EASA MB 01/2008

Cologne, 13 February 2008

MB Decision 02-2008 Annex 2

Staff Policy Plan 2009-2011

European Aviation Safety Agency

Multiannual Staff Policy Plan

2009 – 2011

1 GENERAL OVERVIEW OF THE SITUATION OF THE AGENCY

1.1 The Agency Planning model

This is the second multi-annual Staff Policy Plan (MASPP) generated by the European Aviation Safety Agency (EASA). EASA operates an integrated planning policy, following the adoption by its Management Board in December 2007 of a five year Business Plan, setting out the Agency's expected operations for the period 2008 to 2012. Diagrammatically this planning model can be shown as follows:

A fully-integrated Planning Cycle

- Budget (1 year)
- Work programme (1 year)
- Staff Policy Plan (3 years)
- Business Plan (5 years)
- Strategic Plan (10 years)

Annual update
Annual update
Annual update
Two year update
Three year update
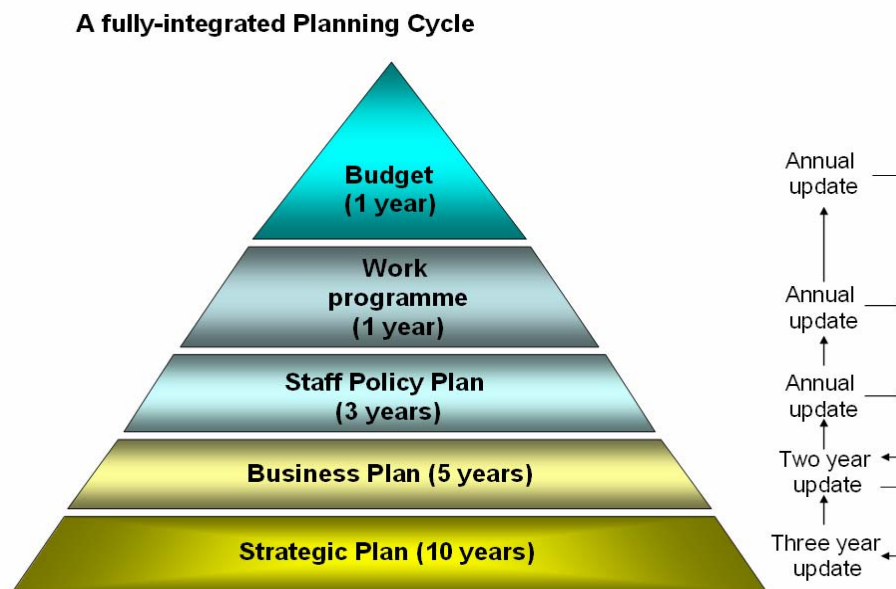
This document provides a detailed assessment of the expected work-load and resource requirements for the period 2009 to 2011[1]. It is entirely in line with the resource requirement identified in the Business Plan other than in four areas:

---

[1] This Staff Policy Plan has been prepared on the basis of expected Community Contribution revenue of 33.2million, as identified in the Agency Business Plan. After the preparation of the SPP, an initial budget allocation for the Agency has been identified at 29.18 million. The PDB identifies at this stage that the potential short-fall will be made up from the "Romero" facility, but that this places a risk against delivery of the 2009 work programme. It similarly places risk against the implementation of this SPP. The Agency will continue to work closely with DG TREN to find a practicable solution on the subject and will develop a contingency plan to cover the impact if there is a funding short-fall in 2009."

- The Agency has identified a need for one Data Protection Officer to be appointed in 2009;

- The Agency has identified a need for one further Team Leader in third country approvals to be appointed in 2009;

- The Agency has identified a need for one representative to be based in Moscow from 2009; and

- The two Technical Training officers identified in the Business Plan as required from 2011, should be recruited in 2010.

This Staff Policy Plan has been prepared on the basis of expected Community Contribution revenue of 33.2million, as identified in the Agency Business Plan. After the preparation of the SPP, an initial budget allocation for the Agency has been identified at 29.18 million. The PDB identifies at this stage that the potential short-fall will be made up from the "Romero" facility, but that this places a risk against delivery of the 2009 work programme. It similarly places risk against the implementation of this SPP. The Agency will continue to work closely with DG TREN to find a practicable solution on the subject and will develop a contingency plan to cover the impact if there is a funding short-fall in 2009."

1.2 Own tasks and requirements – current situation

In sum, the main tasks of the Agency currently include:

- Drafting safety legislation and providing technical advice to the European Commission and to the Member States;
- Providing technical input to the Commission for the conclusion of the relevant international agreements;
- Carrying out inspections, training and standardisation programmes to ensure uniform implementation of European aviation safety legislation in all Member States;
- Issuing airworthiness and environmental type-certification of aircraft, engines and parts, and maintaining their continuing validity
- Approving and overseeing aircraft design organisations world-wide and of production and maintenance organisations outside the EU;
- Collecting and analysing relevant data and carrying out research activities to improve aviation safety.

The European Commission presented in 2005 its proposal to amend the Agency's Basic Regulation. The proposal, adopted by the Parliament in December 2007, extends the mandate of the Agency to include responsibilities in areas of safety regulation, including:

- Rules, procedures and standardisation for civil aviation operations (OPS);
- Rules, procedures and standardisation for licensing of flight crews (FCL);
- Rules, procedures and standardisation for synthetic training devices (STD);
- Authorisation of Third country operators.

- Certification of foreign synthetic training devices (STD)
- Certification of tasks related to OSC (MMEL, syllabi for pilot type rating and maintenance certifying staff type rating)
- Certification of foreign training organisations
- Certification of foreign aero medical centres

The Agency expects to take over these tasks by 2009.

In addition, a further extension of the EASA mandate to safety and interoperability of airports and air traffic management is expected. A number of options must be considered:

- new tasks related to environmental certification/standardisation from 2010
- a community competence for aerodrome safety is defined, and the Agency is tasked for related rulemaking and standardisation tasks, as from 2011
- Community competence for air navigation services is defined. The Agency is tasked for related rulemaking and standardisation tasks from 2012

To the extent that these activities are required during the period covered by this Staff Policy Plan, they are contained in this document. The Agency has also been tasked by the Commission to coordinate SAFA activities.

In order to finance its activities, the Agency relies on two main sources of funding. The costs associated with the Agency's certification activities are financed from income generated from fees and charges. A Community contribution funds the other activities of the Agency. Stabilisation of the Agency's financial position was achieved in 2007, when a revised Fees and Charges Regulation, 593/2007, was introduced. The Agency believes that this stable financial position will continue throughout the period of this MASPP.

1.3 Current Staff data (2007)

EUROPEAN AVIATION SAFETY AGENCY Cologne							
Category and grade	Actually filled 31.12.2007*		Establishment plan 2007		Year 2007 promotion / reclassification (grade after promotion)		published external vacancy notices (including failed procedures)	
	Perm	temp	perm	temp	perm	Temp	perm	temp
AD 16								
AD 15	4		5					
AD 14	1		1					1
AD 13	5		7					1
AD 12	20		19					1
AD 11	16		32					1
AD 10	8		16					1
AD 9	86		80					12
AD 8	29		29			2		11
AD 7	32		73					17
AD 6	39		68					7
AD 5	11		32					6
Total AD	**251**		**362**			**2**		**58**
AST 11	0							
AST 10	0							
AST 9	0							
AST 8	0							
AST 7	0		1					
AST 6	1		2					
AST 5	3		7					
AST 4	8		23					6
AST 3	24		25			1		5
AST 2	38		37					5
AST 1	8		10					1
Total AST	**82**		**105**			**1**		**17**
Total	**333**		**467**			**3**		**75**

* In addition to the 333 staff members in place on 31.12.2007, an additional 28 recruits have been offered an employment contract and are confirmed to enter into service in early 2008, increasing the total number of posts filled to 361.

The budget estimates for staff covered by this Staff Policy Plan (temporary agents and contracts agents) are:

Title 1	2007 €'000	2008 €'000	2008 % of total
Staff salaries & allowances	30,530	42,395	**49,15%**
Contract agents	920	1,316	**1,53%**
Other Title 1 costs	2,295	3,399	**3,94%**
Title 1 total	**33,745**	**47,110**	**54,62%**
Title 2	9,889	11,212	**13,00%**
Title 3	27,911	27,433	**31,80%**
Title 4	500	500	**0,58%**
Grand Total	**72,045**	**86,255**	**100,00%**

Other Title 1 costs include, among others, costs for administrative missions, meetings and training.

1.4 Organisation and Organisational Chart
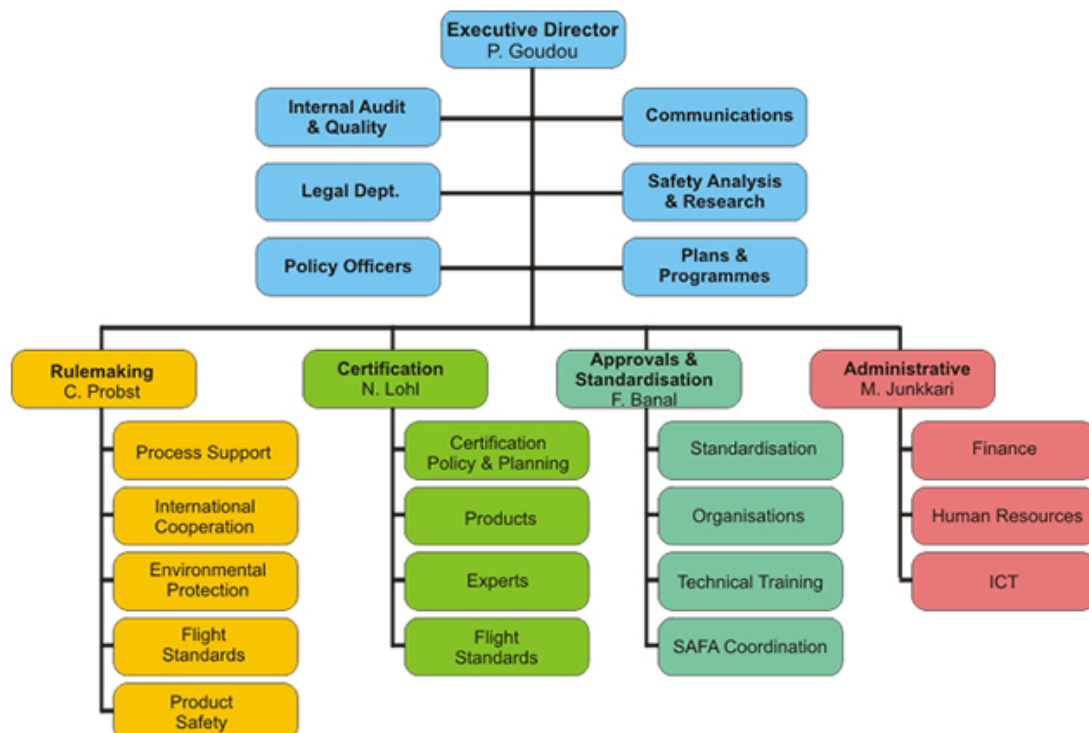
1.5 General presentation of the staff policy followed by the EASA

1.5.1 Type and number of staff required to fulfil the missions and tasks

The EASA Establishment Plan has always included only temporary posts, and no permanent posts are foreseen. The table below shows the evolution of the Agency Establishment Plan since its creation in 2003.

EASA Establishment Plans (all posts are temporary)

Year	2003	2004	2005	2006	2007	2008
AD	55	70	145	245	362	344
AST	25	25	55	83	105	108
Total	**80**	**95**	**200**	**328**	**467**	**452**
Staff actually employed on 31.12	1	93	153	276	333+28*	

*This figure represents the persons who have received an offer but not accepted it yet

The establishment plans have reflected the need to internalise certification tasks at the same pace as the National Aviation Authorities have been downsizing. The Agency's budgetary problems arising from the insufficient fee income have made it impossible to fill in the establishment plans as planned. On 31 December 2007, 333 out of 467 posts in the establishment plan were occupied (implementation rate: 71,3%). This position has led to a limited reduction in the establishment plan posts for 2008 (452 posts, i.e. -15 than in the previous year). Thanks to the adoption of the new Fees and Charges Regulation during 2007, the Agency plans to substantially increase the implementation of the establishment plan in 2008.

In 2007, 70 new temporary agents were recruited in EASA. Moreover, 12 offer letters were refused and 13 EASA staff left the Agency. 24 contract agents are employed by the Agency at 31 December 2007, to reinforce capacities in support and administrative functions, to work in areas where a long-term requirement has not yet been defined and to fill gaps during long-term absences. They have been recruited in Function Groups II and III.

The Agency requires technically qualified staff with specialist knowledge and experience for activities in the areas of its core competence such as certification, rulemaking, standardisation and safety analysis in the aviation safety field. This is also valid for staff working in administration since in many cases there will only be one or very few members of staff to cover the specific administrative activity.

1.5.2 Recruitment policy in regard to the different types of employment

The recruitment policies for temporary and contract agents are laid down in the respective implementing rules adopted by the EASA. To date, the Agency recruited its temporary agents in accordance with an implementing rule compliant with Staff Regulations and CEOS[2] provisions. In line with efforts to harmonize the procedures used by different regulatory agencies to engage and use temporary agents, the EASA implementing rule will be replaced. The new implementing rule will follow the basis of the amended rules presented by the Commission's DG Administration in the Agencies' joint meeting on 14 February 2007. The selection procedures for contract agents are laid down in the EASA decision on engagement and use of contract agents (adopted in agreement with the European Commission).

Grade and function group corresponding to the tasks and to the level of the post

Long-term temporary agents, who will take up long-term posts will, as a rule, be recruited at the levels indicated below, this in order to permit a long term career development.

- AST1 to AST4 for the AST category
- AD5 to AD8 for the AD category.

Long-term temporary agents for managerial positions at the level of Head of Department will, as a rule, be recruited at the level of AD9 - AD12. The exact grade will depend on the complexity of the Department and the level of expertise required. Long-term temporary agents at the level of Section manager will, as a rule, be recruited at the level of AD7 – AD10. The exact grade will depend on the complexity of the Section and the level of expertise required.

In all cases, and before publishing any post, the Agency will carefully evaluate all options in order not to recruit at excessive level. Recruitment of technical experts at grades AD9 - AD11, and in very exceptional cases at grade AD12, is expected to remain within the limits of 20% of recruitments per year (averaged over five years) for long-term employment within the Agency.

---

[2] Conditions of employment of others servants

The diagram below shows the link between recruitment grades and tasks.

AST	Assistants
11	
10	
9	
8	
7	
6	
5	
4	Senior
3	
2	Junior
1	

AD	Experts	Managers	Managers
16		Directors	
15			
14			
13			
12	Exceptional	Deputy Director	Head of Department
11	Senior		
10			
9		Section Manager	
8	Expert		
7			
6	Junior		
5			

The Agency can recruit senior assistants up to grade AST4. Under the promotion policy, senior assistants in grades up to AST6 are foreseen.

EASA must recruit its senior experts from the aviation sector (aeronautical engineers, test engineers and pilots). Those profiles are quantitatively scarce in the labour market, and in this specific sector EASA competes as an employer with the attractive conditions of employment that are offered by both the private aeronautical industry and the public National Aviation Authorities (permanent posts). The experts the Agency sends to its industry clients need to be at the same level as experts on their side. Therefore the recruitment of senior experts has to continue above the lowest grades. Rules on grading of temporary and contract agents are laid down in EASA implementing rules, adopted in agreement with the Commission.

Long-term temporary agents (art. 2a CEOS) are offered a first fixed-term contract of five years. Considering the long-term or permanent nature of the regulatory tasks entrusted to the Agency, the EASA Management Board has decided that, as a rule, the renewal following the initial 5-years fixed-term contract will be for an indefinite duration. All renewals of contract for temporary agents will be subject to a confirmation of the long-term need for the post, and to a thorough examination of the performance of the post holder. The post of the Executive Director is a

short-term temporary agent position. He is appointed for a fixed-time period not exceeding five years with a possibility of one renewal for another fixed-time period not exceeding five years.[3]

Contract agents for short-term functions can be recruited for time limited support and administrative functions, for time limited projects, and for compensating long absences of staff on long-term functions. They are offered an initial fixed-term contract whose duration is based on the duration of the tasks to be performed, and in any case not exceeding five years. The contract may be renewed for a second fixed-term period, also not exceeding five years.

1.5.3 Career profiles with regard to the different types of employment.

Besides the appraisal in the context of the probationary period for newly recruited staff, EASA implemented a formalised appraisal procedure of individual performance in February 2007. The system provides for an annual appraisal of each staff member's ability, conduct, and efficiency in the service (as foreseen in Article 43 of the Staff Regulations). The system includes also the formalisation of an individual training and development plan. The first performance appraisal exercise was based on the individual objectives and performance indicators previously established for 2006.

A merit-based career development system (reclassification for its temporary and contract agents) has been implemented from 2007. The rules regarding reclassification for temporary and contract agents were laid down in EASA decisions which are subject to the Commission's approval. The EASA decision is based on the model proposed by DG Admin to all Agencies.

1.5.4 Promotion of equal opportunities among staff members,.

The global gender balance amongst EASA staff is around 34% (females) – 66% (males). The following diagram shows the distribution of temporary agents by grade and by gender.

---

[3] This will be fully applicable with the entry into force of the revised Regulation Ec 1592, which is imminent. The previous situation is that the Directors were all short term temporary agents.

EASA staff by grade and gender
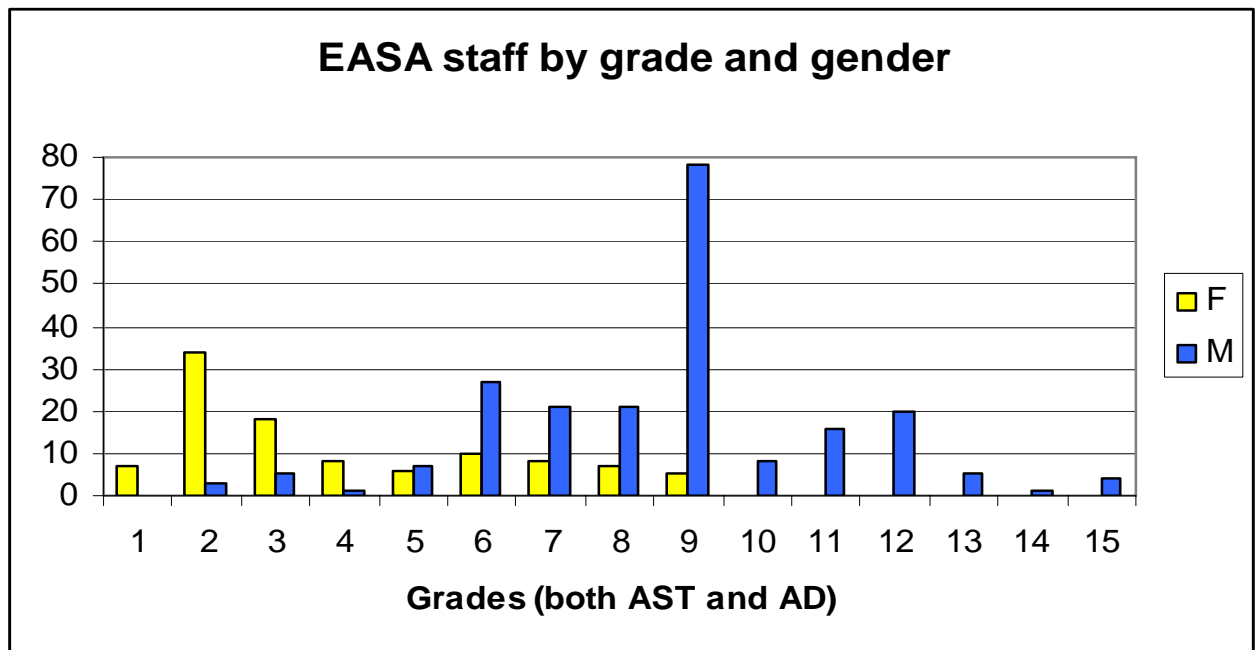
Since 2006 EASA systematically monitors the gender distribution for its selection procedures. From the total number of applications received during 2007, around 70% of applicants to AST posts were females, whilst around 90% of candidates to AD posts were males. This confirms that the specific technical labour market in which EASA operates includes an overwhelming proportion of men. This specific feature of its reference labour market makes it very difficult for EASA to achieve a balanced gender distribution across all grades. However, considerations of gender balance are taken into account as far as possible during selection procedures. To the extent possible, selection panels are drawn up to include one female member.

The following diagram shows the distribution of temporary agents by nationality.

EASA staff by nationality
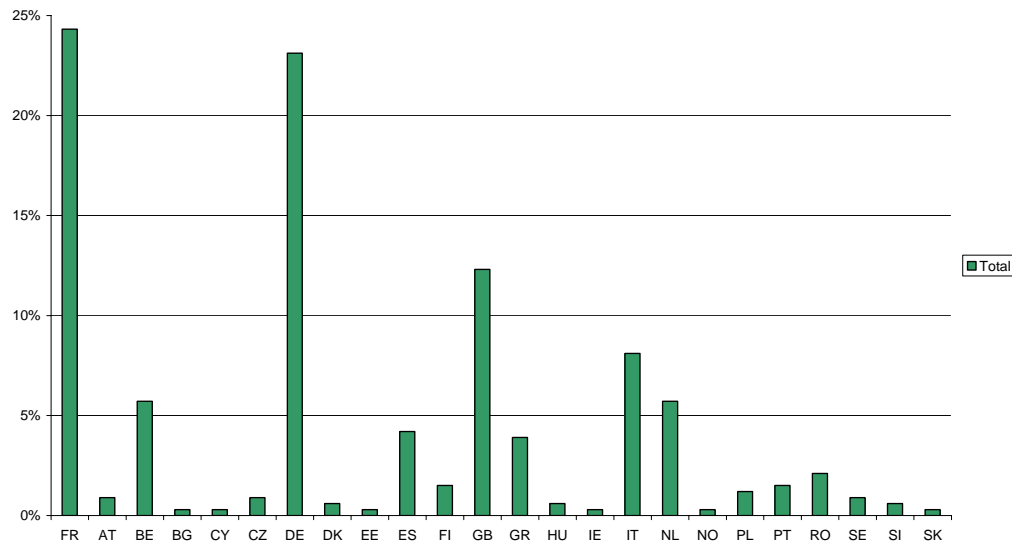
1.5.5 Mobility policy in regard to the different types of employment

In terms of its existing remit, EASA will reach its expected size, seeing only marginal increase in staffing over the period covered by this MASPP. However this period also covers one extension to the Agency's remit which has already been agreed, and another which is envisaged. In that sense the Agency very much continues to be in a growth phase over the period to 2011.

Accordingly, the Agency has and will abstain from publishing vacant posts internally, except for vacancies in management positions (Head of Department, Section Manager) that may result from changes in the internal structure of the Agency. These EASA rules are fully in line with the common Implementing Rules confirmed by the DG Administration on 14 February 2007.

The Agency will take part in the interagency job market in accordance with the agreement between agencies to be signed in this respect. In practice it is expected that reliance on the interagency job market to fill vacancies will essentially be limited to positions of an administrative and/or general support nature. The Agency does not plan to request permanent posts in its establishment plan. This means that mobility between the institutions and the agency will require officials selected for a temporary agent position within EASA to file in their institution a request for unpaid leave and for secondment to EASA.

1.6 Various types of employment deriving from the analysis of the tasks and requirements of the Agency

The criteria of the Agency in identifying posts of a long-time duration are that such posts cover tasks of a permanent nature as resulting from the mandate and business plan of the agency and that they safeguard continuous expertise in the specific area/group.

All tasks of a permanent nature, both in the AD and the AST function groups, will be carried out by the core staff, i.e. temporary agents. It is expected that the current overall balance between AD and AST staff will remain broadly similar in the early part of this MASPP period. Efficiencies in administrative tasks will allow us to hold the number of administrative staff in place while the number of experts and operational staff increases. All temporary agent posts (with the exception of the Executive Director) are identified as posts of long-term duration.

The Agency does not envisage to request in the foreseeable future the establishment of permanent posts. The post of Executive Director, after the initial five years fixed-term, is renewable once for a period of five years, and hence are considered short-term. The Agency does not foresee any Contract Agents on long-term employment.

The Agency criteria used to identify contract agents for short-term employment are the following:

- Reinforcement of existing capacities in support and administrative functions when necessary, in particular outside the core business of EASA.
- To work on specific, time-limited projects.
- To fill gaps during long-time absences.
- Exceptionally, to reinforce capacities in areas of work where a specific competence profile is needed for a limited time period or where a long-term requirement has not yet been defined.

2 OVERVIEW OF THE SITUATION OVER THE NEXT THREE YEARS

The EASA multi-annual Staff Policy Plan should be viewed in the light of the following principles and assumptions:

Increase of staff costs in Title I of the Agency budget is proportionate to the increase of human resources required to accommodate what is known at the beginning of 2008 on the future extensions of the Agency's mandate, and to enhance the administrative support staff. For the purposes of this Staff Policy Plan we have assumed the following:

- 2,1% annual increase for inflation, based on the average increase in recent years
- 1% annual increase due to a percentage of staff members advancing to the next step in their grade
- 1% annual increase to cover the costs of a reasonable promotion policy

In addition, in the context of the salary adaptation for 2007, a decrease of 0.8% in the weighting factor for salaries paid in Germany as been decided and is applied as of 1st July 2007. This assumption will be revised in line with the future decision of the European Parliament and Council on this issue.

The Establishment Plan for 2008 has been adapted to reflect the actual staffing situation i.e. reduction of the total number of posts and the establishment plan grades to match the actual grades held by staff, plus the necessary number of higher grades to enable the implementation of the career development system (reclassification of TA).

The level of turnover has no significant impact on the staffing plan for the period 2009-2011. The vast majority of EASA posts were recruited after the revision of the Staff Regulation, this means that there would be no need to hire replacements at lower grades. Promotion rates are within limits agreed between the Agencies and the Commission regarding a harmonized career development system applicable to all Agencies.

2.1 Turnover due to retirement or termination of employment

6 persons will reach the age limit of 65 during the 2009-2011 period. This does not prejudge the fact that some staff may decide to go for an earlier retirement. Projections on turnover are difficult to make due to the absence of much historical data. In the absence of previous promotion/reclassification exercises, replacements linked to turnover will not require a down grading of the post during the period covered by this staff policy plan. This assumption might be reviewed in the next years.

2.2 Career developments in the Agency: expected promotion and reclassification

The Agency has implemented from 2007 a career development system (reclassification) in accordance with the agreement reached between the Commission and the Agencies in the framework of producing harmonized reclassification/promotion procedures. The system will not reach the multiplication rates for guiding average career progression as defined in Annex I to the Staff Regulations before 2012.

2.3 Workload

2.3.1 Overview

The sustained and significant growth of the Agency's human resources reflects the development of activities already taking place and foreseen to take place in the next years. In addition to the tasks for which the Agency is already responsible and where progress is ongoing, the increases in staff numbers over the period of the multi-annual staff policy plan also reflect requirements resulting from the extension of the Agency's remit. In line with the growth in the core activities of the Agency and the additional resources required for operational posts, the Agency's administrative resources will need strengthening to accommodate the growth in the core activities. The growth in administrative resources will be minimised through efficiency improvements.

The number of staff required by the Agency, based on current understanding of further likely extensions to its remit, was established in the Business Plan 2008-2012. The Agency expects to reach the target figure of 622 by the end of 2012, having grown to 610 by the end of 2011.

The following paragraphs provide detailed explanations for the planned increase of posts in each EASA Directorate.

2.3.2 Executive Directorate (E)

	2009 New Posts	2009 Total	2010 New Posts	2010 Total	2011 New Posts	2011 Total
E-DIR	4	78	0	78	9	87
Director's Office	0	3	0	3	0	3
Communications	0	6	0	6	0	6
Safety Analysis&Research	4	19	0	19	3	22
Internal Audit & Quality	0	7	0	7	3	10
Policy Officers and mail	0	7	0	7	0	7
Legal Dept	0	8	0	8	2	10
Plans & Programms	0	28	0	28	1	29

Additional posts planned within the Executive Directorate are detailed below, by department and by year.

Executive Director's Office (3 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

Communications (6 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

Safety Analysis & Research (15 posts in 2008)

Staff evolution:

- 2009: (+4 posts), as follows:

  1 Flight Data Monitoring Expert (AD7) to act as a focal point for policy development and for guidance in the use of FDM systems.

  1 Safety Analyst (AD6), enhancing the capability of the Safety Analysis team as the Agency's remit expands.

  1 safety Risk Expert/Statistician (AD6), to develop policy on SMS and create a safety risk assessment process for the Agency.

- 1 Investigation support Officer (AD5) to enhance the capability of the Agency to support incident and accident investigation.

- 2010: no change

- 2011: (+3 posts), as follows:

  1 Research Project Officer (AD5) to enhance the capability of the Agency to sponsor and participate in research related activities.

  1 Safety Recommendations Officer (AD6) to enhancing the capability of the Agency to follow-up on Safety Recommendations.

  1 Safety Database support Administrator (AST2) to support the growth in the management of safety data acquired by the Agency.

Internal Audit and Quality (7 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: + 3 posts as follows

  1 Audit Section Manager (AD9) responsible for managing the audit section and audit plan, and in charge of risk management and relation with IAS.

  1 Auditor (AD7) ideally specialised in IT: he/she will perform audits with a specialisation on IT.

  1 Quality Assistant (AST4) to reinforce the quality section, maintaining the whole QMS documentation system and associated intranet pages.

Policy Officers and mail office (7 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

Legal Department (8 posts in 2008)

Staff evolution:

- 2009: no changes
- 2010: no changes
- 2011: +2 posts, as follows:

1 Deputy counsel (AD9) to cover the increased need for legal advice following the expansion of the Agency

1 Senior legal adviser (AD8) to cover the increased need for legal advice following the expansion of the Agency

Plans & Programmes 28 posts in 2008)

Staff evolution:

- 2009: no changes
- 2010: no change
- 2011: +1 post, as follows:

1 Business Planning executive (AD5) in order to strengthen the planning function

2.3.3 Certification Directorate (C)[4]

	2009 New Posts	2009 Total	2010 New Posts	2010 Total	2011 New Posts	2011 Total
C-DIR	**25**	**174**	**19**	**193**	**16**	**209**
Director's Office	0	4	0	4	0	4
Policy & Planning	0	4	0	4	0	4
Products	0	77	0	77	6	83
Experts	0	55	0	55	8	63
Flight Standards	25	34	19	53	2	55

Certification director's office (4 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

Certification Policy & Planning Department (4 posts in 2008)

Staff evolution:

- 2009: no changes
- 2010: no changes
- 2011: no changes

Product department (77 posts in 2008)

Large aircraft section (20 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011 +2 posts as follows:

    2 PCM posts (AD7) to increase the internalisation of tasks to the Agency

---

4 The proposed figures do not take into account the resources required for a certification of EGNOS/Galileo.

General aviation section (9 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011 : + 1 post as follows:

  1 PCM (AD7) to increase internalisation of tasks to the Agency.

Rotorcraft and balloon section (13 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011 : + 2 posts as follows:

  2 PCM posts (1 AD9, 1 AD7) to increase internalisation of activities to the Agency.

Propulsion section (13 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

Parts and appliance section (6 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

Airworthiness directives section (6 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: +1 post as follows:

  1 AD officer, (AD7) to cover the increased workload due to the increase in the size and age of the fleet in operation.

Environmental certification section (6 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

Expert department (55 posts in 2008)

Head of expert department office(4 posts in 2008):

- 2009: no change.
- 2010: no change
- 2011: no change

Structure section (9 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011 +1 post as follows:

  1 structure expert (AD7) to allow further internalisation of tasks to the Agency

Electrical section (4 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

Avionics section (9 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011 +1 post as follows

  1 avionics expert (AD7) to allow further internalisation of tasks to the Agency

Software section (6 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011, +1 post as follows :

1 software and complex hardware expert (AD7) to allow further internalisation of tasks to the Agency

Power plant section (4 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: +1 post as follows:

1 power-plant expert (AD6) to allow further internalisation of tasks to the Agency

Cabin safety section (4 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011, +1 post as follows:

1 cabin safety expert (AD7) to allow further internalisation of tasks to the Agency

Environmental control systems section (4 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011, +1 post as follows:

1 environmental control systems expert (AD7) to allow further internalisation of tasks to the Agency

Flight section (5 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change

- 2011, +1 post as follows:

  +1 AD11 post consisting of two half- time AD11 flight test pilots (50% each) for 1 equivalent full time.

Human factors section (1 post in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

Hydromechanical systems section (5 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011, +1 post as follows:

  1 hydro-mechanical expert (AD7) to allow further internalisation of tasks to the Agency

<u>Flight standards department (9 posts in 2008)</u>

Head of Department and office (3 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

Operational evaluation board for large aircraft (0 post in 2008)

Staff evolution:

- 2009: +2 posts as follows:

  1 Section Manager (AD10) pilot with full commercial air transport qualifications who, as they are not required to fly for the Agency, can be retired or medically unfit.

  1 test pilot (AD11) consisting of two part-time posts (50% each). The grade is justified because pilots with full commercial air transport qualifications are required. These pilots are hired half-time because we

need them to be flying in airlines for the rest of their time. This is the justification for the higher grade.

- 2010: +3 posts as follows:

  2 test pilots (AD11) each consisting of each two part time posts (50% each). The same remark as above applies for the grading of the post.

  1 secretary (AST2) to support the work of the section.

- 2011: no change

OEB Business jets (0 post in 2008)

Staff evolution:

- 2009: +2 posts as follows:

  1 Section Manager (AD10) pilot with full commercial air transport qualifications for business jets. As the person is not required to fly for the Agency, he/she can be retired or medically unfit.

  1 test pilot (AD11) consisting of two part-time posts (50% each). The grade is justified because pilots with full commercial air transport qualifications are required. These pilots are hired half-time because we need them to be flying in airlines for the rest of their time. This is the justification for the higher grade.

- 2010, +3 posts as follows:

  2 test pilots (AD11) each consisting of each two part time posts (50% each). The same remark as above applies for the grading of the post.

  1 secretary (AST2) to support the work of the section.

- 2011: no change

OEB Rotorcraft (0 post in 2008)

Staff evolution:

- 2009: +1 post as follows:

  1 JOEB Rotorcraft section manager (AD10).

- 2010: +2 posts as follows:

  1 test pilot (AD11) consisting of two part time posts (50% each). The grade is justified because pilots with full rotorcraft qualifications are

required. These pilots are hired half-time because we need them to be flying in rotorcraft operations for the rest of their time. This is the justification for the higher grade.

1 secretary (AST2) to support the work of the section.

- 2011: +1 post as follows:

1 test pilot (AD11) consisting of two part time posts (50% each). The same remark as above applies for the grading of the post.

OEB General Aviation (0 post in 2008)

Staff evolution:

- 2009: +1 post as follows:

1 Section Manager (AD10) pilot with full commercial qualifications for turboprops, commuters, and very light jets. As the person is not required to fly for the Agency, he/she can be retired or medically unfit. This is the justification for the grade.

- 2010: +2 post as follows:

1 test pilot (AD11) consisting of two part-time posts (50% each). The grade is justified because pilots with full commercial qualifications are required. These pilots are hired half-time because we need them to be flying in general operations (turboprops, commuters, very light jets) for the rest of their time. This is the justification for the higher grade.

1 secretary (AST2) to support the work of the section.

- 2011: +1 post as follows:

1 test pilot (AD11) consisting of two part time posts (50% each). The same remark as above applies for the grading of the post.

MMEL (1 post in 2008)

The MMEL (master minimum equipment list) Section is responsible for the assessment of all new MMELs and revision of existing MMELs.

Staff evolution:

- 2009: +5 posts as follows:

4 MMEL experts (AD6), responsible for the assessment of all new MMELs and revision of existing MMELs.

1 post secretary (AST2) to support the work of the section.

- 2010: no change
- 2011: no change

FSTD Qualification (0 post in 2008)

Staff evolution:

The grades for the full time experts will be adjusted to suit the pilot job market at the time of recruitment.

- 2009: +2 posts as follows:

  1 Section Manager (AD10) pilot with full commercial qualifications for turboprops, commuters, and very light jets. As the person is not required to fly for the Agency, he/she can be retired or medically unfit. This is the justification for the grade.,

  1 FSTD expert (AD9). The grade is motivated by the pilot's profile of the sought person.

- 2010: +8 posts as follows:

  2 FSTD experts (AD8)

  2 FSTD experts (AD7)

  3 test pilots (AD11) consisting of six part-time roles (50% each)

  1 secretary (AST2) to support the work of the section.

- 2011: no change

Pilot training courses (0 post in 2008)

Staff evolution

- 2009: +6 posts as follows:

  1 Head of Section (AD8) to lead the work of the section

4 pilot training course experts (AD6) in charge of the approval of training courses for pilots in the frame of the operational suitability certificate introduced by the change in the remit of the Agency

1 secretary (AST2) to support the work of the section.

- New posts 2010: no change
- New posts 2011: no change

Cabin Crew Section (1 post in 2008)

Staff evolution:

- 2009: +1 post as follows:

1 cabin crew expert (AD6), responsible for Cabin Crew assessments. This is a service activity conducted at the demand of the industry, resulting in additional funding.

- 2010: +1 post as follows:

1 secretary (AST2) to support the work of the section.

- New posts 2011: no change

MRB (4 posts in 2008)

Staff evolution:

- 2009: +5 posts as follows:

4 MRB experts (AD6) responsible for the Maintenance Review Boards (MRB) which are developing the MRB Reports for new project and revising existing MRB Reports. This is a service activity conducted at the demand of the industry. It results in additional funding.

1 secretary (AST2) to support the work of the section.

- 2010: no change
- 2011: no change

2.3.4 Rulemaking Directorate (R)

		2009 New Posts	2009 Total	2010 New Posts	2010 Total	2011 New Posts	2011 Total
R-DIR		**9**	**75**	**10**	**85**	**2**	**87**
Director's Office	R0	0	2	0	2	0	2
Process Support	R6	1	10	1	11	2	13
Intern. Cooperation	R1	2	11	1	12	0	12
Env. Protection	R2	0	5	0	5	0	5
Flight Standards	R3	1	21	0	21	0	21
ATM/Airport	R5	5	10	8	18	0	18
Product Safety	R4	0	16	0	16	0	16

Director's Office (2 posts in 2008)

Staff evolution:

- New posts 2009: no change
- New posts 2010: no change
- New Posts 2011: no change

Process support (9 posts in 2008)

Staff evolution:

- 2009: +1 post as follows

  1 administrative assistant (AST2) to support the work of the section.

- 2010: +1 post as follows:

  1 Process support officer (IT tools and PM capability) (AD6), to co-ordinate long term research activities and provide support for business planning

- 2011: +2 posts as follows:

  2 process support assistants (1 AST 3 and 1 AST2) to face tasks related to the extension of the Agency's scope to aerodromes and ATM.

International co-operation (9 posts in 2008)

Staff evolution:

- 2009: +2 posts as follows:

  1 Representative (AD9) to manage the Agency's operation in Moscow

1 International Co-operation assistant (AD7) to co-ordinate relations with third countries and ICAO.

- 2010: +1 post as follows:

1 administrative assistant (AST2) to support the work of the section.

- 2011: no change

Environmental protection (5 posts in 2008)

Staff evolution:

- New posts 2009: No change
- New posts 2010: No change.
- New posts 2011: No change

Flight standards (20 posts in 2008)

Staff evolution:

- 2009: +1 post as follows:

1 Operations Officer (AD6) to produce rules in the fields of air operations and pilot licensing

- 2010: no change
- 2011: no change

ATM/Aerodromes (5 posts in 2008)

Staff evolution:

- 2009: +5 posts as follows:

1 head of ATM/airport department (AD12)

2 ATM/Airport secretaries (AST2) to support the work of the department.

1 Airport Officer (AD8) to assist in the extension of the EASA system to aerodromes safety regulation and work on the related implementing rules

1 ATM officer (AD8) to assist in the extension of the EASA system to Air Traffic Management safety regulation and work on the related implementing rules

- 2010: +8 posts as follows:

1 Airport manager (AD10) to assist in the extension of the EASA system to aerodrome safety regulation and work on the related implementing rules

1 ATM manager (AD10) to assist in the extension of the EASA system to Air Traffic Management safety regulation and work on the related implementing rules

2 Airport officers (AD8) to assist in the extension of the EASA system to aerodromes safety regulation and work on the related implementing rules

1 ATM Officer (AD8) to assist in the extension of the EASA system to Air Traffic Management safety regulation and work on the related implementing rules

1 Airport Officer (AD7) to assist in the extension of the EASA system to aerodrome safety regulation and work on the related implementing rules

1 ATM secretary (AST2) to support the work of the department.

1 Airport secretary (AST1) to support the work of the department.

- 2011: no change

Product safety (16 posts in 2008)

Staff evolution:

- New posts 2009: No change
- New posts 2010: No change
- New posts 2011: No change

2.3.5 Approvals & Standardisation Directorate (S)

	2009 New Posts	2009 Total	2010 New Posts	2010 Total	2011 New Posts	2011 Total
S-DIR	**23**	**129**	**12**	**141**	**15**	**156**
Director's Office	1	7	0	7	0	7
Standardisation	15	39	4	43	14	57
Organisations	7	68	6	74	1	75
Technical Training	0	9	2	11	0	11
SAFA Coordination	0	6	0	6	0	6

Director's office (6 posts in 2008)

Staff evolution:

- 2009: +1 post as follows::

    1 General support officer – legal (AD7) to provide to support to the Director in legal issues.

- 2010: no change
- 2011: no change

Standardisation (24 posts in 2008)

Staff evolution:

- 2009: + 15 posts as follows

    15 standardisation team leaders (AD9) in Initial airworthiness, Continuing Airworthiness, Operations, Flight Crew Licensing, Foreign Synthetic Training Device.

- 2010: + 4 posts as follows

    2 standardisation team leaders (AD9)

    2 Assistants (AST4)

- 2011: + 14 posts, as follows:

    14 Standardisation team leaders (AD9) for ATM/CNS and Aerodromes, 7 for each activity.

Organisations (61 posts in 2008)

Staff evolution:

- 2009: + 7 posts as follows

  3 Team Leaders third country operators (AD9)

  1 Approval Section Manager (AD9)

  1 Assistant (AST4) to support the work of the section.

  1 Team Leader (AD9) for TRTO/FTO

  1 Team Leader for AeMC (AD9)

- 2010: + 6 posts as follows

  6 Team Leaders third country operators (AD9)

- 2011: +1 posts as follows

  1 Team Leader third country operators (AD9)

Technical Training (9 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: +2 posts as follows:

  2 Technical training officers (AD8) to develop ATM/CNS and Aerodromes training programmes

- 2011: no change

SAFA Coordination (6 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

2.3.6 Administrative Directorate (A)

		2009 New Posts	2009 Total	2010 New Posts	2010 Total	2011 New Posts	2011 Total
A-DIR		**4**	**61**	**0**	**61**	**9**	**70**
Director's Office	A0	0	4	0	4	0	4
Procurement & Contracts	A01	0	4	0	4	0	4
Finance	A1	-1	18	0	18	1	19
HR	A2	1	12	0	12	2	14
Information Services	A3	0	15	0	15	4	19
Corporate Services	A4	4	8	0	8	2	10

Director's Office (4 posts in 2008)

Staff evolution:

- New posts 2009: no change
- New posts 2010: no change
- New posts 2011: no change

Finance Department (19 posts in 2008)

Staff evolution:

- 2009: -1 post as follows:
  1 budget analyst was withdrawn as compared to initial planning.
- 2010: no change
- 2011: + 1 Senior Financial Assistant (AST3)

Human Resources Department (11 posts in 2008)

Staff evolution:

- 2009: +1 post as follows:
  1 Section Manager-Staff Administration (AD6) to take over day-to-day responsibility for the Individual Rights and Staff Administration section.
- 2010: no change
- 2011: +2 posts as follows:

  1 Senior Assistant (Recruitment) (AST3) to strengthen the recruitment organisation

1 Senior Assistant (Services) (AST3) to strengthen the services organisation

Information Services Department (15 posts in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: +4 posts as follows:

1 Enterprise Architect (AD8) to assist in the development of the Agency IT infrastructure

1 Helpdesk Manager (AD6) to manage the increased helpdesk demands of a larger Agency

1 IS Assistant (IS Infrastructure) (AST1) to help meet the IT demands caused by a larger Agency

1 IS Assistant (Asset Management) (AST1) to help meet the IT demands caused by a larger Agency

Corporate Services Department (4 posts in 2008)

Staff evolution:

- 2009: +4 posts as follows:

1 head of corporate services section (AD9)

1 building and security manager (AD5), required due to the expansion in floor-space required by the Agency's extended remit.

1 Conference and Travel Services manager (AD6) to meet the expanding need for organisation of conferences and travel

1 AST 3 Assistant conferences services (AST3) to meet the expanding need for organisation of conferences and travel

Additionally, 1 Post AST4 will be requalified from senior assistant facility manager to same grade AST 4 to Senior Assistant security health and safety

- 2010: no change
- 2011: +2 post as follows:

  1 Assistant Management Support (AST2) to support the work of the section.

  1 Senior Assistant Document Management (AST3) to assist in the management and archiving of Agency documentation.

Procurement & Contracts Section (4 in 2008)

Staff evolution:

- 2009: no change
- 2010: no change
- 2011: no change

2.3.7 Consequences on the number of staff in the Agency for the period 2009 – 2011:

The table below provide an overview of the planned evolution of posts per Directorate and Department in the period 2009-2011. The figures correspond to the details per grade included in Annex II (evolution of the establishment plan).

		2009 New Posts	2009 Total	2010 New Posts	2010 Total	2011 New Posts	2011 Total
E-DIR		**4**	**78**	**0**	**78**	**9**	**87**
Director's Office	E0	0	3	0	3	0	3
Communications	E1	0	6	0	6	0	6
Safety Analysis&Research	E2	4	19	0	19	3	22
Internal Audit & Quality	E3	0	7	0	7	3	10
Policy Officers and mail	E4	0	7	0	7	0	7
Legal Dept	E5	0	8	0	8	2	10
Plans & Programms	E6	0	28	0	28	1	29
C-DIR		**25**	**174**	**19**	**193**	**16**	**209**
Director's Office	C0	0	4	0	4	0	4
Policy & Planning	C4	0	4	0	4	0	4
Products	C1	0	77	0	77	6	83
Experts	C2	0	55	0	55	8	63
Flight Standards	C3	25	34	19	53	2	55
R-DIR		**9**	**75**	**10**	**85**	**2**	**87**
Director's Office	R0	0	**2**	0	**2**	0	**2**
Process Support	R6	1	10	1	**11**	2	**13**
Intern. Cooperation	R1	2	11	1	**12**	0	**12**
Env. Protection	R2	0	5	0	**5**	0	**5**
Flight Standards	R3	1	21	0	**21**	0	**21**
ATM/Airport	R5	5	10	8	**18**	0	**18**
Product Safety	R4	0	16	0	**16**	0	**16**
S-DIR		**23**	**129**	**12**	**141**	**15**	**156**
Director's Office	S0	1	7	0	**7**	0	**7**
Standardisation	S1	15	39	4	**43**	14	**57**
Organisations	S2	7	68	6	**74**	1	**75**
Technical Training	S3	0	9	2	**11**	0	**11**
SAFA Coordination	S4	0	6	0	**6**	0	**6**
A-DIR		**4**	**61**	**0**	**61**	**9**	**70**
Director's Office	A0	0	4	0	**4**	0	**4**
Procurement & Contracts	A01	0	4	0	**4**	0	**4**
Finance	A1	-1	18	0	**18**	1	**19**
HR	A2	1	12	0	**12**	2	**14**
Information Services	A3	0	15	0	**15**	4	**19**
Corporate Services	A4	4	8	0	**8**	2	**10**
Data Protection Officer		**1**	**1**	**0**	1	**0**	1
EASA TOTAL		**66**	**518**	**41**	**559**	**51**	**610**
SUBSIDY-FINANCED		**32**	**212**	**16**	**228**	**27**	**255**
FEE-FINANCED		**34**	**306**	**25**	**332**	**24**	**356**

ANNEX I - ADAPTATIONS TO THE ESTABLISHMENT PLAN

Grade	Year N-1 (2008)							Year N (2009)												
	Staff				Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Employed on 31.12.07 (current grade)				Authorised			Promotion / Career advancement			Turn-over			New posts			Requested (Provisional Draft Budget)		
	Officials	TA - LT	TA - ET	Total	Perm	Temp	Total	Officials	TA - LT	TA - ET	Officials	TA - LT	TA - ET	Perm	Temp - LT	Temp - ET	Perm	Temp	Total
AD16				0			0										0	0	0
AD15		3	1	4		5	5										0	5	5
AD14		1		1		2	2										0	2	2
AD13		6		6		10	10		1								0	10	10
AD12		20		20		21	21		3						2		0	26	26
AD11		16		16		32	32		1						4		0	37	37
AD10		8		8		34	34		8						2		0	45	45
AD9		66		66		72	72		2						25		0	63	63
AD8		28		28		62	62		8						4		0	74	74
AD7		32		32		64	64		-8						4		0	66	66
AD6		38		38		37	37		-8						16		0	48	48
AD5		11		11		8	8		-2						2		0	8	8
Total AD	0	250	1	251	0	344	344	0	0	0	0	0	0	0	68	0	0	403	403
AST11				0			0										0	0	0
AST10				0			0										0	0	0
AST9				0			0										0	0	0
AST8				0			0										0	0	0
AST7				0		1	1		1						0		0	2	2
AST6		1		1		3	3		1						0		0	4	4
AST5		3		3		10	10		8						0		0	18	18
AST4		8		8		28	28		0						1		0	30	30
AST3		24		24		30	30		0						1		0	31	31
AST2		38		38		28	28		-8						5		0	28	28
AST1		8		8		8	8		-2						0		0	4	4
Total AST	0	82	0	82	0	108	108	0	0	0	0	0	0	0	7	0	0	115	115
Total	0	332	1	333	0	452	452	0	0	0	0	0	0	0	68	0	0	518	518

Grade	Year N (2009) Establishment Plan Requested (Provisional Draft Budget)			Year N+1 (2010) Staff evolution Promotion / Career advancement			Staff evolution Turn-over			Organisational evolution New posts			Establishment Plan Provisional planning		
	Perm	Temp	Tota	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16	0	0	0								0		0	0	0
AD15	0	5	5		0						0		0	5	5
AD14	0	2	2		1						0		0	3	3
AD13	0	10	10		3						0		0	13	13
AD12	0	26	26		3						0		0	29	29
AD11	0	37	37		3						9		0	49	49
AD10	0	45	45		13						2		0	60	60
AD9	0	93	93		-5						8		0	96	96
AD8	0	74	74		1						7		0	82	82
AD7	0	69	69		-4						3		0	69	69
AD6	0	46	46		-13						1		0	34	34
AD5	0	6	6		-2						0		0	4	4
Total AD	0	403	403	0	0	0	0	0	0	0	30	0	0	433	433
AST11	0	0	0								0		0	0	0
AST10	0	0	0								0		0	0	0
AST9	0	0	0								0		0	0	0
AST8	0	0	0								0		0	0	0
AST7	0	2	2		1						0		0	3	3
AST6	0	4	4		3						0		0	7	7
AST5	0	18	18		5						0		0	23	23
AST4	0	30	30		1						2		0	33	33
AST3	0	31	31		-2						0		0	29	29
AST2	0	26	26		-7						0		0	27	27
AST1	0	4	4		-1						1		0	4	4
Total AST	0	116	116	0	0	0	0	0	0	0	11	0	0	120	120
Total	0	519	519	0	0	0	0	0	0	0	41	0	0	553	553

Grade	Year N+1 (2010)			Year N+2 (2011)											
	Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Provisional planning			Promotion / Career advancement			Turn-over			New posts			Provisional planning		
	Perm	Temp	Total	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16	0	0	0										0	0	0
AD15	0	5	5		0						0		0	5	5
AD14	0	3	3		1						0		0	4	4
AD13	0	13	13		4						0		0	17	17
AD12	0	29	29		5						0		0	34	34
AD11	0	49	49		3						3		0	55	55
AD10	0	60	60		10						0		0	70	70
AD9	0	96	96		0						18		0	114	114
AD8	0	82	82		-4						2		0	80	80
AD7	0	58	58		-8						12		0	62	62
AD6	0	34	34		-10						3		0	27	27
AD5	0	4	4		-1						2		0	5	5
Total AD	0	433	433	0	0	0	0	0	0	0	40	0	0	473	473
AST11	0	0	0								0		0	0	0
AST10	0	0	0								0		0	0	0
AST9	0	0	0								0		0	0	0
AST8	0	0	0								0		0	0	0
AST7	0	3	3		1						0		0	4	4
AST6	0	7	7		4						0		0	11	11
AST5	0	23	23		5						0		0	28	28
AST4	0	33	33		-1						1		0	33	33
AST3	0	29	29		-1						5		0	33	33
AST2	0	27	27		-7						3		0	23	23
AST1	0	4	4		-1						2		0	5	5
Total AST	0	126	126	0	0	0	0	0	0	0	11	0	0	137	137
Total	0	559	559	0	0	0	0	0	0	0	51	0	0	610	610

ANNEX II: STATE OF PLAY OF IMPLEMENTING RULES ADOPTED BY THE EASA CONSISTENT WITH ITS STAFF POLICY

Rules adopted within the Agency after having obtained the agreement of the Commission pursuant to Article 110 SR

The following rules have been adopted in EASA by analogy (decision of the Executive Director No. 2006/02/A of 10 January 2006):

Reference to SR and CEOS	Description	Type	Number
SR art. 42a	Parental leave	DGE	C(2004)1364
SR art. 67; SR Annex VII art. 1(2)(d)	Granting the household allowance by special decision	DGE	C(2004)1364
SR Annex VII art. 2(4)	Persons to be treated as dependent children	DGE	C(2004)1364
SR Annex VII art. 7(3)	Determining the place of origin	DGE	C(2004)1364
SR Annex VIII art. 4	Taking into account, for purposes of calculating pension rights, of periods of activity previously completed by staff before they resume active employment	DGE	C(2004)1364
SR art. 67, 68; SR Annex VII art. 1, 2, 3	Family allowances to be paid to a person, other than the official, who has custody of one or more of the official's dependent children	DGE	C(2004)1364
SR Annex VII art. 3	Grant of the education allowance	DGE	C(2004)1313
SR Annex VIII art. 11, 12	Transferring pension rights	DGE	C(2004)1588
SR Annex VII art. 8	Travel expenses from the place of employment to the place of origin	DGE	C(2004)1588

SR Annex XIII art. 26	Transferring pension rights - Transitional measures	DGE	C(2004)1588
SR Annex XIII art. 22(4)	Purchase of additional pension rights	DGE	C(2004)1588
SR art. 71; SR Annex VII art. 11 to 13a	Guide to missions for officials and other servants of the European Commission	DGE	C(2004)1313
SR art. 57, 58, 61; SR Annex V; CEOS art. 60, 91	Introducing implementing provisions on leave	DC	C(2004)1597
SR at. 59, 60; CEOS art. 16, 59, 60, 91	Introducing implementing provisions on absences as a result of sickness or accident	DC	C(2004)1597
SR art. 42b	Family leave	DC	C(2004)1314
SR art. 1d(4)	Facilities for disabled persons	DC	C(2004)1318
SR art. 55a; SR Annex IVa	Part-time work	DC	C(2004)1314
SR art. 15, 37, 40; CEOS art. 11, 17, 88a	Leave on personal grounds for officials and unpaid leave for temporary and contract staff of the European Communities	DC	C(2004)1597
	Transitional measures required by the revision of the Staff Regulations of Officials and the Conditions of Employment of Other Servants of the European Communities	DC	C(2004)1613

The following rules have been adopted by EASA with limited adaptations:

Reference to SR and CEOS	Description	Type	Number
CEOS art. 82(6)	Procedures governing the engagement and the use of contract staff at the Commission	DGE	C(2004)1313/ EASA 2007/004/A
SR art. 1c, 11(2), 11a, 12, 12b, 15(2), 16, 17, 17a, 19, 55(1); SR Annex VIII art. 13, 44; CEOS art. 11, 16, 54, 57, 81, 91	Outside activities and assignments	DC	C(2004)1597 EASA 2007/006/A
SR art. 5, 29, 30, 31; CEOS art. 10, 15	Criteria applicable to classification in grade and step on appointment or engagement	DGE	C(2004)1313 EASA 2007/005/A

The following rules were submitted to the Commission for its approval/first consultation pursuant to Article 110 SR:

Reference to SR and CEOS	Description	Type	Number
SR art. 45; CEOS art. 10	Relative to the career of temporary staff and their assignment to employment of a higher grade than to that in which they are employed	DGE	EASA 2007/132/A
SR art. 43, CEOS art. 15 (2), 87 (1)	Establishing the policy and procedure for the performance appraisal of staff	DGE	EASA 2007/131/A
SR art 43, 90 (2)	Establishing the composition procedure and powers of the joint appraisal and reclassification committee		EASA 2007/133/A
SR art. 1d, 12, 12a, CEOS art. 11, 81	EASA policy on protecting the dignity of the person and preventing psychological harassment and sexual harassment	DC	C(2006)1624 EASA 2007/183/A
CEOS art. 8	General implementing provisions on the procedure governing the engagement and the use of temporary agents at EASA	DC	C(2004) 1597, C(2004)4952 EASA 2007/168/A