC-D-CP		CL/CU -ADM - AST	
<b>3. Compulsory resignation</b>	49	DG-DGA-CHC-D-CP		CL/CU -ADM - AST [2]	
<b>4. Retirement in the interests of the service</b>	50	DG-DGA-CHC-D-CP			
<b>5. Dismissal for incompetence</b>	51	DG-DGA-CHC-D-CP		CL/CU -ADM - AST [3]	
<b>6. Early retirement on request:</b>					
- with reduction of pension	52(1st para)(b) + Ann VIII Art 9(1)			All grades / functions [5]	
- without reduction of pension in the interests of the service.	52(1st para)(b) + Ann VIII Art 9(2)		All grades and functions		
<b>7. Continuing to work beyond the age of 65</b>	52(2nd para)		DG-DGA-CHC-D-CP-CL-CU	ADM - AST	
<b>8. Invalidity</b>	53, 78(1st para)			All grades and functions	
<b>9. Honorary rank</b>	54	This power is delegated to the Member of the Commission responsible for human resources [4]			

[1] Under the terms and procedure laid down in Commission Decision C(2008)5028.

[2] For CL/CU and ADM, these powers are exercised after consulting the Member responsible for human resources.

[3] The powers are exercised jointly by the Director-General for HR and Security, the Director-General in charge of the official or temporary staff member concerned and a third Director-General designated by the Secretary-General. The joint decision is taken by a majority of these three Directors-General.

[4] After informing the Director-General concerned, the Secretary-General and the CCA.

[5] With regard to the Director-General for Human Resources and Security this power is exercised by the Member of the Commission responsible for human resources.

**AA TABLE (Annex I)**

**V. RIGHTS AND OBLIGATIONS**

<b>SUBJECT</b>	<b>Article of the Staff Regulations</b>	<b>Commission</b>	<b>Member of the Commission responsible for human resources</b>	<b>Director-General for Human Resources and Security</b>	<b>Director-General concerned [3]</b>
<b>1. - Permission to accept payment</b>	11(2nd para)			DG-DGA-CHC-D-CP[6]	CL/CU-ADM-AST
- Permission to accept a favour or a gift			DG [1]		DGA-CHC-D-CP-CL/CU-ADM-AST
- Permission to accept an honour or a decoration				All grades and functions[6]	
<b>2. Assessment of personal interest</b>	11a(2)		DG [1]		DGA-CHC-D-CP-CL/CU-ADM-AST
<b>3. Permission to engage in an outside activity, whether or not paid, or carry out an assignment</b>	12b			DG-DGA-CHC-D-CP[6]	CL/CU-ADM-AST
<b>4. Assessment of spouse's gainful employment</b>	13			DG-DGA-CHC-D-CP[6]	CL/CU-ADM-AST
<b>5. Assessment of situation of official standing for or elected or appointed to public office</b>	15			All grades and functions[6]	
<b>6. Prohibition of acceptance of certain appointments or benefits after leaving the service</b>	16			All grades and functions[6]	
<b>7. Publication of texts / documents</b>	17a(2)		DG [1]		DGA-CHC-D-CP-CL/CU-ADM-AST[4]
<b>8. Permission to disclose information in legal proceedings</b>	19(1st para)			All grades and functions[6]	



**AA TABLE (Annex I)**

**V. RIGHTS AND OBLIGATIONS**

<b>SUBJECT</b>	<b>Article of the Staff Regulations</b>	<b>Commission</b>	<b>Member of the Commission responsible for human resources</b>	<b>Director-General for Human Resources and Security</b>	<b>Director-General concerned [3]</b>
<b>9. Observation of privileges and immunities</b>	23(2nd para)			All grades and functions[6]	
<b>10. Special decision to issue laissez-passer</b>	23(3rd para)			All grades and functions	
<b>11. Request for assistance</b>	24			All grades and functions[6]	
<b>12. Complaints</b>	90(2)			All grades and functions [2]	
<b>13. Gifts: introduction of general principles [5]</b>	11			All grades and functions	

[1] This power may be subdelegated to the Member of the Commission responsible for the department concerned.

[2] Unless the contested decision was taken at the level of the Director-General for HR and Security with no subdelegation or by a tripartite Appointing Authority: the Appointing Authority in this case is the Commissioner with responsibility for human resources; if the contested decision was taken by the latter or by the Commission: the Commission is the Appointing Authority. For interinstitutional competitions, the Director of EPSO is the Appointing Authority.

[3] For Commission staff seconded to a Member of the Commission, this power is exercised by the Head of Cabinet. Where Heads of Cabinet would act as their own appointing authority, this power is exercised by the Member of the Commission to whom they report.

[4] For the Head of Cabinet, this power is exercised by the Member of the Commission responsible for human resources.

[5] Principles to be decided in conjunction with the Secretariat-General.

[6] For the Director-General for HR and Security, this power is exercised by the Member of the Commission responsible for human resources.

## AA TABLE (Annex I)

### 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 HR	Director-General for Human Resources and Security	Director-General concerned
<b>1. Opening an administrative investigation</b>	Ann IX Art 2(1)			For all officials (AD 16-AST1): Director-General for HR and Security in agreement with the Secretary-General	
<b>2. Postponement of hearing in the context of the administrative investigation in cases of strictest confidentiality</b>	Ann IX Art 2(1) + 1(2)			For all officials (AD 16-AST1) : Secretary-General in agreement with the Director-General for HR and Security.	
<b>3. Informing the official concerned when an administrative investigation is closed with no further action taken</b>	Ann IX Art 2(1) + 1(3) + 29			For all officials (AD 16-AST1)	
<b>4. Informing the official concerned when an administrative investigation ends and communicating to him/her the conclusions of the investigation report and other documents</b>	Ann IX Art 2(2)			For all officials (AD 16-AST1)	
<b>5. Preliminary hearing and initiation of disciplinary proceedings</b>	Ann IX Art 3		AD 16-AD 14 [1][2]	AD 14-AST 1	
<b>6. Referring cases to the Disciplinary Board</b>	Ann IX Art 12		AD 16-AD 14[2][5]	AD 14-AST 1	

## AA TABLE (Annex I)

### 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 HR	Director-General for Human Resources and Security	Director-General concerned
<b>7. Withdrawing a case from the Disciplinary Board</b>	Ann IX Art 14		AD 16-AD 14[2][5]	AD 14-AST 1	
<b>8. Representation of the Appointing Authority before the Disciplinary Board.</b>	Ann IX Art 16(2)				For all officials (AD 16–AST1): The Director of IDOC or his/her representative [3]
<b>9. Hearing preceding a possible penalty without referring the case to the Disciplinary Board or after withdrawing it from the Board</b>	Ann IX Art 11 + 14(2nd para)	AD 16-AD 14 [2]		AD 14-AST 1	
<b>9a. Hearing preceding a possible penalty after referring the case to the Disciplinary Board [4]</b>	Ann IX Art 22(1)	AD 16-AD 14 [2]		AD 14–AST 1: these powers are exercised jointly by the Director-General for Human Resources and Security, the Director(-General) in charge of the official concerned and a third official designated by the Secretary-General from amongst Directors(-General) or Deputy Directors(-General). The joint decision is taken by a majority of these three Directors(-General).	
<b>10. Penalty without referring the case to the Disciplinary Board or after withdrawing it from the Board</b>	Ann IX Art 9 + 10 + 11 + 14(2nd para)	AD 16 - AD 14[2]		AD 14-AST 1	
<b>10a. Penalty after referring the case to the Disciplinary Board [4]</b>	Ann IX Art 9 + 10 + 22	AD 16-AD 14 [2]		AD 14–AST 1: these powers are exercised jointly by the Director-General for Human Resources and Security, the Director(-General) in charge of the official concerned and a third official designated by the Secretary-General from amongst Directors(-General) or Deputy Directors(-General). The joint decision is taken by a majority of these three Directors(-General).	
<b>11. Reimbursement of expenses</b>	Ann IX Art 21			For all officials (AD 16–AST1)	

## AA TABLE (Annex I)

### 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 HR	Director-General for Human Resources and Security	Director-General concerned
<b>12. Where case is closed without imposing any disciplinary penalty: informing the official concerned and, where appropriate, publicising the decision in a suitable way</b>	Ann IX Art 22(2) + 29			For all officials (AD 16-AST1)	
<b>13. Reopening of disciplinary proceedings where new facts come to light</b>	Ann IX Art 28	AD 16-AD 14[2]		AD 14-AST 1	
<b>14. Suspension in connection with an allegation of serious misconduct (preliminary hearing and decision)</b>	Ann IX Art 23 + 24		AD 16-AD 14[2]	AD 14-AST 1	
<b>15. Deletion of reference to disciplinary penalty from personal file</b>	Ann IX Art 27	AD 16- AD 14[2]		AD 14-AST 1	
<b>16. Personal liability in cases of serious misconduct.[4]</b>	22(2nd para)	AD 16-AD 14[2]		AD 14-AST 1: these powers are exercised jointly by the Director-General for Human Resources and Security, the Director(-General) in charge of the official concerned and a third official designated by the Secretary-General from amongst Directors(-General) or Deputy Directors(-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] For senior officials of grade AD 14 (directors and equivalent).

[3] The Director is authorised, where necessary, to designate another IDOC official.

[4] For Commission officials seconded to a Cabinet, it is the Director-General of the DG of origin or assignment who shares in the tripartite authority. For Temporary Staff under Article 2(c), the term "Director-General in charge of the official" means the Head of Cabinet.

[5] In respect of DG and DGA the Member of the Commission responsible for human resources takes the decision in agreement with the President.

**AA TABLE (Annex I)**

**VII. WORKING CONDITIONS**

<b>SUBJECT</b>	<b>Article of the Staff Regulations</b>	<b>Commission</b>	<b>Member of the Commission responsible for human resources</b>	<b>Director-General for Human Resources and Security</b>	<b>Director-General concerned</b>	<b>Director PMO</b>
<b>1. Recognition of non-marital partnership</b>	1d(1)(2nd subpara) + Ann VII Art 1(2)(c)					All grades / functions
<b>2. Parental leave [4]</b>	42a			DG-DGA-CHC-D-CP [8]	CL/CU-ADM-AST	
<b>3. Family leave [4]</b>	42b			DG-DGA-CHC-D-CP [8]	CL/CU-ADM-AST	
<b>4. Normal working week</b>	55 (2nd para)	All grades and functions				
<b>5. Special working hours</b>	55 (2nd para)			All grades and functions		
<b>6. Decision on standby duty [5]</b>	55 (3rd para)				All grades and functions [1]	
<b>7. Part-time work [4]</b>	55a + Annex IVa		DG-DGA-CHC	D-CP	CL/CU-ADM-AST	
<b>8. Job-sharing [6]</b>	55b	DG-DGA-CHC-D-CP			CL/CU-ADM-AST	
<b>9. Authorisation of night work and work on Sundays and public holidays [5]</b>	56(1st para)				All grades and functions	
<b>10. Shiftwork [5]: Decision to set up shiftwork</b>	56a				All grades and functions [2]	
<b>11. Annual leave [6] [9]</b>	57(1st para), 60 (1st para), Ann V (Art 1-5, 7)				All grades and functions	
<b>12. Special leave</b>	57(2nd para), 58 + Ann V (Art 6 + 7)					

**AA TABLE (Annex I)**

**VII. WORKING CONDITIONS**

<b>SUBJECT</b>	<b>Article of the Staff Regulations</b>	<b>Commission</b>	<b>Member of the Commission responsible for human resources</b>	<b>Director-General for Human Resources and Security</b>	<b>Director-General concerned</b>	<b>Director PMO</b>
- individual cases [6]					All grades and functions	
- collective [10] [6]				All grades and functions		
<b>13. List of independent doctors</b> (establishment of the list and selection of doctors from it)	59(1)(6th subpara)			All grades and functions [3]		
<b>14. Requirement to take leave</b>	59(5)			All grades and functions		
<b>15. Annual medical check-up, fixing maximum amount</b>	59(6)			All grades and functions		
<b>16. Measures in cases of unauthorised absence [5]</b>	60 (1st para)				All grades and functions	
<b>17. Permission to spend sick leave elsewhere than at the place of employment [5]</b>	60 (2nd para)				All grades and functions [7]	
<b>18. Shiftwork or standby duty for staff paid from the research budget</b>	94		All grades and functions			

[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 Article 59(1), 6th subparagraph, this list is established by joint agreement with the Staff Committee.

[4] For officials seconded to a Cabinet, these powers are exercised by the Head of Cabinet for the period of secondment.

[5] For Cabinet staff, the term "Director-General concerned" means the Head of Cabinet. Where Heads of Cabinet are their own appointing authority, this power is exercised by the Member of the Commission to whom they report.

[6] For Cabinet staff, the term "Director-General concerned" means the Head of Cabinet.

[7] RTD: after Medical Service opinion.

[8] For the Director-General for HR and Security, this power is exercised by the Member of the Commission responsible for human resources.

[9] Without prejudice to any authority conferred in this regard on the official's superior or on the human resources manager of his or her service by the Staff Regulations (see first sentence of first paragraph of Article 60) or by the Commission's implementing provisions on annual leave in their up-to-date-version (for the rules that are currently applicable see Commission Decision C(2004)1597 of 28 April 2004).

[10] Unless the DG for Human Resources and Security has decided on travelling time (Annex V, Art 7), this decision is taken by the Director General concerned.

**AA TABLE (Annex I)**

**VIII. PAY AND SOCIAL BENEFITS**

<b>SUBJECT</b>	<b>Article of the Staff Regulations</b>	<b>Commission</b>	<b>Member of the Commission responsible for human resources</b>	<b>Director-General for Human Resources and Security</b>	<b>Director-General concerned [1]</b>	<b>Director PMO</b>
<b>1. Compensatory leave and remuneration for overtime</b>	56 + Ann VI				AST 1-4	
<b>2. Allowance for shiftwork</b>	56a					
- Decision establishing the recipient of the allowance provided for in Article 56a					All grades and functions	
- Decision determining the specific payment						All grades and functions
<b>3. Allowance for regular standby duty</b>	56b					
- Decision establishing the recipient of the allowance provided for in Article 56b					All grades and functions	
- Decision determining the specific payment						All grades and functions
<b>4. Grant of an allowance to compensate for particularly arduous working conditions</b>	56c					
- Decision establishing the recipient of the allowance provided for in Article 56c					All grades and functions [2]	
- Decision determining the specific payment						All grades and functions
<b>5. Family allowances</b>	67, 68, Ann VII (Art 1 - 3), Ann XIII (Art 14 - 16)					All grades and functions
<b>6. Allowances and reimbursement of expenses</b>						
- expatriation allowance	69 + Ann VII Art 4					All grades and functions
- installation/resettlement allowance/travel expenses/removal expenses; daily subsistence allowance	71 + Ann VII (Art 5-7, 9-10)					All grades and functions

**AA TABLE (Annex I)**

**VIII. PAY AND SOCIAL BENEFITS**

<b>SUBJECT</b>	<b>Article of the Staff Regulations</b>	<b>Commission</b>	<b>Member of the Commission responsible for human resources</b>	<b>Director-General for Human Resources and Security</b>	<b>Director-General concerned [1]</b>	<b>Director PMO</b>
- annual travel costs	71 + Ann VII Art 8					All grades and functions
- mission expenses [3][4]	71 + Ann VII Art 11-13a				All grades and functions	
- entertainment expenses; costs of accommodation	71 + Ann VII Art 14				All grades and functions	
- fixed travel allowance	71 + Ann VII Art 15(1) 71 + Ann VII Art 15(2)			DG-DGA-CHC-D-CP	CU-CL-ADM-AST	
- grants and reimbursements in cases of birth and death	74, 75					All grades and functions
<b>7. Transfer of remuneration</b>	Ann VII Art 17					All grades and functions
<b>8. Allowance for non-active status</b>	41(3) + Ann IV					All grades and functions
<b>9. Allowance for retirement in the interests of the service</b>	50 + Ann IV					All grades and functions
<b>10. Allowance for termination of service</b>						
- incompetence	51(6)+(7)					All grades and functions
<b>11. Sickness insurance:</b> any individual decision on cover for medical expenses within the framework of the Joint Sickness Insurance Scheme	72 + 40(3) + Ann X  Art 24					The competent authority is laid down by the Joint Rules on sickness insurance.
<b>12. Accident insurance:</b> any individual decision on social benefits and cover for expenses related to accidents or occupational diseases	73 + 40(3) + Ann X  Art 25					All grades and functions
<b>13. Gifts and loans for welfare purposes</b>						
- for the staff	76			All grades and functions		



AA TABLE (Annex I)

VIII. PAY AND SOCIAL BENEFITS

SUBJECT	Article of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned [1]	Director PMO
- to the surviving spouse	76a			All grades and functions		
<b>14. Advances on salary</b>	76					All grades and functions
<b>15. Pensions (including notably: severance grant, authentication of pensionable years, transfer of pension rights, allowances on termination of service), family allowances</b>	77-84 Ann VII, VIII, XIII					All grades and functions
- compulsory resignation	41(4)					All grades and functions
- leave on personal grounds	40(3)					All grades and functions
- retirement in the interests of the service	50					All grades and functions
- parental leave	42a					All grades and functions
- invalidity: prerequisites of the allowance in principle [6]	53, 78, Ann VIII Art 1 + 13(1)			All grades and functions		
- death (three months' remuneration)	70					All grades and functions
- transfers	Ann VIII Art 11					All grades and functions
- amount of retirement pension	77					All grades and functions
- amount of invalidity allowance [5]	78					All grades and functions
- amount of survivor's pension [7]	79-81a					All grades and functions
<b>16. Recovery of undue payment</b>	85	This decision is taken by the Appointing Authority which took the decision to make the payment.				
<b>17. Remuneration</b>	62					All grades and functions
<b>18. Bonus to the author of a patented invention</b>	18(3)				All grades and functions	

**AA TABLE (Annex I)**

**VIII. PAY AND SOCIAL BENEFITS**

<b>SUBJECT</b>	<b>Article of the Staff Regulations</b>	<b>Commission</b>	<b>Member of the Commission responsible for human resources</b>	<b>Director-General for Human Resources and Security</b>	<b>Director-General concerned [1]</b>	<b>Director PMO</b>
<b>19. "Article 94" allowances</b>	94				All grades and functions	

[1] For Cabinet staff, the term "Director-General concerned" means the Head of Cabinet. Where Heads of Cabinet would act as their own Appointing Authority, this power is exercised by the Member of the Commission to whom they report.

[2] In agreement with the Director-General of JRC.

[3] For the Head of Cabinet's mission expenses, these powers are exercised by himself/herself.

[4] For missions by Directors-General outside the European Union, the powers are exercised by the relevant Head of Cabinet.

[5] Except decisions on the application of Art 78(5th para), which are incumbent on the Director-General for Human Resources and Security.

[6] Notably decisions on whether the invalidity or death was caused by a sickness or an accident for which cover is suspended or restricted under Art 1 of Ann VIII (Art 32, 100 CEOS).

[7] Decisions on whether death was caused by a sickness or an accident for which cover is suspended or restricted under Ann VIII Art 1 (Art 32, 100 CEOS) are taken by the Director General for Human Resources and Security.

AA TABLE (Annex I)

IX. BODIES PROVIDED FOR IN THE STAFF REGULATIONS

SUBJECT	Article of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned
<b>1. Joint Committee:</b>					
- appointment of chairman and members	Ann II Art 2			x	
- consultation	9(4)			x	
- convening of meetings	Ann II Art 3			x	
- setting of deadlines	10a			x	
<b>2. Disciplinary Board</b>					
- appointment of chair and alternate	Ann IX Art 6(2)			x	
- appointment of secretary	Ann IX Art 7			x	
- appointment of two members and two alternates	Ann IX Art 6(1) + (4)			x	
- determining the list of further members	Ann IX Art 6(4)(a)			x	
- determining ad hoc procedure for officials posted to a third country	Ann IX Art 5(5)			x [2]	
<b>3. Invalidation Committee</b>					
- doctor appointed by the institution	Ann II Art 7			x	
- consultation	59(4)			All grades and functions	
<b>4. Reports Committee</b>					
- appointment of members	Ann II Art 10			x	
- consultation [1]				CL/CU - ADM - AST	
<b>5. Staff Regulations Committee</b>					
- appointment of members	10			x	
- consultation	10			x	
- setting of deadlines	10a			x	
<b>6. Common Joint Committee</b>					
- appointment of chair 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	

AA TABLE (Annex I)

IX. BODIES PROVIDED FOR IN THE STAFF REGULATIONS

SUBJECT	Article of the Staff Regulations	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned
<b>8. Agreement with the unions</b>	10c		x		
<b>9. Joint Advisory Committee for professional incompetence</b>					
- appointment of chair	Ann II Art 12(1st para)			x[3]	
- appointment of members	Ann II Art 12(1st para)			x[4]	
- drawing up the list of further members	Ann II Art 12(2nd para)			x[5]	
- agreeing an ad hoc procedure for officials posted outside the EU.	Ann II Art 12(4th para)			x	

[1] For senior officials (DG-DGA-CHC-D-CP), consultation is automatic in the cases specified in the relevant 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 of the members are designated 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.

AA TABLE (Annex I)

X.A.SPECIFIC PROVISIONS APPLICABLE TO STAFF SERVING IN THIRD COUNTRIES COVERED BY THE UNIFIED EXTERNAL SERVICE AND SUBJECT TO ANNEX X.

SUBJECT	Articles of the Staff Regulations	Commission	Director-General DG RELEX
<b>I. Filling vacant posts.</b>			
1. Vacancy notices:			
Decision to publish	4(2nd para)		CL/CU/CDD[1]
2. Procedure for filling a vacant post by - transfer	29(1)(a), Ann X Art 2		CL/CU/CDD[1][5]-ADM[1][2]-AST[1][2][3]
- promotion			CL/CU/CDD13/14[1][4][5]
<b>II. Career.</b>			
1. Transfer - Mobility [1][2]	7(1); Ann X Art 2		CL/CU/CDD-ADM-AST
2. Retraining [1]	Ann X Art 3		CL/CU/CDD-ADM-AST
3. Leave on personal grounds.			
- granting, extension [1]	40		CL/CU/CDD-ADM-AST
- reinstatement [1]			CL/CU/CDD-ADM-AST
<b>III. Rights and obligations.</b>			
1. Permission to engage in an outside activity or carry out an assignment.	12b(1)		All grades and functions
2. Assessment of spouse's gainful employment.	13		All grades and functions
3. Special decision to issue laissez-passer.	23(3rd para)		All grades and functions
<b>IV. Working conditions.</b>			
1. Rest leave - determining.	Ann X Art 8		All grades and functions
- granting.			All grades and functions
<b>V. Pay and social benefits.</b>			
1. Allowance for living conditions and additional allowances			
- fixing.	Ann X Art 10		All grades and functions
- granting.			All grades and functions
2. Remuneration.			
- Transfers.	Ann X Art 12 + Ann VII Art 17		All grades and functions
- Exemptions in respect of more than 80% or another currency.	Ann X Art 12(2nd para)		All grades and functions
3. Compensatory leave and remuneration for overtime.	Ann VI		All grades and functions
4. Family allowances and other measures.	Ann X Art 15, Ann VII Art 1-3 and Art 67, 68 of the Staff Regs		All grades and functions
5. Other allowances and reimbursement of expenses.	Ann X (Art 5, 16-23); Ann VII (Art 4 - 15); Art 69, 71, 74 of the Staff Regs.		All grades and functions

**AA TABLE (Annex I)**

**X.A.SPECIFIC PROVISIONS APPLICABLE TO STAFF SERVING IN THIRD COUNTRIES COVERED BY THE UNIFIED EXTERNAL SERVICE AND SUBJECT TO ANNEX X.**

SUBJECT	Articles of the Staff Regulations	Commission	Director-General DG RELEX
6. Advances on salary.	76		All grades and functions
7. Recovery of overdue payments.	85		All grades and functions

CDD = Heads or Deputy Heads of Delegations.

[1] After consulting the External Service Steering Committee (CDSE).

[2] From RELEX family DGs to SEU and vice versa.

[3] Except for transfers giving rise to attestations for ASTs without restriction, for which the Director-General for HR and Security is the Appointing Authority.

[4] Simplified procedure.

[5] For officials of the External Service who are appointed to a CL/CU post in a Relex family DG, the recruiting Director-General is the Appointing Authority, after consulting the CDSE.

**AECCE TABLE (Annex I)**

**X.B. SPECIFIC PROVISIONS APPLICABLE TO LOCAL STAFF RECRUITED IN THIRD COUNTRIES COVERED BY THE UNIFIED EXTERNAL SERVICE**

SUBJECT	Articles of the FR*	Commission	Director-General RELEX	COMMENTS
I. Laying down of specific conditions of employment (Art. 120 of the CEOS).	1		X	
II. A. Creation of local staff post (Art. 120 of the CEOS).			X	After consultation of operational DG.
B. Conclusion of contract (CDD and CDI) (Art. 120 of the CEOS)	3		X	
- Length of probationary period.	5		X	
C. Termination of contract (Art.120 of the CEOS).				
- Length of period of notice.	18. 2 b		X	
- Execution of notice.	18. 2 b		X	
- Unsatisfactory probationary period.	18. 1 and 18. 2 a		X	
- Professional incompetence.	18. 3		X	
- Incapacity.	16 b		X	
- Cutback or change in Commission activities.	18. 6	Decision	Execution	
D. Career (Art. 120 of the CEOS).				
- Initial grading.	3. 2		X	
- Deferment of advancement in step.	4. 3		X	(On a proposal from the HD after consulting the Promotion Committee)
- Promotion within group.	4. 4		X	
- Promotion to higher group.	4. 5		X	
III. Working conditions.				
- Fixing working hours.	6. 1		X	Notification of headquarters.
- Normal working week.	6. 2		X	Following agreement of DGRELEX
- Compensation for overtime.	6. 3			
- determination			X	
- fixed allowance for drivers			X	On proposal from Head of Delegation.
- Permission to work overtime			X	
- Leave				
- annual x fixing	7. 1		X	
x granting	7. 1		X	
- Special leave for a short period				
x fixing	7. 2		X	
x granting	7. 2		X	
- Public holidays - fixing	7. 3		X	
- Unpaid leave - not more than 30 days	7. 4		X	
more than 30 days			X	
- Compensation for leave not taken				
- payment of compensation	7. 5		X	
- leave not taken due to the requirements of the service: granting	7. 6		X	
- Permission to engage in an outside activity			X	

**AECCE TABLE (Annex I)**

**X.B. SPECIFIC PROVISIONS APPLICABLE TO LOCAL STAFF RECRUITED IN THIRD COUNTRIES COVERED BY THE UNIFIED EXTERNAL SERVICE**

SUBJECT	Articles of the FR*	Commission	Director-General RELEX	COMMENTS
IV. Remuneration (Art. 120 of the CEOS)				
A. Basic salary				
- fixing salary table	9		X	
- interim adjustments to salary table	11		X	Notification DG RELEX K
- exceptional methods of payment	8		X	On proposal from Head of Delegation.
B. Various premiums and allowances based on local legislation and/or local labour market	8		X	On proposal from Head of Delegation
V. Social security (Art.121 of the CEOS)				
- Setting up of independent or supplementary scheme	14	X		
- Respective contributions..	14		X	
- Medical examinations	17		X	By medical authority approved by Commission Medical Service.
VI. Disciplinary measures and appeal procedures (Art. 122 of the CEOS)				
- Dismissal	20		X	Notification of chair of Central Staff Committee
- Response to appeal through official channels.	22		X	
- Where appeal concerns a dismissal (Art. 16-18 or 20).	22		X	

\* FR = Framework Rules laying down the conditions of employment of local staff serving in non-member countries adopted by the Commission on 21 November 1989.



**AA TABLE (Annex I)**

**X.C. SPECIFIC PROVISIONS APPLICABLE TO STAFF SERVING IN DELEGATIONS IN A MEMBER STATE COVERED BY THE UNIFIED EXTERNAL SERVICE**

SUBJECT	Articles of the Staff Regulations	Commission	Director-General DG RELEX
<b>I. Filling vacant posts.</b>			
1. Vacancy notices:			
Decision to publish	4(2nd para)		CL/CU/CDD[1]
2. Procedure for filling a vacant post by - transfer	29(1)(a)		CL/CU/CDD[1][5]-ADM[1][2]-AST[1][2][3]
- promotion			CL/CU/CDD13/14[1][4][5]
<b>II. Career.</b>			
1. Transfer - mobility [1] [2]	7(1)		CL/CU/CDD-ADM-AST
2. Leave on personal grounds.			
- granting, extension [1]	40(4)		CL/CU/CDD-ADM-AST
- reinstatement [1]	40(4)(d)		CL/CU/CDD-ADM-AST
<b>III. Salaries and welfare benefits.</b>			
Allowances and reimbursement of expenses.	Ann VII Art 14		ADM-AST

CDD = Heads or Deputy Heads of Delegations.

[1] After consulting the External Service Steering Committee (CDSE).

[2] From RELEX family DGs to SEU and vice versa.

[3] Except for transfers giving rise to attestations for ASTs without restriction, for which the DG for HR and Security is the Appointing Authority.

[4] Simplified procedure.

[5] For officials of the External Service who are appointed to a CL/CU post in a Relex family DG, the recruiting Director-General is the Appointing Authority, after consulting the CDSE.

AECCE TABLE (Annex I)

XI. TEMPORARY STAFF

SUBJECT	Articles of CEOS	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned [3]	Director PMO
<b>1. Decision to engage and conclusion of contract and supplementary contract:</b>	2, 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 [4] - 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		
<b>2. Exemption from the requirement to be a national of a Member State</b>						
- All temporary staff except under Art. 2(c)	12(2)(a)	DG-DGA-CHC-D-CP	CL/CU	ADM - AST		
- Temporary staff under Art. 2(c)	12(2)(a)		This power is delegated to: see footnote [1]			
<b>3. Probationary period</b>	14					
- requirement to serve a probationary period		DG-DGA-CHC-D-CP		CL/CU [4] - ADM - AST		
- extension of probationary period			DG-DGA-CHC-D-CP [6]			
<b>4. Rights and obligations</b>	11	Delegation of powers identical to those in Table V for officials or in Table X.A. for staff serving in a third country.				
<b>5. Working hours and leave</b> (including notably overtime, shiftwork, standby duty, public holidays, annual, special and sick leave, requirement to take leave, parental and family leave, rest leave)	16(1st+2nd para)	Delegation of powers identical to those in Tables VII and VIII for officials or in Table X.A. for staff serving in a third country				
<b>6. Sick leave: right to remuneration</b>	16(3rd+4th para)				All grades and functions	
<b>7. Leave without pay for personal reasons</b>	17	DG-DGA-CHC-D-CP (for temporary staff under Art. 2(c) CEOS, see footnote [1])			CL/CU - ADM - AST [2]	
<b>8. Call-up leave</b>	18				All grades and functions	
<b>9. Expatriation allowance and foreign residence allowance, family allowances, recognition of non-marital partnership</b>	20, 21	Delegation of powers identical to those in Tables VII and VIII for officials or in Table X.A. for staff serving in a third country				
<b>10. Reimbursement of expenses incurred on entering</b>						

**AECCE TABLE (Annex I)**

**XI. TEMPORARY STAFF**

SUBJECT	Articles of CEOS	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned [3]	Director PMO
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 Staff Regs.)	22 - 26	Delegation of powers identical to those in Table VIII for officials or in Table X.A. for staff serving in a third country.				
11. Transfer of remuneration (Article 17 of Annex VII to Staff Regs.)	27	Delegation of powers identical to those in Table VIII for officials or in Table X.A. for staff serving in a third country				
12. Cover for sickness and accidents	28	Delegation of powers identical to those in Table VIII for officials.				
12a. Unemployment allowance	28a					All grades and functions
13. Grants and reimbursements in cases of birth and death	29	Delegation of powers identical to those in Table VIII for officials or in Table X.A. for staff serving in a third country				
13a. Gifts, loans or advances (Art 76 of Staff Regs.)	30	Delegation of powers identical to those in Table VIII for officials or in Table X.A. for staff serving in a third country				
14. Suspension of payments and benefits for death or invalidity	31(2nd para)			All grades and functions		
15. Suspension of guaranteed benefits for death or invalidity	32			All grades and functions		
16. Pensions (including notably: severance grant, authentication of pensionable years, transfer of pension rights)	34 - 42, 32	Delegation of powers identical to those in Table VIII for officials.				
16a. Early retirement without reduction of pension	39		All grades and functions			
17. Recovery of overpayments	45	Delegation of powers identical to those in Table VIII for officials or in Table X.A. for staff serving in a third country				
18. Termination of service on invalidity grounds (including invalidity allowance and reinstatement)	33, 32	Delegation of powers identical to those in Tables III, IV and VIII for officials [5]				
19. Termination of contract						
- Temporary staff under Art. 2(a), (b) and (d) of CEOS	14, 47, 48	DG-DGA-CHC-D-CP		CL/CU - ADM - AST		
- Temporary staff under Art. 2(c)	14, 47, 48	This power is delegated to: see footnote [1]				
20. Discipline	49, 50, 50a	Delegation of powers identical to those in Table VI for officials.				
21. Allowances on termination	14, 47-50					All grades and functions
22. Limitation of severance grant and resettlement allowance	49(2), 50(2)			All grades and functions		
23. Pre-recruitment medical examination (including notably composition of the Medical Committee)	13			All grades and functions		

[1] For the BEPA Director-General, the Head of the Spokespeople's Service and the Commission Spokesperson this power is delegated to the President. For the Deputy Spokesperson and the Co-ordinating Spokespeople this power is delegated to the President, acting in agreement with the Head of the Spokespeople's Service. For BEPA Directors and Principal Advisers this power is delegated to the President, acting in agreement with the Director-General of BEPA. For Heads of Cabinet, Deputy Heads of Cabinet, Cabinet Experts and BEPA Advisers this power is delegated to the Member of the Commission responsible for human resources, in agreement with the President. For all other temporary staff under Article 2(c), this power is delegated to the Director-General for HR and Security. Where relevant, the Directorate-General of origin is informed. With regard to Members of Cabinet, the President's Cabinet is informed.

[2] In the event of employment during unpaid leave, the Appointing Authority is required to seek the opinion of the Director-General for HR and Security before deciding.

[3] For temporary staff under Article 2(c), the powers of the Appointing Authority are exercised in accordance with the rules for Commission officials seconded to a Cabinet. The powers of the Director-General of the DG of origin are exercised by the Director-General for HR and Security.

[4] As far as the engagement of Heads of Delegation at head-of-unit level in the framework of the 2010 Head of Delegation rotation exercise is concerned, these powers are exercised by the Director-General of DG RELEX.

[5] Decisions under Article 33(1)(5th subpara) CEOS are taken by the Director-General for Human Resources and Security.

[6] In agreement with the President and with the Member of the Commission responsible for the department concerned.

AECCE TABLE (Annex I)

XII. CONTRACT STAFF

SUBJECT	Articles of CEOS	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned	Director PMO
<b>1. Decision to engage and conclusion of contract and supplementary contract:</b>	3a; 3b, 82					
- Contract staff, Art. 3a of CEOS				All grades and functions		
- Contract staff, Art. 3b of CEOS				All grades and functions		
<b>2. Exemption from the requirement to be a national of a Member State</b>	82(3)(a)			All grades and functions		
<b>3. Exemption from the requirement to produce valid supporting documents</b>	82(4)			All grades and functions		
<b>4. Extension of a probationary period</b>	84(2)+(3)			All grades and functions		
<b>5. Rights and obligations</b>	81, 11	Delegation of powers identical to those in Table V for ADM and AST or in Table X.A. for staff serving in a third country				
<b>6. Classification in the next higher grade</b>	87			All grades and functions		
<b>7. Working hours and leave</b> (including notably overtime - FG I and FG II - , shiftwork, standby duty, public holidays, annual, special and sick leave, requirement to take leave, parental and family leave, rest leave)	91, 16(1st+2nd para)	Delegation of powers identical to those in Tables VII and VIII for ADM and AST or in Table X.A. for staff serving in a third country				
<b>8. Sick leave: right to remuneration</b>	91, 16(3rd+4th para)				All grades and functions	
<b>9. Unpaid leave on personal grounds</b>	91, 17				All grades and functions	
<b>10. Call-up leave</b>	91, 18				All grades and functions	
<b>11. Allowances</b> expatriation allowance and foreign residence allowance, family allowances (Articles 67, 68, 69, 70 of the Staff Regs.), recognition of non-marital partnership	92, 20, 21	Delegation of powers identical to those in Table VII and VIII for ADM and AST or in Table X.A. for staff serving in a third country				
<b>12. Reimbursement of expenses</b> 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.)	92, 22 - 26, 94	Delegation of powers identical to those in Table VIII for ADM and AST or in Table X.A. for staff serving in a third country				
<b>13. Transfer of remuneration (Article 17 of Annex VII to Staff Regs.)</b>	92, 27	Delegation of powers identical to those in Table VIII for ADM and AST or in Table X.A. for staff serving in a third country				
<b>14. Cover for sickness and accidents</b>	95, 28	Delegation of powers identical to those in Table VIII for ADM and AST				
<b>14a. Unemployment allowance</b>	96					All grades and functions
<b>15. Grants and reimbursements in cases of birth and death</b>	97	Delegation of powers identical to those in Table VIII for ADM and AST or in Table X.A. for staff serving in a third country				

AECCE TABLE (Annex I)

XII. CONTRACT STAFF

SUBJECT	Articles of CEOS	Commission	Member of the Commission responsible for human resources	Director-General for Human Resources and Security	Director-General concerned	Director PMO
15a. Gifts, loans or advances (Article 76 of Staff Regs.)	98	Delegation of powers identical to those in Table VIII for ADM and AST or in Table X.A. for staff serving in a third country				
16. Suspension of benefits for death or invalidity	99(2nd para)			All grades and functions		
17. Suspension of guaranteed benefits for death or invalidity	100			All grades and functions		
18. Pensions (including notably: severance grant, authentication of pensionable years, transfer of pension rights)	103 - 112, 100	Delegation of powers identical to those in Table VIII for ADM and AST				
19. Recovery of overpayments	116	Delegation of powers identical to those in Table VIII for ADM and AST or in Table X.A. for staff serving in a third country				
20. Termination of service on invalidity grounds (including invalidity allowance and reinstatement)	101, 102, 100	Delegation of powers identical to those in Tables III, IV and VIII for ADM and AST [2]				
21. Termination of contract	84(3)+(4), 119, 47, 48			All grades and functions		
22. Discipline	119, 49, 50, 50a	Delegation of powers identical to those in Table VI for ADM and AST [1]				
23. Allowances on termination	84(5), 119, 47(b), 48(b)					All grades and functions
24. Limitation of severance grant and resettlement allowance	119, 49(2), 50(2)			All grades and functions		
25. Pre-recruitment medical examination (including notably composition of the Medical Committee)	83			All grades and functions		

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

[2] Decisions under Article 101(4) CEOS are taken by the Director-General for Human Resources and Security

**AECCE TABLE (Annex I)**

**XIII. LOCAL STAFF**

<b>SUBJECT</b>	<b>Articles of CEOS</b>	<b>Commission</b>	<b>Member of the Commission responsible for human resources</b>	<b>Director-General for Human Resources and Security</b>	<b>Director-General concerned</b>
1. Conditions of employment		X			
2. Decision to engage and conclusion and termination of contract					X

**AECCE TABLE (Annex I)**

**XIV. SPECIAL ADVISERS**

<b>SUBJECT</b>	<b>Articles of the CEOS</b>	<b>Commission</b>	<b>Member of the Commission responsible for human resources</b>	<b>Director-General for Human Resources and Security</b>	<b>Director-General concerned</b>
1. Decision to engage and conclusion of contract and supplementary contract:	5, 123				
- under specific decisions in the context of external policy		All grades [1]			
- other			All grades		
2. Exemption from the requirement to be a national of a Member State	123			All grades	
3. Rights and obligations (Articles 11 to 25 of the Staff Regulations)	124	This power is exercised by the appropriate Appointing Authority for officials.			

[1] The Commissioner responsible for external relations by delegation of powers.