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This compendium has been prepared within the Commission by the "Legal issues and questions relating to the Staff Regulations" Unit.

You may send any comments you may have regarding this publication by e-mail to ADMIN-QUICK-WAY@cec.eu.int.

For specific practical matters, please refer to the different units dealing with any given subject matter; as to general questions, these can be addressed by e-mail to <u>ADMIN ADMINFO@cec.eu.int.</u>

Outside the institutions, you can find details of the persons who can be contacted as well as the relevant organisational entities in the Electronic Directory of the European Institutions: IDEA http://europa.eu.int/idea/index.htm.

Directorate-General Personnel and Administration is to be found at the following address: http://europa.eu.int/comm/dgs/personnel_administration/index_en.htm.

Within the institutions, please consult the following sites on the IntraComm:

- The Quick Way (Staff Regulations): http://intracomm.cec.eu-admin.net/guide/systeme/systat/index_en.htm and
- "Personnel & Administration": http://www.cc.cec/pers_admin/index_fr.html.

NOTE (1)

The Staff Regulations of officials and the conditions of employment of other servants of the European Communities^[2] applicable from 5 March 1968, as laid down by Articles 2 and 3 of Council Regulation (EEC, Euratom, ECSC) No 259/68 of 29 February 1968 (Official Journal of the European Communities L 56, 4.3.1968 – Special Edition 1968, 1 December 1972), and the following Regulations amending that Regulation are consolidated in this text. The consolidated text has been produced for information only and is not legally binding.^[3] The figures in brackets beside certain articles, correspond to the figures listed below and refer to the Regulations by which they were amended.

Regulation (Euratom, ECSC, EEC) No 2278/69 (OJ L 289, 17.11.1969, p. 1) Regulation (ECSC, EEC, Euratom) No 95/70 (OJ L 15, 21.1.1970, p. 1) (2)Regulation (ECSC, EEC, Euratom) No 96/70 (OJ L 15, 21.1.1970, p. 4) (3)Regulation (EEC, Euratom, ECSC) No 16/71 (OJ L 5, 7.1.1971, p. 1) (4) Regulation (EEC, Euratom, ECSC) No 2653/71 (OJ L 276, 16.12.1971, p. 1) (5)Regulation (EEC, Euratom, ECSC) No 2654/71 (OJ L 276, 16.12.1971, p. 6) (6)Regulation (Euratom, ECSC, EEC) No 1369/72 (OJ L 149, 1.7.1972, p. 1) (7)Regulation (Euratom, ECSC, EEC) No 1473/72 (OJ L 160, 16.7.1972, p. 1) (8) Regulation (Euratom, ECSC, EEC) No 2647/72 (OJ L 283, 20.12.1972, p. 1) (9)Regulation (ECSC, EEC, Euratom) No 558/73 (OJ L 55, 28.2.1973, p. 1) (10)Regulation (ECSC, EEC, Euratom) No 2188/73 (OJ L 223, 11.8.1973, p. 1) (11)Regulation (EEC, Euratom, ECSC) No 2/74 (OJ L 2, 3.1.1974, p. 1) (12)Regulation (EEC, Euratom, ECSC) No 3191/74 (OJ L 341, 20.12.1974, p. 1) (13)Regulation (Euratom, ECSC, EEC) No 711/75 (OJ L 71, 20.3.1975, p. 1) (14)Regulation (Euratom, ECSC, EEC) No 1009/75 (OJ L 98, 19.4.1975, p. 1) (15)Regulation (Euratom, ECSC, EEC) No 1601/75 (OJ L 164, 27.6.1975, p. 1) (16)Regulation (Euratom, ECSC, EEC) No 2577/75 (OJ L 263, 11.10.1975, p. 1) (17)Regulation (ECSC, EEC, Euratom) No 2615/76 (OJ L 299, 29.10.1976, p. 1) (18)Regulation (ECSC, EEC, Euratom) No 3177/76 (OJ L 359, 30.12.1976, p. 1) (19)Regulation (ECSC, EEC, Euratom) No 3178/76 (OJ L 359, 30.12.1976, p. 9) (20)Regulation (EEC, Euratom, ECSC) No 1376/77 (OJ L 157, 28.6.1977, p. 1) (21)Regulation (EEC, Euratom, ECSC) No 2687/77 (OJ L 314, 8.12.1977, p. 1) (22)Regulation (EEC, Euratom, ECSC) No 2859/77 (OJ L 330, 23.12.1977, p. 1) (23)Regulation (Euratom, ECSC, EEC) No 912/78 (OJ L 119, 3.5.1978, p. 1) (24)Regulation (Euratom, ECSC, EEC) No 914/78 (OJ L 119, 3.5.1978, p. 8) (25)Regulation (Euratom, ECSC, EEC) No 2711/78 (OJ L 328, 23.11.1978, p. 1) (26)Regulation (Euratom, ECSC, EEC) No 3084/78 (OJ L 369, 29.12.1978, p. 1) (27)Regulation (Euratom, ECSC, EEC) No 3085/78 (OJ L 369, 29.12.1978, p. 6) (28)Regulation (ECSC, EEC, Euratom) No 2955/79 (OJ L 336, 29.12.1979, p. 1) (29)Regulation (EEC, Euratom, ECSC) No 160/80 (OJ L 20, 26.1.1980, p. 1) (30)Regulation (EEC, Euratom, ECSC) No 161/80 (OJ L 20, 26.1.1980, p. 5) (31)Regulation (Euratom, ECSC, EEC) No 187/81 (OJ L 21, 24.1.1981, p. 18) and (32)Regulation (Euratom, ECSC, EEC) No 397/81 (OJ L 46, 19.2.1981, p. I) Regulation (Euratom, ECSC, EEC) No 2780/81 (OJ L 271, 26.9.1981, p. 1) (33)Regulation (Euratom, ECSC, EEC) No 3821/81 (OJ L 386, 31.12.1981, p. 1) (34)Regulation (ECSC, EEC, Euratom) No 371/82 (OJ L 47, 19.2.1982, p. 8) (35)Regulation (ECSC, EEC, Euratom) No 372/82 (OJ L 47, 19.2.1982, p. 13) (36)Regulation (ECSC, EEC, Euratom) No 3139/82 (OJ L 331, 26.11.1982, p. 1) (37)Regulation (EEC, Euratom, ECSC) No 440/83 (OJ L 53, 26.2.1983, p. 1) (38)Regulation (EEC, Euratom, ECSC) No 1819/83 (OJ L 180, 5.7.1983, p. 1) (39)

Regulation (EEC, Euratom, ECSC) No 2074/83 (OJ L 203, 27.7.1983, p. 1)

Regulation (EEC, Euratom, ECSC) No 3647/83 (OJ L 361, 24.12.1983, p. 1)

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^[1] This compendium has been prepared by the Staff Regulations Unit of the Commission. Any comments on this publication may be sent by e-mail to ADMIN-QUICK-WAY@cec.eu.int.

^[2] These Staff Regulations and conditions of employment replaced the Staff Regulations of officials and the conditions of employment of other servants of the European Economic Community and the European Atomic Energy Community laid down by Council Regulations No 31 (EEC) and No 11 (EAEC) of 18.12.1961 (OJ 45, 14.6.1962 - Special Edition 1959-62, November 1972) and the Staff Regulations of officials and the conditions of employment of other servants of the European Coal and Steel Community.

^[3] A compendium of legal instruments does not have legislative status unless it has been produced by the enacting institution. As the consolidated texts of the Council Regulations in this compendium have been produced by the Commission services, in the case of litigation reference must be made to the relevant Council Regulation(s) as originally published in the Official Journal and not to this compendium.

That said, the compendium has been prepared with the utmost care and it is hoped that it will be a valuable source of information and a useful work tool.

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Regulation (ECSC, EEC, Euratom) No 419/85 (OJ L 51, 21.2.1985, p. 1)
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      Regulation (ECSC, EEC, Euratom) No 420/85 (OJ L 51, 21.2.1985, p. 6)
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      Regulation (ECSC, EEC, Euratom) No 1578/85 (OJ L 154, 13.6.1985, p. 1)
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      Regulation (ECSC, EEC, Euratom) No 2799/85 (OJ L 265, 8.10.1985, p. 1)
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      Regulation (Euratom, ECSC, EEC) No 793/87 (OJ L 79, 21.3.1987, p. 1)
      Regulation (Euratom, ECSC, EEC) No 3019/87 (OJ L 286, 9.10.1987, p. 3)
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      Regulation (EEC, Euratom, ECSC) No 3728/89 (OJ L 364, 14.12.1989, p. 1)
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      Regulation (Euratom, ECSC, EEC) No 2258/90 (OJ L 204, 2.8.1990, p. 1)
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      Regulation (Euratom, ECSC, EEC) No 3736/90 (OJ L 360, 22.12.1990, p. 1)
(60)
      Regulation (EEC) No 2232/91 (OJ L 204, 22.7.1991, p. 1)
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      Regulation (ECSC, EEC, Euratom) No 3830/91 (OJ L 361, 31.12.1991, p. 1)
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      Regulation (ECSC, EEC, Euratom) No 3831/91 (OJ L 361, 31.12.1991, p. 7)
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      Regulation (ECSC, EEC, Euratom) No 3834/91 (OJ L 361, 31.12.1991, p. 13)
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      Regulation (EEC, Euratom, ECSC) No 571/92 (OJ L 62, 7.3.1992, p. 1)
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      Regulation (Euratom, ECSC, EEC) No 3608/93 (OJ L 328, 29.12.1993, p. 1)
      Regulation (ECSC, EC, Euratom) No 3161/94 (OJ L 335, 23.12.1994, p. 1)
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      as amended by Regulation (EC, Euratom, ECSC) No 1197/95 (OJ L 119, 30.5.1995, p. 1)
      Regulation (ECSC, EC, Euratom) No 2963/95 (OJ L 310, 22.12.1995, p. 1)
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      Regulation (Euratom, ECSC, EC) No 1354/96 (OJ L 175, 13.7.1996, p. 1)
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      Regulation (ECSC, EC, Euratom) No 2591/97 (OJ L 351, 23.12.1997, p. 1)
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      Regulation (EC, ECSC, Euratom) No 781/98 (OJ L 113, 15.04.1998, p. 4)
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      Regulation (EC, ECSC, Euratom) No 2458/98 (OJ L 307, 17.11.1998, p. 1)
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      Regulation (EC, ECSC, Euratom) No 212/2000 (OJ L 24, 29.1.2000, p. 1)
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      Regulation (EC, ECSC, Euratom) No 628/2000 (OJ L 76, 25.3.2000, p. 1)
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      Regulation (EC, ECSC, Euratom) No 2804/2000 (OJ L 326, 22.12.2000, p. 3)
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      Regulation (EC, ECSC, Euratom) No 2805/2000 (OJ L 326, 22.12.2000, p. 7)
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(93)
      Regulation (EC, Euratom) No 2181/2003 (OJ L 327, 16.12.2003, p.1)
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      Regulation (EC, Euratom) No 2182/2003 (OJ L 327, 16.12.2003, p.3) [1]
(95)
      Regulation (EC, Euratom) No .../2004 (OJ L ...2004, p...) [2]
(96)
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^[1] This Regulation made the most recent adjustment to the remuneration of officials and other servants of the European Communities in accordance with Article 65 of the Staff Regulations.

^[2] This Regulation was adopted by the Council on 22 March 2004. A reference to publication in the Official Journal can be found on the Internet: http://europa.eu.int/eur-lex/

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Title I: General provisions

Article 1 (21) (73) (96)

These Staff Regulations shall apply to officials of the Communities.

Article 1a (96)

- 1. For the purposes of these Staff Regulations, "official of the Communities" means any person who has been appointed, as provided for in these Staff Regulations, to an established post on the staff of one of the institutions of the Communities by an instrument issued by the Appointing Authority of that institution.
- 2. This definition in paragraph 1 shall also apply to persons appointed by Community bodies to whom these Staff Regulations apply under the Community acts establishing them (hereinafter "agencies"). Any references to institutions in these Staff Regulations shall apply to agencies, save as otherwise provided in these Staff Regulations.

Article 1b (96)

Save as otherwise provided in these Staff Regulations,

- (a) the European Economic and Social Committee,
- (b) the Committee of the Regions,
- (c) the European Ombudsman and
- (d) the European Data Protection Supervisor

shall, for the purposes of these Staff Regulations, be treated as institutions of the Communities.

Article 1c (96)

Any reference in these Staff Regulations to a person of the male sex shall be deemed also to constitute a reference to a person of the female sex, and vice-versa, unless the context clearly indicates otherwise.

Article 1d (77) (96)

1. In the application of these Staff Regulations, any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age, or sexual orientation shall be prohibited.

For the purposes of these Staff Regulations, non-marital partnerships shall be treated as marriage provided that all the conditions listed in Article 1(2)(c) of Annex VII are fulfilled.

- 2. With a view to ensuring full equality in practice between men and women in working life, which shall be an essential element to be considered in the implementation of all aspects of these Staff Regulations, the principle of equal treatment shall not prevent the institutions of the European Communities from maintaining or adopting measures providing for specific advantages in order to make it easier for the underrepresented sex to pursue a vocational activity or to prevent or compensate for disadvantages in professional careers.
- 3. The institutions shall determine, by agreement, after consulting the Staff Regulations Committee, measures and actions to promote equal opportunities for men and women in the areas covered by these Staff Regulations, and shall adopt the appropriate provisions notably to redress such de facto inequalities as hamper opportunities for women in these areas.
- 4. For the purposes of paragraph 1, a person has a disability if he has a physical or mental impairment that is, or is likely to be, permanent. The impairment shall be determined according to the procedure set out in Article 33.

A person with a disability meets the conditions laid down in Article 28(e) if he can perform the essential functions of the job when reasonable accommodation is made.

"Reasonable accommodation", in relation to the essential functions of the job, shall mean appropriate measures, where needed, to enable a person with a disability to have access to, participate in, or advance in employment, or to undergo training, unless such measures would impose a disproportionate burden on the employer.

- 5. Where persons covered by these Staff Regulations, who consider themselves wronged because the principle of equal treatment as set out above has not been applied to them, establish facts from which it may be presumed that there has been direct or indirect discrimination, the onus shall be on the institution to prove that there has been no breach of the principle of equal treatment. This provision shall not apply in disciplinary proceedings.
- 6. While respecting the principle of non-discrimination and the principle of proportionality, any limitation of their application must be justified on objective and reasonable grounds and must be aimed at legitimate objectives in the general interest in the framework of staff policy. Such objectives may in particular justify stipulating a mandatory retirement age and a minimum age for drawing a retirement pension.

Article 1e (96)

- 1. Officials in active employment shall have access to measures of a social nature adopted by the institutions and to services provided by the social welfare bodies referred to in Article 9. Former officials may have access to limited specific measures of a social nature.
- 2. Officials in active employment shall be accorded working conditions complying with appropriate health and safety standards at least equivalent to the minimum requirements applicable under measures adopted in these areas pursuant to the Treaties.
- 3. Measures of a social nature adopted in accordance with this Article shall be implemented by each institution in close co-operation with the Staff Committee, on the basis of multi-annual proposed actions. These proposed actions shall be transmitted each year to the budgetary authority in the framework of the budget procedure.

- I. Each institution shall determine who within it shall exercise the powers conferred by these Staff Regulations on the appointing authority.
- 2. However, one or more institutions may entrust to any one of them or to an inter-institutional body the exercise of some or all of the powers conferred on the Appointing Authority, other than decisions relating to appointments, promotions or transfers of officials.

Article 3

The instrument appointing an official shall state the date on which the appointment takes effect; this date shall not be prior to the date on which the official takes up his duties.

Article 4 (96)

No appointment or promotion shall be made for any purpose other than that of filling a vacant post as provided for in these Staff Regulations.

Vacant posts in an institution shall be notified to the staff of that institution once the appointing authority decides that the vacancy is to be filled.

If the vacancy cannot be filled by transfer, appointment to a post in accordance with Article 45a or promotion, it shall be notified to the staff of the other institutions, and/or an internal competition shall be organised.

- 1. The posts covered by the Staff Regulations shall be classified, according to the nature and importance of the duties to which they relate, in an administrators' function group (hereinafter "AD") and an assistants' function group (hereinafter "AST").
- 2. Function group AD shall comprise twelve grades, corresponding to administrative, advisory, linguistic and scientific duties. Function group AST shall comprise eleven grades, corresponding to executive, technical and clerical duties.
- 3. Appointment shall require at least
 - (a) in function group AST:
 - (i) a level of post-secondary education attested by a diploma, or

- (ii) a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years, or
- (iii) where justified in the interests of the service, professional training or professional experience of an equivalent level.
- (b) in function group AD for grades 5 and 6:
 - (i) a level of education which corresponds to completed university studies of at least three years attested by a diploma, or
 - (ii) where justified in the interest of the service, professional training of an equivalent level.
- (c) in function group AD for grades 7 to 16:
 - (i) a level of education which corresponds to completed university studies attested by a diploma when the normal period of university education is four years or more, or
 - (ii) a level of education which corresponds to completed university studies attested by a diploma and appropriate professional experience of at least one year when the normal period of university education is at least three years, or
 - (iii) where justified in the interests of the service, professional training of an equivalent level.
- 4. A table showing types of posts is given in Annex I, point A. By reference to this table, each institution shall define the duties and powers attaching to each type of post after consulting the Staff Regulations Committee.
- 5. Identical conditions of recruitment and service career shall apply to all officials belonging to the same function group.

Article 6 (96)

- 1. The establishment plan appended to the section of the budget related to each institution shall indicate the number of posts in each grade and function group.
- 2. To ensure equivalence of the average career in the career structure before 1 May 2004 (hereinafter "old career structure") and as from 1 May 2004 (hereinafter "new career structure") and without prejudice to the principle of promotion based on merit as laid down in Article 45 of the Staff Regulations, this plan shall ensure that for each institution, the number of vacant positions at every grade of the establishment plan on 1 January of each year corresponds to the number of officials in the lower grade in active employment on 1 January of the preceding year, multiplied by the rates laid down in Annex I, point B, for that grade. These rates shall be applied on a five-year average basis as from 1 May 2004.
- 3. The Commission shall, on the basis of the methodology defined in paragraph 5, submit a report to the budgetary authority each year on the evolution of average careers in the two function groups in all institutions, which shall state whether the principle of equivalence has been respected and, if not, to what extent it has been breached. If it has not been respected, the budgetary authority may take such corrective safeguard measures as are appropriate to re-establish equivalence.
- 4. To ensure that this system remains consistent with the establishment plan, consistent with the equivalence between the old and the new career structure and consistent with budgetary discipline, the rates laid down in Annex I, point B, shall be reviewed at the end of a five-year period starting on 1 May 2004 on the basis of a report submitted by the Commission to the Council, and a proposal by the Commission.

The Council shall decide in accordance with Article 283 of the EC Treaty.

5. Equivalence shall be assessed as a result of promotion and seniority over a given reference period on the assumption that staff numbers remain unchanged between the average career before 1 May 2004 and the average career of officials recruited thereafter.

1. The Appointing Authority shall, acting solely in the interest of the service and without regard to nationality, assign each official by appointment or transfer to a post in his function group which corresponds to his grade.

An official shall not without the permission of the appointing authority accept from any government or from any other source outside the institution to which he belongs any honour, decoration, favour, gift or payment of any kind whatever, except for services rendered either before his appointment or during special leave for military or other national service and in respect of such service.

Article 11a (96)

- 1. An official shall not, in the performance of his duties and save as hereinafter provided, deal with a matter in which, directly or indirectly, he has any personal interest such as to impair his independence, and, in particular, family and financial interests.
- 2. Any official to whom it falls, in the performance of his duties, to deal with a matter referred to above shall immediately inform the Appointing Authority. The Appointing Authority shall take any appropriate measure, and may in particular relieve the official from responsibility in this matter.
- 3. An official may neither keep nor acquire, directly or indirectly, in undertakings which are subject to the authority of the institution to which he belongs or which have dealings with that institution, any interest of such kind or magnitude as might impair his independence in the performance of his duties.

Article 12 (96)

An official shall refrain from any action or behaviour which might reflect adversely upon his position.

Article 12a (96)

- 1. Officials shall refrain from any form of psychological or sexual harassment.
- 2. An official who has been the victim of psychological or sexual harassment shall not suffer any prejudicial effects on the part of the institution. An official who has given evidence on psychological or sexual harassment shall not suffer any prejudicial effects on the part of the institution, provided the official has acted honestly.
- 3. "Psychological harassment" means any improper conduct that takes place over a period, is repetitive or systematic and involves physical behaviour, spoken or written language, gestures or other acts that are intentional and that may undermine the personality, dignity or physical or psychological integrity of any person.
- 4. "Sexual harassment" means conduct relating to sex which is unwanted by the person to whom it is directed and which has the purpose or effect of offending that person or creating an intimidating, hostile, offensive or disturbing environment. Sexual harassment shall be treated as discrimination based on gender.

Article 12b (96)

- 1. Subject to Article 15, an official wishing to engage in an outside activity, whether paid or unpaid, or to carry out any assignment outside the Communities, shall first obtain the permission of the Appointing Authority. Permission shall be refused only if the activity or assignment in question is such as to interfere with the performance of the official's duties or is incompatible with the interests of the institution.
- 2. An official shall notify the Appointing Authority of any changes in a permitted outside activity or assignment, which occur after the official has sought the permission of the Appointing Authority under paragraph 1. Permission may be withdrawn if the activity or assignment no longer meets the conditions referred to in the last sentence of paragraph 1.

Article 13(96)

If the spouse of an official is in gainful employment, the official shall inform the appointing authority of his institution. Should the nature of the employment prove to be incompatible with that of the official and if the official is unable to give an undertaking that it will cease within a specified period, the appointing authority shall, after consulting the Joint Committee, decide whether the official shall continue in his post or be transferred to another post.

Article 14 (96)

Repealed