

**ANNEX 1: MULTIANNUAL STAFF POLICY PLAN
2011-2013**



European Aviation Safety Agency

Multiannual Staff Policy Plan 2011 – 2013

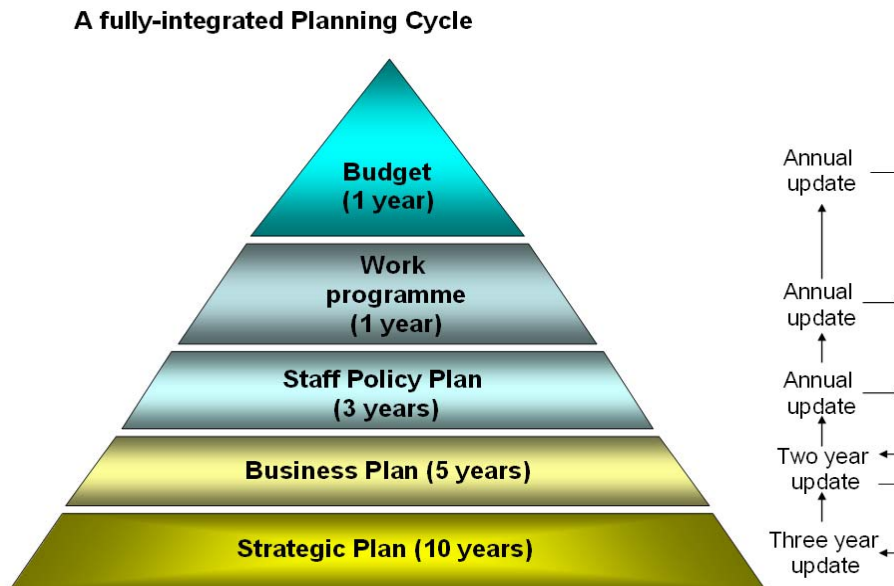
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1 GENERAL OVERVIEW OF THE SITUATION OF THE AGENCY

1.1 The Agency Planning model

This is the fourth multi-annual Staff Policy Plan (MSPP) generated by the European Aviation Safety Agency (EASA). EASA operates an integrated planning policy, following a five year Business Plan, setting out the Agency's expected operations for the period 2010 to 2014. Diagrammatically this planning model can be shown as follows:



This document provides a detailed assessment of the expected work-load and resource requirements for the period 2011 to 2013. It is entirely in line with the resource requirements identified in the Business Plan for the corresponding period.

This Staff Policy Plan has been prepared on the basis of total expected budget of 108,7 millions in 2011¹, as identified in the Preliminary Draft Budget 2011.

1.2 Own tasks and requirements – current situation

The Agency has been given specific regulatory and executive tasks in the field of aviation safety:

Original remit

The original Agency's responsibilities, given by Regulation 1592/2002 (repealed by Regulation 216/2008) include:

- expert advice to the EU for drafting new legislation
- inspections, training and standardisation programmes to ensure uniform implementation of European aviation safety legislation in all Member States

¹ Excluding carried over fees.

- safety and environmental type-certification of aircraft, engines, parts and appliances
- approval of organisations involved in the design of aeronautical products, as well as foreign production, maintenance and training organisations
- coordination of the European Community programme SAFA (Safety Assessment of Foreign Aircraft) regarding the safety of foreign aircraft using Community airports
- data collection, analysis and research to improve aviation safety

First extension (air operations, pilot licensing and authorisation of third country operators)

Community competence for air operations, pilot licensing and third country operators was established by Regulation 216/2008, which entered into force on 8 April 2008.

In particular, the following activities are included:

- Standardisation inspections for air operations, flight crew licensing and flight simulators, to be carried out according to Regulation 736/2006
- Certification of foreign synthetic training devices, pilot training organisations and aero medical centres
- Certification tasks linked to operations (OEB, MMEL – amended Part 21)
- Authorisation tasks related to third country operators

All related rulemaking activities are taken over. This Staff Policy Plan assumes that the related implementing rules will be adopted in April 2012 at the latest, considering two years transition period beyond that date. Specific transition measures will be proposed in the EASA's opinion for the Implementing Rules.

Second extension (aerodromes, air traffic management and air navigation services)

The Council and Parliament adopted the amending Regulation (EC) No 1108/2009 extending EASA's competencies to cover the safety of aerodromes, air traffic management and air navigation services (OJ L 309, 24.11.2009, p. 51). In particular, the EASA's new tasks will cover rulemaking and standardisation inspections. In addition, as far as air traffic management and air navigation services are concerned, it will be necessary to coordinate the common safety rules properly with the new Single European Sky regulation and the related implementing rules.

This Staff Policy Plan assumes that the implementing rules for Air Traffic Management and Air Navigation Services will be adopted in December 2012 at the latest, and the implementing rules for Aerodromes will be adopted in December 2013 at the latest.

Two years transition periods have been considered beyond those dates. Specific transition measures will be proposed in the EASA's opinion for the Implementing Rules

In December 2009, the Commission requested EASA to organise the so-called "fast track" procedure to develop ATM Implementing Rules, part of the second extension

of the remit. The main impact of this request is the need to change the Rulemaking programme for the second extension, transposing the existing regulations into EASA's regulation with minimum changes. The expected result of this procedure is that ATM related rules are adopted by the end of 2010. The implications of this procedure in terms of concrete activities for the Agency have not been taken into account in this Staff Policy Plan. The entry into force of the implementing rules and the length of the transition periods will be decided during the comitology process.

The preliminary analysis on the impact of the "fast track" procedure on workload indicates possible implications on the resource requirements in the field of Rulemaking, Organisation Approval, Standardisation and Product Certification. Further analysis will be necessary once the final decisions related to this procedure are known.

1.3 Current Staff Data (2009)

EUROPEAN AVIATION SAFETY AGENCY Cologne

Category and grade	Establishment plan 2009		Posts actually filled at 31.12.2008		Posts filled in by external publication in 2009		Promotion / reclassification in 2009**		Departures 2009***		Posts actually filled at 31.12.2009*	
	perm	temp	perm	temp	perm	temp	Perm	temp	perm	temp	perm	temp
AD 16												
AD 15		5		3						1		2
AD 14		2		2		1						3
AD 13		10		5						2		3
AD 12		24		21		2		4		3		24
AD 11		35		19				1		4		16
AD 10		48		10		5		4		2		17
AD 9		68		93		6		5		8		96
AD 8		92		43		24		4		8		63
AD 7		59		49		16		5		14		56
AD 6		44		46		16		3		9		56
AD 5		6		16		8				7		17
Total AD		393		307		78		26		58		353
AST 11												
AST 10												
AST 9												
AST 8												
AST 7		2										
AST 6		4										
AST 5		18		5				2		2		5
AST 4		30		10		2		6		3		15
AST 3		31		31		6		7		10		34
AST 2		24		45		3		3		10		41
AST 1		4		5		10				3		12
Total AST		113		96		21		18		28		107
TOTAL		506		403		99		44		86		460

* (implementation rate: 91 %); in addition to the 460 staff members in place on 31.12.2009, an additional 16 recruits have been offered an employment contract and are confirmed to enter into service in early 2010.

**grade after promotion

***this column includes all information on leavers, internal candidates successful in external selection procedures and the grades of staff members before promotion

Number of Contract Agents							
	2008 (actually employed on 31.12.2008)	2009 (envisaged)	2009 (actually employed on 31.12.2009)	2010 (envisaged)	2011 (envisaged)	2012 (envisaged)	2013 (envisaged)
FG IV	4	4	2	4	5	5	5
FG III	30	35	46	48	52	52	52
FG II	3	1	1	0	0	0	0
FG I	0	0	0	0	0	0	0
Total	37	40	49	52	57	57	57

Number of Seconded National Experts						
2008 (actually employed on 31.12.2008)	2009 (envisaged)	2009 (actually employed on 31.12.2009)	2010 (envisaged)	2011 (envisaged)	2012 (envisaged)	2013 (envisaged)
1	4	6	6	7	7	7

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

Budget	2010 Mio €	2011 Mio €	2011 % of total
Staff salaries & allowances	51,6	56,9	52%
Contract agents	2,0	2,3	2%
Other Title 1 costs*	2,9	2,9	3%
Title 1 total	56,6	62,1	57,1%
Subsidy-financed	23,1	25,5	23,5%
Fee-financed	33,5	36,6	33,7%
Title 2	14,1	14,8	13,6%
Subsidy-financed	5,5	5,7	5,2%
Fee-financed	8,6	9,0	8,3%
Title 3	32,3	31,9	29,3%
Subsidy-financed	8	8,8	8,1%
Fee-financed	24,3	23,1	21,3%
Grand Total**	102,9	108,7	

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

**excluding carried over fees and charges funds

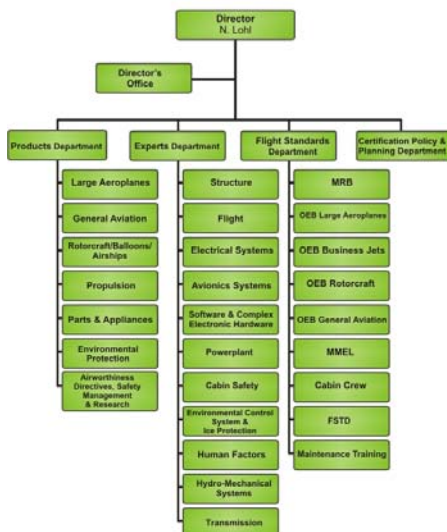
1.4 EASA Organisation and Organisational Chart (down to sector level)



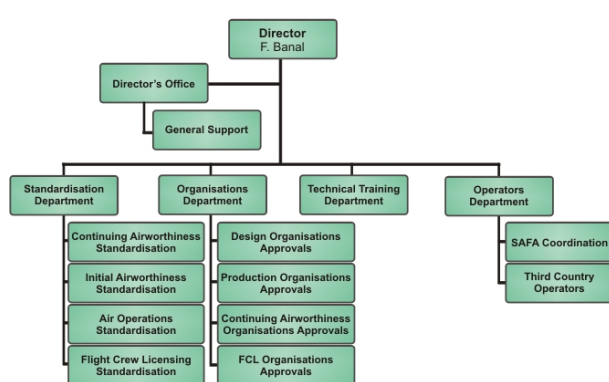
Executive Directorate

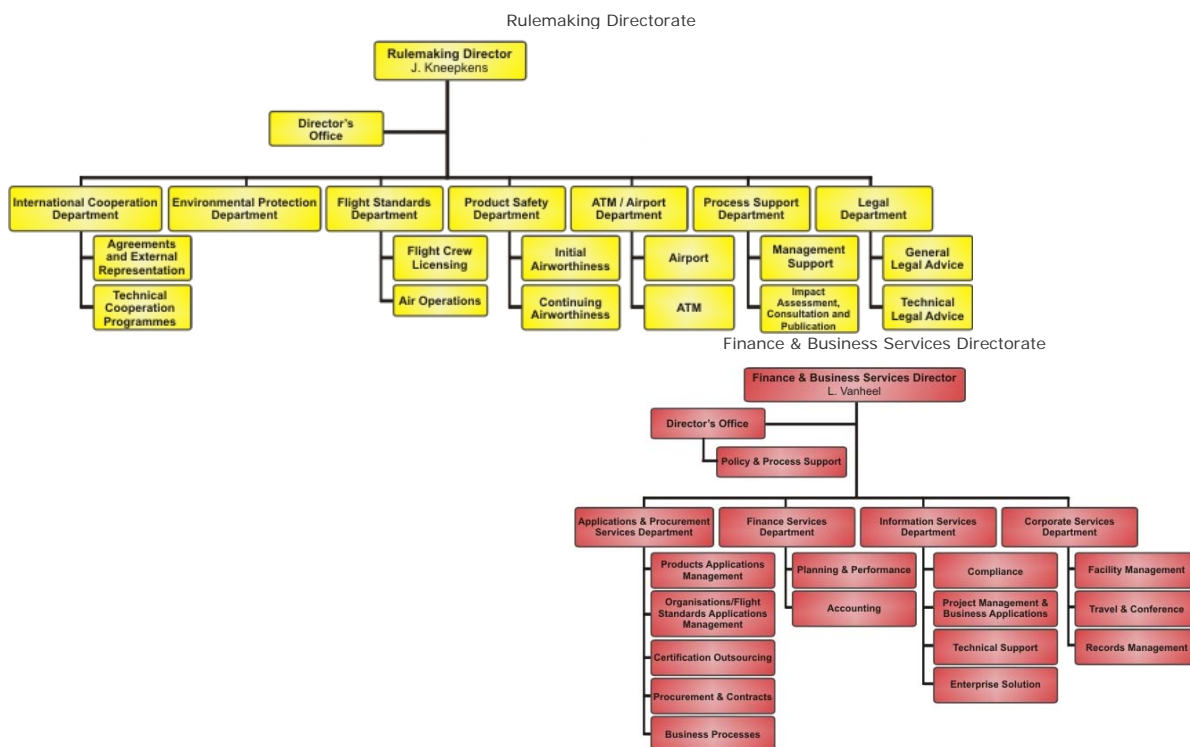


Certification Directorate



Standardisation Directorate





Information on the organisational structure down to section level, including the precise number of temporary agents, contract agents, and seconded national experts on 31/12/2009 can be found in Annex III

1.5 General presentation of the staff policy followed by 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	2009	2010
AD	55	70	145	245	362	344	393	447
AST	25	25	55	83	105	108	113	123
Total	80	95	200	328	467	452	506	570
Staff actually employed on 31.12.	1	93	153	276	333	403	460 + 16*	

*This figure represents the persons who have received an offer and have confirmed their acceptance

The establishment plans have reflected the need to internalise certification tasks at the same pace as the National Aviation Authorities have been downsizing.

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

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.

The majority of 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 stable during the MSPP period. All temporary agent posts (with the exception of the Executive Director and the ERP project Manager) are identified as posts of long-term duration.

The Agency does not envisage to request in the foreseeable future the establishment of permanent posts.

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 is expected to remain within the limits of 20% of recruitments per year (averaged over five years) for long-term employment within the Agency (see table below).

	2004				2005				2006				2007				2008				2009			
AD Grade	MP Yes *		MP No **		MP Yes		MP No		MP Yes		MP No		MP Yes		MP No		MP Yes		MP No		MP Yes		MP No	
>= AD9	30	45%	10	15%	13	25%	27	52%	11	13%	33	40%	6	14%	11	26%	6	8%	12	17%	9	12%	5	6%
<= AD9			26	39%			12	23%			39	47%			25	60%			54	75%			64	82%
Total of AD	66				52				83				42				72				78			

* management posts

** non-management posts

EASA currently carries out an evaluation of all its posts according to the HAY methodology. The results of this HAY evaluation will provide the basis on which to build an integrated HR grading and development system. Linked to it, all job descriptions will be reviewed and updated, also to include the relevant dimension for the job evaluation methodology.

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

AST	Assistants	AD	Experts	Managers	Directors
		16			
		15			Executive Director
		14			Director
		13			
		12		Head of Department	Deputy Director
11		11		Head of Dept. / Section Mgr.	
10		10	Senior		
9		9			
8		8	Expert	Section Manager	
7		7			
6		6			
5		5	Junior		
4	Senior				
3					
2	Junior				
1					

The Agency recruits junior assistants in grades AST1 – AST2 and senior assistants in grades AST3 - AST4.

According to the Commission Guidelines on Staff Policy in the European Regulatory Agencies, (point 2.1.2, page 7), recruitment of temporary agents should be done at "entry grades" (AD5 to AD8). The appropriate recruitment grade chosen for long-term functions is determined by the minimum number of years of professional experience required for the particular position. Thus, for AD5 posts, it would be considered that 0 years of work experience are required; AD6 posts would require a minimum of 3 years; AD7 a minimum of 6 years; AD8 a minimum of 9 years.

EASA must recruit real senior experts from the aviation sector (aeronautical engineers, test engineers and pilots) with a minimum of nine years of work experience. 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 entry grades.

In the field of product certification and continuing airworthiness oversight the nature of work requires extensive professional experience. In general, young graduates need an average of at least two years of work experience before they can be considered operational.

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 decided that, as a rule, the renewal following the initial 5-years fixed-term contract will be for an indefinite duration (Management Board Decision on employment conditions for EASA staff (EASA MB/2/03 of 11.03.2003), published on the EASA website). 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.

EASA does foresee engaging contract agents mainly on short-term employment with few exceptions.

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.

Long-term employment for Contract Agents is dependent on the following considerations:

- Support and administrative functions that are not time-limited, but also not core business of EASA.

In general, contract agents 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.

Since all contract agents on renewable contract are recruited according to the standards for long-term contract agents, they may be awarded an indefinite contract after a second renewal, if their tasks are considered long-term.

Seconded National Experts (SNEs) are mainly national or international civil servants who are temporarily working at EASA under the rules applicable to such

experts. In general, their assigned tasks at EASA require in-depths expert knowledge and extensive work experience in a specific aviation field. They may not carry out official acts through which EASA exercises its public law prerogatives and so commit EASA vis-à-vis third parties. Areas in which there might arise a conflict of interest for the Community are carefully considered when their activities are defined.

ED Decision 2003/2/ADM of 4 December 2003 laying down the rules for the secondment of national experts to EASA is currently under revision to align it with the new rules for SNEs as set up by the European Commission and will be shortly adopted.

SNEs can be seconded to EASA for a duration between 6 months and 2 years. With a possible renewal of the secondment the total duration of 4 years shall not be exceeded.

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 EASA.

To date, the Agency recruits its temporary agents in accordance with implementing rules compliant with Staff Regulations and CEOS² 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, which was submitted to the Commission for its approval under Article 110 of the Staff Regulations on 3 September 2009, will follow the basis of the "model" rules presented by the Commission's DG Administration in the Agencies' joint meeting on 14 February 2007, amended in May 2008. This decision foresees the extensive use of written tests as part of the recruitment process. Following the Commission's approval it will swiftly be formally adopted in EASA.

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 in February 2007 and following the "model decision" on contract agents as agreed between Commission's DG Administration and the Agencies).

Currently EASA is using written tests for Temporary Agents in order to assess specific competencies for the post. For Contract Agents, written tests consist of knowledge of European integration as well as specific competencies.

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.

A merit-based career development system (reclassification for its temporary agents) has been implemented in EASA 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.

In the third promotion exercise that was run in 2009, 10 AST and 10 AD have been reclassified as listed in table under point 1.3 (provisional number still depending on the fulfilment of the third language requirement). Given the short life of the agency it is difficult to estimate how many posts at a particular grade are going to be reclassified in the context of future promotion exercises. Therefore the figures on promotion in Annex I are based on the theoretical model included in

² Conditions of employment of others servants

the Commission template, without any reference to actual eligibility of staff members for reclassification in a specific year.

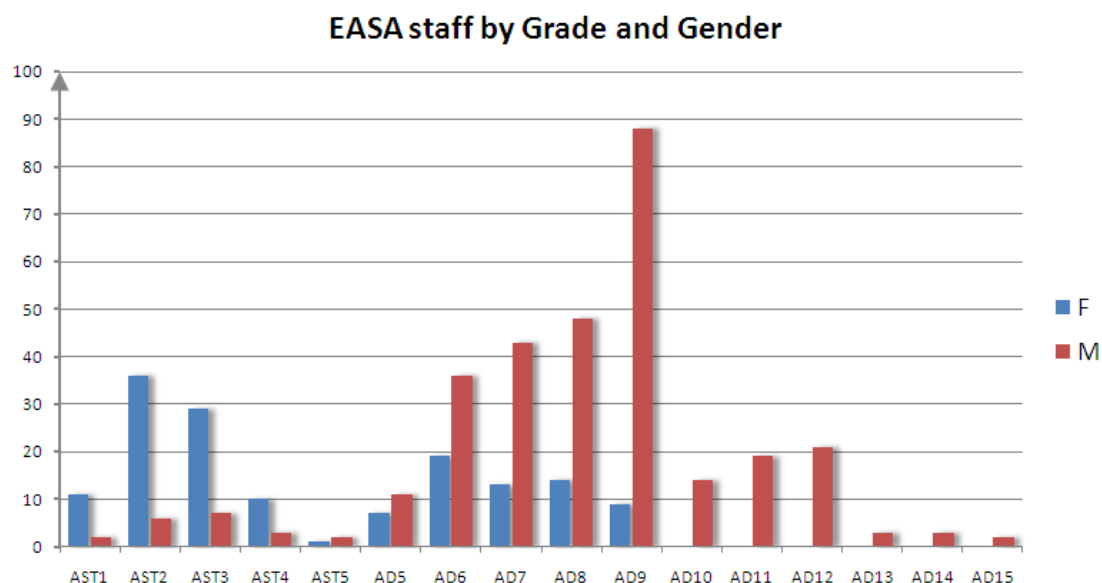
1.5.4 Mobility policy in regard to the different types of employment

As the Agency is still in a growth phase over the period to 2012, it 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. Successful candidates in internal selection procedures of management posts stay in their grade (one key eligibility criteria of internal vacancies determines the minimum grade of the potential internal applicants).

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 or for secondment to EASA.

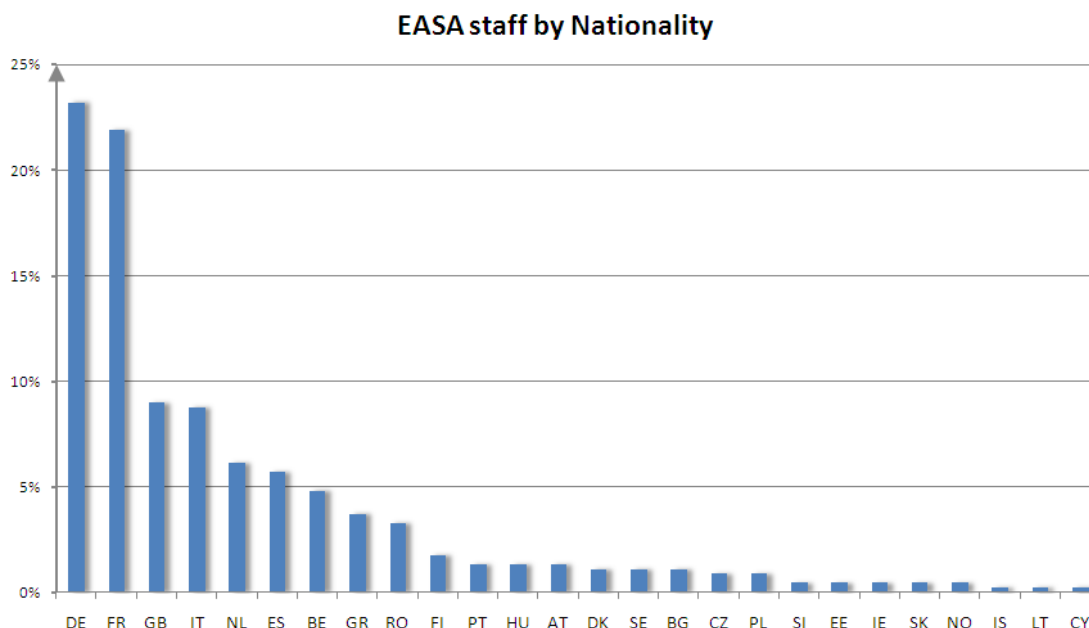
1.5.5 Promotion of equal opportunities among staff members

The global gender balance amongst EASA staff is around 35% (females) – 65% (males). The following diagram shows the distribution of temporary agents by grade and by gender.



Since 2006 EASA systematically monitors the gender distribution for its selection procedures. From the total number of applications received since 2007, around 37% of applicants were females and 63% males. These figures are also mirrored in the distribution of new recruitments 2009: women (34%) and men (66%). Whilst around 82% of staff members in AD posts are males, 81% of staff members in AST posts are female. 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 members from both genders.

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



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 2010 on the future extensions of the Agency's mandate. For the purposes of this Staff Policy Plan we have assumed the following:

- 2,0% annual salary adjustment, based on the average increase in recent years
- 2,1% annual increase due to a percentage of staff members advancing to the next step in their grade
- 0,4% annual increase to cover the costs of a reasonable promotion policy

In the last years, the weighting factor for salaries paid in Germany has decreased. For the future, the assumption is a stable weighting factor which should have no impact on staff costs.

2.1 Turnover due to retirement or termination of employment

During 2009, 21 temporary agents left the Agency, either because of resignation, dismissal, end of contract or retirement.

15 staff members will reach the age limit of 65 during the 2011-2013 period. This does not prejudice 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. It is considered that the estimated level of turnover has no significant impact on the staffing plan for the period 2011-2013.

The vast majority of EASA posts were recruited after the revision of the Staff Regulations and in the absence of previous promotion/reclassification exercises, replacements linked to turnover will not require a significant down grading of the post during the period covered by this staff policy plan.

Only 8 replacements of 21 leaving staff members in 2009 resulted in a publication of the post in a lower grade (AD15 -> AD14, AD9 -> AD8, AD8 -> AD5, AD12 -> AD7, AD12 -> AD10, AD13 -> AD12, AD12 -> AD10, AST5 -> AST4). The effect on lowering of grades due to actual turnover in 2009 has been included in the relevant columns of Annex I (Adaptations to the establishment plan – column staff evolution 2011- turnover).

2.2 Workload

2.2.1 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 the current understanding of further extensions to its remit, was established in the Business Plan 2010-2014. For more details on the activities and tasks of EASA and the related human resources see EASA Business Plan 2010-2014.

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

2.2.2 Executive Directorate (E)

			New posts 2011	MSPP 2011	New posts 2012	MSPP 2012	New posts 2013	MSPP 2013
TEMPORARY AGENTS								
	Director's Office	E.0	0	4	0	4	0	4
	Communications Department	E.1	0	8	0	8	0	8
	Safety Analysis & Research Department	E.2	0	17	0	17	0	17
	Internal Audit & Quality Department	E.3	0	8	0	8	0	8
	Policy Officers and Mail Department	E.4	0	6	1	7	0	7
	Human Resources Department	E.5	1	16	2	18	3	21
EXECUTIVE DIRECTORATE			1	59	3	62	3	65

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

Executive Director's Office (4 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Communications (8 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Safety Analysis & Research (17 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Internal Audit and Quality (8 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Policy Officers and mail office (6 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: +1 post as follows:
1 Secretary Mail Management (AST1) to cover the increased mail services demands following the growth of the Agency
- 2013: no change

Human Resources Department (15 posts in 2010)

Staff evolution:

- 2011: +1 post as follows:
1 Senior Assistant (Recruitment) (AST3) to cover the long-term recruitment needs of the Agency, replacing contract agent positions
- 2012: +2 posts as follows:
1 Recruitment Officer (AD6) to enhance selection methodologies and techniques, e.g. assessment centres, psychological tests, etc.

- 1 Senior HR Assistant (Recruitment) (AST3) to cover the long-term recruitment needs of the Agency, replacing contract agent positions
- 2013: +3 posts as follows
 - 1 Training Officer (AD6) to design and coordinate the offer of general training in the areas of management and organisational behaviour
 - 1 HR Assistant (Recruitment) (AST2) to cover the long-term recruitment needs of the Agency, replacing contract agent positions
 - 1 HR Assistant (Services) (AST2) to cover the increased services demands following the growth of the Agency

2.2.3 Certification Directorate (C)

			New posts 2011	MSPP 2011	New posts 2012	MSPP 2012	New posts 2013	MSPP 2013
TEMPORARY AGENTS								
	Director's Office	C.0	0	4	0	4	0	4
	Products Department	C.1	0	85	4	89	0	89
	Experts Department	C.2	0	65	5	70	2	72
	Flight Standards Department	C.3	0	29	11	40	9	49
	Certification Policy & Planning Department	C.4	0	4	0	4	0	4
	ATM and Space System Department	C.5	0	0	0	0	0	0
CERTIFICATION DIRECTORATE			0	187	20	207	11	218

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

Certification director's office (4 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Certification Policy & Planning Department (4 posts in 2010)

Staff evolution:

- 2011: no changes
- 2012: no changes
- 2013: no changes

Product department (85 posts in 2010)

Head of Products Department office: (3 posts in 2010)

- 2011: no change
- 2012: no change
- 2013: no change

Large aircraft section (22 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: +2 post as follows:
 - 1 Project Certification Manager LA (AD7) to maintain the planned level of internalisation of tasks in the Agency
 - 1 AD5 Project Certification Officer LA in the context of the EASA technical trainees program. The aim of the program is to develop young graduates, even without work experience, towards an adequate level of expertise in the medium term, due to increasing difficulties in recruiting the required experts from the external labour market (the same justification applies to all following AD5 positions in the C-Directorate, if not indicated otherwise)
- 2013: no change

General aviation section (12 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: +1 posts as follows:
 - 1 AD5 Project Certification Officer GA
- 2013: no change:

Rotorcraft and balloon section (14 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Propulsion section (13 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Parts and appliance section (6 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Environmental certification section (6 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Airworthiness directives section (9 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: +1 post as follows:
1 Airworthiness Directives Officer (AD6) to cover the increased workload due to the increase in the size and age of fleet in operation
- 2013: no change

Expert department (65 posts in 2010)

Head of expert department office (4 posts in 2010):

- 2011: no change
- 2012: no change
- 2013: no change

Structure section (11 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: +1 post as follows:
1 AD5 Technical Officer (Structure)

Electrical section (5 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: +1 post as follows:
1 Electrical System Expert (AD7) to maintain the planned level of internalisation of tasks in the Agency
- 2013: no change

Avionics section (11 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: +2 posts as follows:
2 Avionics Systems Expert (AD6) to maintain the planned level of internalisation of tasks in the Agency
- 2013: +1 post as follows:
1 AD5 Technical Officer (Avionics)

Software and complex electronic hardware section (6 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Power plant section (5 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: + 1 post as follows:
1 Powerplant Expert (AD7) to maintain the planned level of internalisation of tasks in the Agency
- 2013: no change

Cabin safety section (5 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: +1 post as follows:
1 Cabin Safety Expert (AD7) to maintain the planned level of internalisation of tasks in the Agency
- 2013: no change

Environmental control systems section (4 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Flight section (6 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Hydromechanical systems section (6 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Transmission section (2 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Flight standards department (29 posts in 2010)

Head of Department and office (4 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: + 2 posts as follows
 - 1 Deputy Head of Flight Standards Department (AD9) to strengthen the management of the Department and in particular to coordinate interfaces with the International Cooperation Department in the Rulemaking Directorate
 - 1 Secretary (AST1) to provide the necessary support to the Department
- 2013: no change

Operational evaluation board for large aircraft (2 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: +1 post as follows:
 - 1 Secretary (AST1) to provide the necessary administrative support to the section and external experts

OEB Business jets section (2 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: +1 post as follows:
 - 1 Secretary (AST1) to provide the necessary administrative support to the section and external experts
- 2013: no change

OEB Rotorcraft section (2 post in 2010)

Staff evolution:

- 2011: no change
- 2012: +1 post as follows:
 - 1 Secretary (AST1) to provide the necessary administrative support to the section and external experts
- 2013: no change

OEB General Aviation (0 post in 2010)

Staff evolution:

- 2011: no change
- 2012: + 1 post as follows:
 - 2 part time pilots (AD11) for 1 equivalent full time. The grade is justified because pilots with full pilot qualifications are required. In order to maintain their current pilot licence, these pilots have to complete a certain number of flying hours every year. Therefore, they are hired on a structural half-time basis.
- 2013: no change

MMEL section (5 posts in 2010)

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

Staff evolution:

- 2011: no change
- 2012: + 1 post as follows:

- 1 MMEL Expert (AD6) to maintain the planned level of internalisation of tasks in the Agency
- 2013: + 1 post as follows:
1 MMEL Experts (AD6) to maintain the planned level of internalisation of tasks in the Agency

Foreign FSTD Qualification Section (2 posts in 2010)

This section is in charge of the qualification of foreign synthetic training devices (flight simulators)

Staff evolution:

- 2011: no change
- 2012: + 1 post as follows:
1 Secretary (AST1) to provide the necessary administrative support to the section and external experts
- 2013: + 2 posts as follows:
1 FSTD Expert (AD7) to maintain the planned level of internalisation of tasks in the Agency
2 part time pilots (AD11) for 1 equivalent full time. The grade is justified because pilots with full pilot qualifications are required. In order to maintain their current pilot licence, these pilots have to complete a certain number of flying hours every year. Therefore, they are hired on a structural half-time basis.

Maintenance training courses section (2 posts in 2010)

Staff evolution

- 2011: no change
- 2012: + 1 post as follows:
1 Maintenance training Expert (AD6) to maintain the planned level of internalisation of tasks in the Agency
- 2013: + 4 posts as follows:
4 Maintenance training Expert (AD6) to maintain the planned level of internalisation of tasks in the Agency

Cabin Crew Section (2 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: + 1 post as follows:
1 Cabin Crew Expert (AD6) to maintain the planned level of internalisation of tasks in the Agency
- 2013: + 1 post as follows:
1 Cabin Crew Expert (AD6) to maintain the planned level of internalisation of tasks in the Agency

MRB Section (8 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: + 2 posts as follows:
2 MRB Experts (AD6) to maintain the planned level of internalisation of tasks in the Agency
- 2013: no change

ATM and space system department (0 posts in 2010)

This department (C5) will be staffed when the second extension of the remit of the Agency needs to be implemented.

Head of Department and office (0 posts in 2010)

Staff evolution:

- 2011: no change (0 post)
- 2012: no change
- 2013: no change

2.2.4 Rulemaking Directorate (R)

			New posts 2011	MSPP 2011	New posts 2012	MSPP 2012	New posts 2013	MSPP 2013
TEMPORARY AGENTS								
	Director's Office	R.0	0	3	0	3	0	3
	International Cooperation Department	R.1	0	14	1	15	0	15
	Environmental Protection Department	R.2	0	6	0	6	0	6
	Flight Standards Department	R.3	0	23	0	23	0	23
	Product Safety	R.4	0	18	0	18	0	18
	ATM/Airport	R.5	0	17	0	17	0	17
	Process Support Department	R.6	0	15	0	15	0	15
	Legal Department	R.7	0	13	0	13	0	13
	Data Protection Officer	R.7	0	1	0	1	0	1
RULEMAKING DIRECTORATE			0	110	1	111	0	111

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

Director's Office (3 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

International co-operation (14 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: +1 post as follows:
1 Representative in outside the EU (AD9) to strengthen the cooperation and representation of EASA in the respective country/region
- 2013: no change

Environmental protection (6 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Flight standards (23 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Product safety (18 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

ATM/Airport (17 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Process support (15 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Legal Department (13 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Data Protection Officer (1 post in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

2.2.5 Approvals & Standardisation Directorate (S)

			New posts 2011	MSPP 2011	New posts 2012	MSPP 2012	New posts 2013	MSPP 2013
TEMPORARY AGENTS								
	Director's Office	S.0	0	5	0	5	0	5
	Standardisation Department	S.1	0	41	2	43	10	53
	Organisations Department	S.2	0	53	4	57	1	58
	Technical Training Department	S.3	0	9	1	10	1	11
	Operators Department	S.4	0	14	9	23	9	32
APPROVALS AND STANDARDISATION DIRECTORATE			0	122	16	138	21	159

Additional posts planned within the Approvals & Standardisation Directorate are detailed below, by department and by year.

Director's office (5 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Standardisation (41 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: + 2 posts as follows:
 - 1 ATM/ANS Standardisation Manager (AD9) and
 - 1 Senior Assistant (AST4) to make the necessary administrative and procedural preparations in view of the issuing of the implementing rule on ATM/ANS at the latest on 31/12/2012
- 2013: + 10 posts:
 - 8 ATM/ANS Standardisation Inspectors (AD8) for the implementation of the Standardisation programmes in ATM/ANS
 - 1 Aerodromes Standardisation Manager (AD9) and
 - 1 Aerodromes Standardisation Assistant (AST4) to make the necessary administrative and procedural preparations in view of the issuing of the implementing rule on Aerodromes at the latest on 31/12/2013

Organisations (53 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: + 4 posts as follows:
 - 1 DOA Team Leader (AD7) to take over the work associated with the expected marginal increase in activity in the DOA field
 - 3 FCL Organisations Approval Team Leaders (AD8) for the initial assessment, approval and oversight of organisations in the field of TRTO, FTO and AeMC
- 2013: +1 post as follows
 - 1 DOA Team Leader (AD7) to take over the work associated with the expected marginal increase in activity in the DOA field

Technical Training (9 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: +1 post as follows:
1 Technical Training Officer ATM (AD8) to coordinate and develop the ATM/ANS training programmes
- 2013: +1 post as follows:
1 Technical Training Officer Aerodromes (AD8) to coordinate and develop the Aerodromes training programmes

Operators (14 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: + 9 posts as follows:
3 Team Leader Third Country Operators (AD8) and
6 Third Country Operators Officers (AD6) to collect the third country operators' requests for authorisations and implement the measures as per the implementing rule on TCO authorisations
- 2013 : + 9 posts as follows:
6 Team Leader Third Country Operators (AD8) and
3 Third Country Operators Officers (AD6) to complete the recruitment plan of the staff necessary to implement the measures as per the implementing rule on TCO authorisations

2.2.6 Finance & Business Services Directorate (F)

			New posts 2011	MSPP 2011	New posts 2012	MSPP 2012	New posts 2013	MSPP 2013
TEMPORARY AGENTS								
	Director's Office	F.0	0	3	0	3	0	3
	Applications and Procurement Section Department	F.1	0	35	1	36	0	36
	Finance Services Department	F.2	1	29	1	30	0	30
	Information Services Department	F.3	1	18	1	19	0	19
	Corporate Services	F.4	1	11	1	12	0	12
FINANCE & BUSINESS SERVICES DIRECTORATE			3	96	4	100	0	100

Additional posts planned within the Finance & Business Services Directorate are detailed below, by department and by year.

Director's Office (3 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: no change
- 2013: no change

Applications & Procurement Services Department (35 posts in 2010)

Staff evolution:

- 2011: no change
- 2012: +1 post, as follows:
1 Procurement Assistant (AST3) to cover the increased procurement services demands following the expansion of the Agency
- 2013: no change

Finance Department (28 posts in 2010)

Staff evolution:

- 2011: +1 posts as follows:
1 Accounting Assistant (AST2) to cover the increased financial services demands following the expansion of the Agency
- 2012: +1 post as follows:
1 Financial Assistant (AST2) to cover the increased financial services demands following the expansion of the Agency
- 2013: no change

Information Services Department (17 posts in 2010)

Staff evolution:

- 2011: +1 post as follows:
1 Service Desk Management Officer (AD5) to cover the increased helpdesk demands following the expansion of the Agency
- 2012: +1 posts as follows:
1 Senior IT/SAP Assistant Functional Support (AST4) to cover the increased IT demands following the expansion of the Agency
- 2013: no change

Corporate Services Department (10 posts in 2010)

Staff evolution:

- 2011: +1 post as follows:
1 Senior Assistant Records Management & Archiving (AST3) to assist in the management and archiving of Agency documentation

- 2012: +1 post as follows:
1 Corporate Services Section Manager (AD7) to cover the increased corporate services demands following the growth of the Agency
- 2013: no change

2.2.7 Consequences on the number of staff in the Agency for the period 2010 – 2012:

The table below provide an overview of the planned evolution of posts per Directorate and Department in the period 2011-2013. The figures correspond to the details per grade included in Annex II (evolution of the establishment plan).

STAFFING BY DIRECTORATE / DEPT

			TA posts filled on 31.12.09	MSPP 2010	New posts 2011	MSPP 2011	New posts 2012	MSPP 2012	New posts 2013	MSPP 2013
TEMPORARY AGENTS										
Director's Office		E.0	3	4	0	4	0	4	0	4
Communications Department		E.1	5	8	0	8	0	8	0	8
Safety Analysis & Research Department		E.2	15	17	0	17	0	17	0	17
Internal Audit & Quality Department		E.3	8	8	0	8	0	8	0	8
Policy Officers and Mail Department		E.4	6	6	0	6	1	7	0	7
Human Resources Department		E.5	13	15	1	16	2	18	3	21
EXECUTIVE DIRECTORATE			50	58	1	59	3	62	3	65
Director's Office		C.0	4	4	0	4	0	4	0	4
Products Department		C.1	73	85	0	85	4	89	0	89
Experts Department		C.2	55	65	0	65	5	70	2	72
Flight Standards Department		C.3	18	29	0	29	11	40	9	49
Certification Policy & Planning Department		C.4	4	4	0	4	0	4	0	4
ATM and Space System Department		C.5	0	0	0	0	0	0	0	0
CERTIFICATION DIRECTORATE			154	187	0	187	20	207	11	218
Director's Office		R.0	3	3	0	3	0	3	0	3
International Cooperation Department		R.1	10	14	0	14	1	15	0	15
Environmental Protection Department		R.2	5	6	0	6	0	6	0	6
Flight Standards Department		R.3	16	23	0	23	0	23	0	23
Product Safety		R.4	16	18	0	18	0	18	0	18
ATM/Airport		R.5	9	17	0	17	0	17	0	17
Process Support Department		R.6	11	15	0	15	0	15	0	15
Legal Department		R.7	9	13	0	13	0	13	0	13
Data Protection Officer		R.7	1	1	0	1	0	1	0	1
RULEMAKING DIRECTORATE			80	110	0	110	1	111	0	111
Director's Office		S.0	5	5	0	5	0	5	0	5
Standardisation Department		S.1	35	41	0	41	2	43	10	53
Organisations Department		S.2	43	53	0	53	4	57	1	58
Technical Training Department		S.3	9	9	0	9	1	10	1	11
Operators Department		S.4	10	14	0	14	9	23	9	32
APPROVALS AND STANDARDISATION DIRECTORATE			102	122	0	122	16	138	21	159
Director's Office		F.0	3	3	0	3	0	3	0	3
Applications and Procurement Section Department		F.1	31	35	0	35	1	36	0	36
Finance Services Department		F.2	20	28	1	29	1	30	0	30
Information Services Department		F.3	13	17	1	18	1	19	0	19
Corporate Services		F.4	7	10	1	11	1	12	0	12
FINANCE & BUSINESS SERVICES DIRECTORATE			74	93	3	96	4	100	0	100
SUBTOTAL TEMPORARY AGENTS			460	570	4	574	44	618	35	653
Thereof:										
100 % Subsidy-financed				168	0	168	3	171	10	181
100 % Fee-financed				245	0	245	33	278	21	299
Support Staff				157	4	161	8	169	4	173
% of Title 1 support staff cost allocated to Subsidy				37,30%		36,84%		35,67%		35,62%
% of Title 1 support staff cost allocated to Fee				62,70%		63,16%		64,33%		64,38%
Support staff paid by Subsidy				59		59		60		62
Support staff paid by Fee				98		102		109		111
Subsidy-Financed				227	0	227	4	231	11	243
Fee-Financed				343	4	347	40	387	24	410

Overview of the grades of new requested AD posts for the years 2011 to 2013

Grades	new TA posts 2011		new TA posts 2012		new TA posts 2013	
Grades	new TA posts 2011	AD9 and above	new TA posts 2012	AD9 and above	new TA posts 2012	AD9 and above
AD15	0		0		0	
AD14	0		0		0	
AD13	0		0		0	
AD12	0		0		0	
AD11	0		1		1	
AD10	0		0		0	
AD9	0		3	4	1	2
AD8	0		7		15	
AD7	0		8		2	
AD6	0		14		9	
AD5	1		2		2	
AD	1	0%	35	11%	30	6%

**3 ADAPTATION OF THE ESTABLISHMENT PLAN FOLLOWING THE STAFF
POLICY DEFINED UNDER POINT 1.5 AND THE EVOLUTION FORESEEN FOR THE
NEXT 3 YEARS IN 2.**

See Table I in annex.

4 SCHOOLING

The lack of a European School in Cologne has impacted negatively on EASA recruitment targets. The families of the EASA employees have in many cases opted to stay behind where suitable schooling is available. In several cases the prospective strong candidates have informed the Agency that they are not ready to relocate.

Employees who do bring their family are facing long daily commutes (Düsseldorf, Bonn) or high integration efforts when opting for German schools (language barriers, local curriculum, risk of doubling school years).

EASA is currently the only European Union organisation in Germany without access to a European School. The three existing EU Schools are located in Munich (European Patent Office), Frankfurt am Main (European Central Bank), and Karlsruhe (Joint Research Centre) and are all too far away from Cologne to represent a viable solution for EASA staff.

The offer of international and/or multi-lingual education in the wider Cologne area is limited to a small number of private schools (tuition is mainly in English and offering the International Baccalaureate programme), and on a limited number of public national schools with some bilingual programmes (German/French).

In line with the solutions proposed in the Guidelines on Staff Policy in Regulatory Agencies C(2005) 5305 and further to the Agencies Head of Administration meeting organised by the Commission on 10.10.2007, EASA concluded during 2008 service contracts with international schools, which enjoy recognition from German Authorities or from other Member States Authorities, whose seat is within 50 km from EASA' offices, and in which at least 50% of the tuition time is provided in a language other than German. In 2009, EASA concluded one additional service contract with another international school which meets the above mentioned criteria.

EASA signed a service contract with each of them, leaving to the parents the decision on which school to use for their children. On the basis of the service contracts, the school fees are invoiced directly to the Agency. Attendance in the contracted schools is free of charge for the staff member, who is therefore not entitled to the education allowances foreseen in the Staff Regulations.

ANNEX I - ADAPTATIONS TO THE ESTABLISHMENT PLAN

Grade	Year N-1 (2010)							Year N (2011)											
	Staff				Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Employed on 31.12.09 (current grade)				Authorised			Promotion / Career advancement			Turn-over			New posts			Requested (Provisional Draft Budget)		
	Officials	TA - LT	TA - ST	Total	Perm	Temp	Total	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16						0	0			1							0	1	1
AD15		1	1	2		2	2			-1							0	1	1
AD14		3		3		6	6		2								0	8	8
AD13		3		3		12	12		3			-1					0	14	14
AD12		24		24		26	26		6			-2					0	30	30
AD11		16		16		50	50		1								0	51	51
AD10		16	1	17		55	55		7			2					0	64	64
AD9		96		96		75	75		10			-1					0	84	84
AD8		63		63		104	104		-10			0					0	94	94
AD7		56		56		58	58		-1			1					0	58	58
AD6		56		56		55	55		-17								0	38	38
AD5		17		17		4	4		-1			1			1		0	5	5
Total AD	0	351	2	353	0	447	447	0	0	0	0	0	0	0	1	0	0	448	448
AST11				0		0	0										0	0	0
AST10				0		0	0										0	0	0
AST9				0		0	0										0	0	0
AST8				0		0	0		0								0	0	0
AST7				0		3	3		2								0	5	5
AST6				0		7	7		4								0	11	11
AST5		5		5		24	24		4			-1					0	27	27
AST4		15		15		30	30		0			1					0	31	31
AST3		34		34		30	30		-4						2		0	28	28
AST2		41		41		18	18		-2						1		0	17	17
AST1		12		12		11	11		-4								0	7	7
Total AST	0	107	0	107	0	123	123	0	0	0	0	0	0	0	3	0	0	126	126
Total	0	458	2	460	0	570	570	0	0	0	0	0	0	0	4	0	0	574	574

Grade	Year N (2011)			Year N+1 (2012)											
	Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Requested (Provisional Draft Budget)			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	1	1										0	1	1
AD15	0	1	1										0	1	1
AD14	0	8	8		3								0	11	11
AD13	0	14	14		5								0	19	19
AD12	0	30	30		5								0	35	35
AD11	0	51	51		3						1		0	55	55
AD10	0	64	64		5				-1				0	68	68
AD9	0	84	84		11						3		0	98	98
AD8	0	94	94		-12						7		0	89	89
AD7	0	58	58		-7						8		0	59	59
AD6	0	38	38		-11						14		0	41	41
AD5	0	5	5		-2						2		0	5	5
Total AD	0	448	448	0	0	0	0	0	-1	0	35	0	0	482	482
AST11	0	0	0										0	0	0
AST10	0	0	0										0	0	0
AST9	0	0	0										0	0	0
AST8	0	0	0		1								0	1	1
AST7	0	5	5		1								0	6	6
AST6	0	11	11		4								0	15	15
AST5	0	27	27		4								0	31	31
AST4	0	31	31		-1						2		0	32	32
AST3	0	28	28		-4						2		0	26	26
AST2	0	17	17		-3						1		0	15	15
AST1	0	7	7		-2						5		0	10	10
Total AST	0	126	126	0	0	0	0	0	0	0	10	0	0	136	136
Total	0	574	574	0	0	0	0	0	0	0	45	0	0	618	618

Grade	Year N+1 (2012)			Year N+2 (2013)											
	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	1	1										0	1	1
AD15	0	1	1										0	1	1
AD14	0	11	11		3								0	14	14
AD13	0	19	19		5								0	24	24
AD12	0	35	35		5								0	40	40
AD11	0	55	55		4						1		0	60	60
AD10	0	68	68		8								0	76	76
AD9	0	98	98		5						1		0	104	104
AD8	0	89	89		-10						15		0	94	94
AD7	0	59	59		-6						2		0	55	55
AD6	0	41	41		-12						10		0	39	39
AD5	0	5	5		-2						2		0	5	5
Total AD	0	482	482	0	0	0	0	0	0	0	31	0	0	513	513
AST11	0	0	0										0	0	0
AST10	0	0	0										0	0	0
AST9	0	0	0										0	0	0
AST8	0	1	1		1								0	2	2
AST7	0	6	6		3								0	9	9
AST6	0	15	15		4								0	19	19
AST5	0	31	31		3								0	34	34
AST4	0	32	32		-2						1		0	31	31
AST3	0	26	26		-4								0	22	22
AST2	0	15	15		-2						2		0	15	15
AST1	0	10	10		-3						1		0	8	8
Total AST	0	136	136	0	0	0	0	0	0	0	4	0	0	140	140
Total	0	618	618	0	0	0	0	0	0	0	35	0	0	653	653

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 With limited adaptations submitted to the Commission in October 2009, agreement of the Commission received on 2 February 2010	DGE	C(2004)1313 EASA 2009/040/F
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 also been adopted by EASA by analogy:			
SR art. 72	General implementing provisions for the reimbursement of medical expenses		C(2007)3195 EASA 2009/025/E of 5 August 2009

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
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 (updated version submitted to the Commission in September 2009, approved in December 2009)	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 2008/180/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	Indicative timetable for submission
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	The revised version was submitted to the Commission service on 3 September 2009

CEOS art. 12	EASA decision concerning the selection procedure applicable to Directors		Management Board Decision	The revised version was submitted to the Commission service beginning of March 2009
SR art. 2,4,5,7 and 29	Middle management	DC	C(2004)1597 EASA 2009/70/E	The draft was submitted to the Commission service on 3 September 2009, agreement of the Commission received on 2 February 2010
SR art. 7 (2)	Temporary occupation of management positions	DC	C(2004)1597	The draft was submitted to the Commission service on 3 September 2009
SR art. 9 (1)(a)	Establishment of the EASA Staff Committee		EASA 2008/109/A	The decision was submitted to the Commission service on a technical consultation level on 14 July 2009.
SR art. 43, 44 and CEOS art. 14	Decision concerning the appraisal for the Executive Director of EASA			The draft will be officially submitted in Q1 2010
Annex IX to SR art. 2 (3) and art. 30	Disciplinary proceedings	DGE	C(2004) 1588	The draft will be officially submitted by Q2 of 2010
SR art. 55b	Job sharing	DC	C(2004)1597	No obligation to adopt this decision, EASA does not intend to submit a draft decision as regards job sharing
CEOS art. 87	Reclassification for Contract Agents			EASA submitted a draft decision in November 2007 for approval; Commission services were not ready to process it due to the lack of a Commission Decision on the same subject

Annex III: Organisational information down to sector level on 31/12/2009

DIRECTORATE / DEPARTMENT / SECTION	DIR.	DEPT.	SECTION	TA	CA	SNE
EXECUTIVE DIRECTORATE	E					
Director's Office		E.0		3	1	0
Communications and External Relations Department		E.1		5	1	0
Safety Analysis & Research Department		E.2		5	1	0
Safety Analysis Section			E.2.1	4	0	1
Accident Investigation Section			E.2.2	5	0	1
Research Management Section			E.2.3	1	0	0
Internal Audit & Quality Department		E.3		4	0	0
Quality Section			E.3.1	4	1	0
Policy Officers and Mail Department		E.4		6	0	0
Human Resources Department		E.5		2	1	0
Recruitment Section			E.5.1	2	6	0
HR Administration & Services Section			E.5.2	4	2	0
HR Management & Development Section			E.5.3	5	2	0
				50	15	2
CERTIFICATION DIRECTORATE	C					
Director's Office		C.0		3	0	0
Products Department		C.1		3	0	0
Large Aeroplanes Section			C.1.1	19	0	0
General Aviation Section			C.1.2	9	0	0
Rotorcraft/Balloons/Airships Section			C.1.3	12	0	0
Propulsion Section			C.1.4	13	0	0
Parts & Appliances Section			C.1.5	6	0	0
Environmental Protection Section			C.1.6	6	0	0
Airworthiness Directives, Safety Management & Research Section			C.1.7	5	2	0
Experts Department		C.2		4	0	0
Structure Section			C.2.1	9	0	0
Flight Section			C.2.2	5	0	0
Electrical Systems Section			C.2.3	5	0	0
Avionics Systems Section			C.2.4	9	0	0
Software & Complex Electronic Hardware Section			C.2.5	5	0	0
Powerplant Section			C.2.6	4	0	0
Cabin Safety Section			C.2.7	4	0	0
Environmental Control System & Ice Protection Section			C.2.8	4	0	0
Human Factors Section			C.2.9	0	0	0
Hydro-Mechanical Systems Section			C.2.10	5	0	0
Transmission Section			C.2.11	1	0	0
Flight Standards Department		C.3		3	1	0
MRB Section			C.3.1	7	0	0
OEB Large Aeroplanes Section			C.3.2	1	0	0
OEB Business Jets Section			C.3.3	1	0	0
OEB Rotorcraft Section			C.3.4	1	0	0
OEB General Aviation Section			C.3.5	0	0	0
MMEL Section			C.3.6	3	0	0
Cabin Crew Section			C.3.7	2	0	0
FSTD Section			C.3.8	1	0	0
Maintenance Training Section			C.3.9	0	0	0
Certification Policy and Planning Department		C.4		4	1	0
				154	4	0

DIRECTORATE / DEPARTMENT / SECTION	DIR.	DEPT.	SECTION			
RULEMAKING DIRECTORATE	R					
Director's Office		R.0		3	0	0
International Cooperation Department		R.1		3	0	0
Agreements and External Representation Section			R.1.1	3	0	0
Technical Cooperation Programmes Section			R.1.2	4	0	0
Environmental Protection Department		R.2		5	0	0
Flight Standards Department		R.3		1	0	0
Flight Crew Licensing Section			R.3.1	6	0	1
Air Operations Section			R.3.2	9	0	2
Product Safety		R.4		3	0	0
Initial Airworthiness Section			R.4.1	7	0	0
Continuing Airworthiness Section			R.4.2	6	0	0
ATM/Airport Department		R.5		9	0	1
ATM Section			R.5.1	0	0	0
Airport Section			R.5.2	0	0	0
Process Support Department		R.6		3	0	0
Management Support Section			R.6.1	4	1	0
Impact Assessment, Consultation and Publication Section			R.6.2	4	0	0
Legal Department		R.7		2	0	0
General Legal Advice Section			R.7.1	6	0	0
Technical Legal Advice Section			R.7.2	2	0	0
				80	1	4
APPROVALS AND STANDARDISATION DIRECTORATE	S					
Director's Office		S.0		3	0	0
General Support Section			S.0.1	2	0	0
Standardisation Department		S.1		4	0	0
Continuing Airworthiness Standardisation Section			S.1.1	9	0	0
Initial Airworthiness Standardisation Section			S.1.2	6	0	0
Air Operations Standardisation Section			S.1.3	8	0	0
Flight Crew Licensing Standardisation Section			S.1.4	8	0	0
Organisations Department		S.2		2	0	0
Design Organisations Approvals Section			S.2.1	27	0	0
Production Organisations Approvals Section			S.2.2	3	0	0
Continuing Airworthiness Organisations Approvals Section			S.2.3	11	0	0
Flight Crew Licensing Organisations Approvals Section			S.2.4	0	0	0
Technical Training Department		S.3		9	0	0
Operators Department		S.4		1	0	0
SAFA Coordination Section			S.4.1	6	0	0
Third Country Operators Section			S.4.2	3	0	0
				102	0	0
FINANCE & BUSINESS SERVICES DIRECTORATE	F					
Director's Office		F.0		2	0	0
Policy & Process Support			F.0.1	1	0	0
Applications & Procurement Services Department		F.1		1	0	0
Products Applications Management Section			F.1.1	10	7	0
Organisations/Flight Standards Applications Management Section			F.1.2	6	2	0
Certification Outsourcing Section			F.1.3	7	0	0
Procurement & Contracts Section			F.1.4	3	1	0
Business Processes Section			F.1.5	4	0	0
Finance Services Department		F.2		2	0	0
Planning & Performance Section			F.2.1	10	3	0
Accounting Section			F.2.2	8	1	0
Information Services Department		F.3		3	1	0
Compliance Section			F.3.1	1	1	0
Project Management & Business Applications Section			F.3.2	6	0	0
Technical Support Section			F.3.3	2	6	0
Enterprise Solution Section			F.3.4	1	2	0
Corporate Services Department		F.4		4	1	0
Facility Management Section			F.4.1	1	0	0
Travel Management Section			F.4.2	1	3	0
Records Management Section			F.4.3	1	1	0
				74	29	0
				460	49	6