



Comité économique et social européen
Le Secrétaire général

PE - COURRIER EP - ENTRÉE
01.09.2004
N° 11097

Bruxelles, le 2208 30-08-04

Monsieur le Président,

J'ai l'honneur de vous transmettre une copie du rapport à l'autorité budgétaire sur la mise en œuvre de la structure de carrière révisée.

Je vous prie de croire, Monsieur le Président, en l'assurance de ma très haute considération.

Pour le Secrétaire général,


Cornélis BENTVELSEN
Directeur

Monsieur Janusz Lewandowski
Membre du Parlement européen
Président de la Commission des budgets
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European Economic and Social Committee

Brussels, 26 August 2004

REPORT TO THE BUDGETARY AUTHORITY
ON THE IMPLEMENTATION OF THE REVISED CAREER STRUCTURE

1. Introduction

In adopting the amending budget 4/2004 on the revised establishment plans, the European Parliament and the Council approved the following declaration:

"The recruitment of staff is regulated by the relevant provisions of the Staff Regulations. Accordingly, all institutions will apply the following rules in 2004:

- All officials recruited before the 1st of May 2004 will be classified in accordance with Article 2 of Annex XIII to the new Staff Regulations.
- All officials recruited after the 1st of May 2004 will be classified in accordance with the new Staff Regulations, in particular Articles 5, 12 and 13 of Annex XIII, whether they are recruited to new posts or to vacant posts.

During the preparation of the first reading of the 2005 budget and in time for decisions to be agreed at the budget conciliation in July, each institution, office or agency will be required to report to the Budgetary Authority on the implementation of the revised staff grade structure and the effects on their establishment plan. If needed in respect of 2004, each institution, office or agency will propose an adjustment of its establishment plan in so far as the actual occupancy of posts diverges from the conversion of the establishment plan as approved in April 2004. Such proposals will take into consideration the requirements mentioned above and the need for vacant posts at every grade in the establishment plan for normal recruitment and promotion purposes in accordance with the Staff Regulations."

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2. Recruitment of officials before and after 1 May 2004

The European Economic and Social Committee confirms that all new officials recruited before 1 May 2004 have been classified in accordance with Article 2 of Annex XIII to the Staff Regulations, and all new officials recruited after that date classified in accordance with the new Staff Regulations, in particular Articles 5, 12 and 13 of Annex XIII.

3. Conversion of establishment plan (AB 4/2004)

It should first be pointed out that the establishment plan converted by AB 4/2004 is the result of the conversion of posts existing as at 31 December 2003 in accordance with Article 2 of Annex XIII to the Staff Regulations, applying a 15% reduction to vacant posts, which reduces opportunities for recruitment and transfer to the EESC. The new posts granted at the basic grade for 2004 have been converted in accordance with Article 12 of Annex XIII to the Staff Regulations, except for the seven posts filled before 1 May, to which the provisions of Article 2 of Annex XIII were applied. Those granted at an intermediate level (A5) were also converted in accordance with Article 2 of Annex XIII. In proportion to its size, management-grade posts, which are essential for dealing with the impact of enlargement, are undoubtedly at a lower level than those granted to the larger institutions. The multiplication rates referred to in Article 6(2) of the new Staff Regulations have also been applied in order to provide promotion prospects for grades considered as ineligible for further promotion under the old Staff Regulations (L/A4, B1, C1 and D1). This concerns A*13 (5%), B*11 (5%), C*7 (5%) et D*5 (5%) posts. The rates used are those specified in Articles 9 and 10 of Annex XIII (Appendix 1 to the converted establishment plan).

The following comments should be made on the converted establishment plan.

(L)A3:

- The 19 posts existing as at 31 December 2003 were converted to A*14.
- The four new posts were converted to A*14 (2) and A*13 (2).
- The two A*13 posts will be used to promote officials of outstanding merit performing particularly important functions (financial management and audit), freeing up two A*12 posts.
- Four A*12 officials, heads of the new language units, should be recruited by the end of 2004.

(L)A5:

- The 38 posts (including three new posts) were converted to A*11.
- One of these grades will be used for an official returning from leave on personal grounds.
- The remaining two A*11 posts resulting from this conversion will be used to promote officials of merit.

.../...

(L)A7:

- As at 31 December 2003 the EESC had 50 posts, and a further 59 posts were granted in 2004.
- The 50 existing posts were converted to A*8 (26), A*7 (19) and A*6 (5).
- The 59 new posts were converted to A*6.
- In general, the A*6 grades will be used to recruit successful candidates from (L)A7 competitions. The A*7 grades available can be used to a limited extent for the transfer of former (L)A8 officials (converted to A*7). They will also be used for promotions in order to offer new officials an appropriate start to their career.

B1:

- The 12 existing posts were converted to B*10 (11) and B*11 (1).
- The B*11 post will be used to promote a former B1 official (ineligible for promotion under the old Staff Regulations).

B5:

- As at 31 December 2003 the EESC had 24 posts, and a further 10 posts were granted in 2004.
- The 24 existing posts were converted to B*5 (20) and B*3 (4).
- The 10 new posts were converted to B*3.
- The vacant B*5 grades can be used for the transfer of officials from the other institutions (this is a category where the reserve lists often pose a problem).

C1:

- The 54 existing posts were converted to C*6 (51) and C*7 (3).
- The three C*7 posts will be used to promote three former C1 officials (ineligible for promotion under the old Staff Regulations).

C5:

- As at 31 December 2003 the EESC had 37 posts, and a further 11 posts were granted in 2004.
- The 37 existing posts were converted to C*2 (33) and C*1 (4).
- The 11 new posts were converted to C*1.
- The vacant C*2 grades will be used to transfer officials from other institutions.

D1:

- The 10 existing posts were converted to D*4 (9) and D*5 (1).
- The D*5 post will be used to promote a former D1 official (ineligible for promotion under the old Staff Regulations).

D3:

- The 9 existing posts were converted to D*2 (6) and D*1 (3).

4. Actual occupation of posts at the end of April and on 1 May

The arrangements for converting the establishment plan required by the budgetary authority have placed the EESC in a difficult situation regarding the provision of Article 1 of the Conditions of Employment of Other Servants. Applying the Staff Regulations very strictly, the EESC treated as vacant any post not occupied by an official, even if it was occupied by a temporary staff member.

As appendix 2 shows, the EESC had to use A*14 and A*13 posts to convert the grades of temporary contracts already in force at 1 May 2004, in accordance with the table set out in Article 2 of Annex XIII to the Staff Regulations. The number of (L)A 7 posts (officials and temporary staff) existing at 31 December 2003 was greater than the number converted to A*8, which means that the conversion of the establishment plan was carried out at too low a level. This situation will be corrected over time as temporary staff members are replaced by officials recruited under the new Staff Regulations at grade A*5 or A*6. In the meantime, however, there is a problem of mobility between institutions (transfer of officials at grade A*8). In order to reduce the number of temporary staff of grade A*8 or A*7 as quickly as possible, any contract extension for a period exceeding one year offered to staff members already employed on 1 May 2004 is currently considered as a new contract, to which the provisions of the new Staff Regulations apply.

5. Appendix 3 shows the number of vacant posts as at 30 June and 31 July.

Appendix 4 sets out a recruitment plan for the period to 31 December 2004.

SECTION VI – EUROPEAN ECONOMIC AND SOCIAL COMMITTEE

Staff chart

Categories and grades	2004 budget					Budget 2004 converted	
	SECTION VI		Of which new posts not filled as at 1 May			SECTION VI	
	Permanent posts	Temporary posts	Permanent posts	Temporary posts		Permanent posts	
Non-category	1	0			Non-category	1	0
A1	0	0	0	0	A*16	0	0
A2	5	0	0	0	A*15	5	0
A3	8	1	0	0	A*14	21	1
					A*13	2	0
A4	12	2	0	0	A*12	46 (2)	2
A5	11	1	3	0	A*11	38	1
A6	11	0	0	0	A*10	47	0
					A*9		
A7	22	5(1)	5	0	A*8	26	5 (1)
A8	0	0	0	0	A*7	19	0
					A*6	64	
					A*5	0	0
TOTAL	69	9	8	0		268	9
LA 3	15	0	4	0			
LA 4	34(2)	0	0	0			
LA 5	27	0	0	0			
LA 6	36	0	0	0			
LA 7	87	0	54	0			
LA 8	0	0	0	0			
TOTAL	199	0	58	0			
B1	12	1	0	0	B*11	1	0
					B*10	11	1
B2	16	1	0	0	B*9		0
B3	14	2	0	0	B*8	16	1
B4	12	2	0	0	B*7	14	2
B5	34	3(1)	10	0	B*6	12	2
					B*5	20	3(1)
					B*4		
					B*3	14	0
TOTAL	88	9	10	0		88	9
C1	54	0	0	0	C*7	3	0
C2	54	2	0	0	C*6	51	0
C3	40	4	0	0	C*5	54	2
C4	18	0	0	0	C*4	40	4
C5	48	0	11	0	C*3	18	0
					C*2	33	0
					C*1	15	0
TOTAL	214	6	11	0		214	6
D1	10	0	0	0	D*5	1	0
D2	4	0	0	0	D*4	9	0
D3	9	0	0	0	D*3	4	0
D4	0	0	0	0	D*2	6	0
					D*1	3	0
TOTAL	23	0	0	0		23	0
GRAND TOTAL	594(3)	24	87	0		594(3)	24

1. For the President's secretariat, the group secretariats and the buildings unit (2 A7 and 1 B5 authorised up to the end of 2004).

2. One LA4 post has been abolished pursuant to Article 55(2) of the Financial Regulation of 21.12.1977.

3. The effects of filling certain posts with part-time staff may be offset by recruiting additional staff, subject to the balance of posts thus released in each category.

EUROPEAN ECONOMIC AND SOCIAL COMMITTEE

Staff chart

Categories and grades	2004 Budget 1 April 2004							Budget 2004 (converted) 1 May 2004 (1)					
	Permanent posts			Temporary posts				Permanent posts			Temporary posts		
	Staff chart	Posts filled	Posts vacant	Staff chart	Posts filled	Posts vacant		Staff chart	Posts filled	Posts vacant	Staff chart	Posts filled	Posts vacant
Non-category	1	1	0	0	0	0	Non-category	1	1	0			
A1							A*16						
A2	5	5	0				A*15	5	5	0			
A3	8	8	0	1	1	0	A*14	21	19	2	1	1	0
							A*13	2	0	2			
A4	12	12	0	2	2	0	A*12	46	44	2	2	2	0
A5	11	7	4	1	1	0	A*11	38	34	4	1	1	0
A6	11	10	1				A*10	47	42	5			
							A*9	0					
A7	22	15	7	5	4	1	A*8 (2)	26	40	-14	5	4	1
A8	0	4	-4				A*7	19	17	2			
							A*6	64		64			
							A*5	0	8	-8			
TOTAL	69	61	8	9	8	1		268	209	59	9	8	1
LA 3	15	11	4										
LA 4	34	33	1										
LA 5	27	27	0										
LA 6	36	29	7										
LA 7	87	26	61										
LA 8	0	15	-15										
TOTAL	199	141	58	0									
B1	12	9	3	1			B*11	1	0	1			
							B*10	11	9	2	1	0	1
B2	16	15	1	1	1		B*9						
B3	14	15	-1	2	2		B*8	16	15	1	1	1	0
B4	12	10	2	2	2		B*7	14	16	-2	2	2	0
B5	34	12	22	3	4		B*6	12	10	2	2	2	0
							B*5	20	11	9	3	4	-1
							B*4						
							B*3	14	2	12			
TOTAL	88	61	27	9	9			88	63	25	9	9	0
C1	54	52	2				C*7	3	0	3			
C2	54	48	6	2	1		C*6	51	52	-1			
C3	40	42	-2	4	4		C*5	54	48	6	2	1	1
C4	18	18	0				C*4	40	41	-1	4	4	0
C5	48	52	-4	0	1		C*3	18	17	1			
							C*2 (3)	33	47	-14	0	1	-1
							C*1	15	3	12			
TOTAL	214	212	2	6	6			214	208	6	6	6	0
D1	10	10	0				D*5	1	0	1			
D2	4	6	-2				D*4	9	10	-1			
D3	9	6	3				D*3	4	6	-2			
D4	0	6	-6				D*2	6	6	0			
							D*1	3	6	-3			
TOTAL	23	28	-5	0				23	28	-5	0	0	0
GRAND TOTAL	594	504	90	24	23	1		594	509	85	24	23	

1. For the President's secretariat, the group secretariats and the buildings unit (2 A7 and 1 B5 authorised until the end of 2004).

2. One LA4 post has been abolished pursuant to Article 55(2) of the Financial Regulation of 21.12.1977.

3. The effects of filling certain posts with part-time staff may be offset by recruiting additional staff, subject to the balance of posts thus released in each category.

(1) The number of posted filled for some grades changed between 1 April and 1 May due to various staff changes

[recruitment, leave on personal grounds, departures, grade changes after passing open competitions, promotions (two A6 on 16/04)]

(2) There are 14 more A*8 than the scheduled number of posts. These 14 posts are offset by the fact that 15 posts remain unfilled in higher grades.

(3) There are 14 more C*2 than the scheduled number of posts. These 14 posts are offset by the fact that posts remain unfilled in higher grades.

EESC: Vacant posts as at 30 June and as at 31 July 2004

Vacant posts as of 30 June 2004
Posts earmarked for the recruitment of officials

A*14	A*13	A*12	A*11	A*10	A*9	A*8	A*7	A*6	A*5	Total
1	1						2	50		54
B*11	B*10	B*9	B*8	B*7	B*6	B*5	B*4	B*3		
						2		5		7
C*7	C*6	C*5	C*4	C*3	C*2	C*1				
				1		11				12
D*4	D*3	D*2	D*1							
										73

Temporary posts

B*7	A*8	Total
1	1	2

Total number of vacant posts: 73

Vacant posts as of 31 July 2004
Posts earmarked for the recruitment of officials

A*14	A*13	A*12	A*11	A*10	A*9	A*8	A*7	A*6	A*5	Total
1	2						2	39		44
B*11	B*10	B*9	B*8	B*7	B*6	B*5	B*4	B*3		
						1		3		4
C*7	C*6	C*5	C*4	C*3	C*2	C*1				
		1		1	1	9				12
D*4	D*3	D*2	D*1							
1		1								2
										62

Temporary posts

B*7	A*8	Total
1	1	2

Total number of vacant posts: 64

EESC recruitment plan up to 31 December 2004

Recruitment scheduled for September and October 2004: 3 A*6 and 4 A*5.

Interviews with successful candidates on the EPSO lists, whom the EESC are "authorised" to recruit are under way and the recruitment timetable appears reasonable.

The EESC thus expects to recruit the 20 successful candidates allocated to it by the end of this year.

The Polish reserve lists (translation and secretariat) and the Slovak and Czech lists for translators are not yet not available. Nor is it yet known to how many successful candidates we will be able to extend job offers. However, initial estimates look quite positive and suggest that about 15 successful candidates will be recruited.

Taken together, the above figures imply that about 40 new officials will be recruited by 31 December 2004.

In response to the lack of successful candidates on some reserve lists (particularly for Latvian, Lithuanian, Slovenian and Slovak translators, and also for "C" grade staff as a whole), the EESC/CoR translation service has organised selection boards to recruit temporary staff in addition to the successful candidates in open competitions.

These selection boards have already managed to fill some posts and new lists have been available since July.

Now that the number of successful candidates is known for some translation units, new temporary staff will be appointed to the remaining vacant posts.

Plans are to recruit 20 new temporary members of staff by 31 December 2004, which would be equivalent to almost all the posts available to the EESC.

This may seem ambitious considering the rate at which posts have been filled to date, but it should be noted that some of the posts had been left vacant pending publication of the ESPO reserve lists. Some temporary agents were recruited pending publication of these lists but not all posts were filled, so as to leave the way open to recruit permanent officials as soon as possible. In most cases these temporary staff members have been recruited from abroad and therefore they want relatively long contracts to justify moving to Brussels from another country; it was not thought to be a good idea to offer such contracts, given that the expected reserve lists might soon make a multitude of candidates available. This uncertainty is in the process of being cleared up, warranting implementation of the recruitment plan outlined above.



Comité économique et social européen
Le Secrétaire général

PE - COURRIER EP - ENTRÉE
01.09.2004
N° 11100

Bruxelles, le 2210 31-08-04

Monsieur le Président,

J'ai l'honneur de vous transmettre une copie du rapport à l'autorité budgétaire sur la mise en œuvre du dispositif de chef d'unité.

Je vous prie de croire, Monsieur le Président, en l'assurance de ma très haute considération.

Pour le Secrétaire général,

Cornélis BENTVELSEN
Directeur

Monsieur Janusz Lewandowski
Membre du Parlement européen
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Brussels, 26 August 2004

**IMPLEMENTATION REPORT ON THE ARRANGEMENTS APPLYING
TO HEADS OF UNIT AT THE EUROPEAN ECONOMIC AND SOCIAL COMMITTEE**

1. Introduction

In its resolution of April 2004, the European Parliament asked to be brought up to date on the implementation of the arrangements applying to heads of unit in the European institutions. In particular, it asked for the number of head of unit/division posts in 2003 and 2004 and for an estimate for 2005. It also asked for an indication of the total cost of the head of unit posts (advancement to a higher step).

2. Criteria for appointment as head of unit

The European Economic and Social Committee regrets that no inter-institutional implementing rules have been adopted on this matter despite the fact that the question of head of unit stems directly from the new staff regulations. In April 2004, the European Economic and Social Committee provisionally adopted the following criteria for appointing an official to head of unit:

- a minimum grade of A5 (for an appointment before 30 April 2004) or A*11 (for an appointment after 1 May 2004),
- directly answerable to the Secretary-General or a director,
- coming under at least one of the following categories:
 - officials with key responsibilities in defining, developing and implementing one of the Committee policies, or with key responsibilities in sensitive areas;
 - officials with key responsibilities in staff or financial management, or performing the duties of authorising officer within the meaning of the Financial Regulation, for significant areas and/or budgets;
 - officials managing an administrative unit comprising at least nine officials.

.../...

It should be stressed that these criteria have been adopted as a provisional measure. The EESC has applied the above criteria in the absence of an inter-institutional approach. However it seems clear that such an approach is necessary, even allowing for the organisational differences between institutions. The EESC and the Committee of the Regions have adopted a rather harmonized approach in this matter, which is indeed necessary in view of the fact that both Committees share "joint services" comprising of translation services and logistic services.

3. Number of heads of unit

Applying the above criteria, the EESC had 34 heads of unit (30 officials and 4 temporary staff) on the day before the new staff regulations came into force (30 April 2004). From these 34 heads of unit, 13 are employed by the Joint Services of the EESC and the CoR. Of the 34 heads of unit, 20 were previously heads of division.

The advancement to a higher step was calculated as the increase in the multiplication factor equivalent to the increase in the basic monthly salary equal to the percentage difference between the first and last step of the grade, and applied as of 1 May 2004, to 40 members of staff: the five directors and the Secretary-General (Art. 44 of the Staff Regulations); together with the 34 heads of unit.

The total net cost amounts to €7,200 per month, that is €86,400/year.

4. Developments/Forecast

A revision of the criteria for appointing heads of unit is also necessary for there to be a policy on appointments, the reversibility of appointment decisions, training and mobility for heads of unit.

The EESC Secretariat will submit in the near future a proposal to its Bureau concerning the establishment of an overall firm arrangement to apply to heads of unit: nomination procedure, reversibility, training, management, and in particular mandatory training in management, and mobility. In addition, since the new officials of the administrator function group are being recruited at A*5 level, it would seem appropriate in the future to set the minimum grade for appointment to head of unit at A*9, since the current level of A*11 would entail six promotions before an official could be appointed to head of unit; this is deemed to be too long from the human resource management point of view. If this option were pursued, such a policy would not mean a significant increase in the number of heads of unit.

Moreover, as a result of enlargement (filling vacant posts) and the need to consolidate management levels, it is envisaged that the EESC could have 43 or 44 heads of unit in 2005, of which 16 employed at the EESC-CoR Joint Services. For information: the breakdown male/female will probably be around 75% male and 25% female.
