



FUSION FOR ENERGY

The European Joint Undertaking for ITER and the Development of Fusion Energy
THE GOVERNING BOARD

DECISION OF THE OF THE GOVERNING BOARD OF FUSION FOR ENERGY ADOPTING THE MULTIANNUAL STAFF POLICY PLAN (2016 – 2018)

THE GOVERNING BOARD,

HAVING REGARD to the Statutes annexed to the Council Decision (Euratom) No 198/2007 of 27th March 2007 establishing the European Joint Undertaking for ITER and the Development of Fusion Energy (hereinafter "Fusion for Energy") and conferring advantages upon it¹ and in particular Article 6(3)(d);

HAVING REGARD to the comments and recommendations of the Administration and Finance Committee,

WHEREAS the Governing Board should adopt the staff policy plan,

HAS ADOPTED THIS DECISION:

Article 1

The Staff Policy Plan (2016 – 2018) annexed hereto is adopted.

Article 2

This Decision shall have immediate effect.

Done at Barcelona, 2 December 2015

For the Governing Board

Joaquín Sanchez
Acting Chair of the Governing Board

Romina Bemelmans
Secretary of the Governing Board

¹ O.J. L 90, 30.03.2007, p. 58.

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1. The agency's activities

No significant modifications in 2014/2015. Please see a comprehensive description in the annex.

2. Staff population and its evolution

2.1. Overview of all categories of staff

Staff population		Staff population actually filled in 31.12.2013 ¹	Staff population in EU Budget 2014 ²	Staff population actually filled at 31.12.2014 ³	Staff population in voted EU Budget 2015 ⁴	Staff population in Draft EU Budget 2016	Staff population envisaged in 2017 ⁵	Staff population envisaged in 2018 ⁶
Officials	AD	37	44	37	40	40	40	40
	AST	15	18	17	16	15	15	15
	AST/SC							
TA	AD	158	174	170	180	201	201	201
	AST	24	26	25	26	27	27	27
	AST/SC							
Total⁷		234	262	249	262	283	283	283
CA GFIV		71	78	79	106	106	106	106
CA GF III		46	50	45	50	50	50	50
CA GF II		25	24	20	24	24	24	24
CA GFI			1					
Total CA⁸		142	153	144	180	180	180	180
SNE⁹		3	7	3	4	4	4	4
<i>Structural service providers¹⁰</i>		<i>8.60</i>	<i>10</i>	<i>13</i>	<i>10</i>	<i>13</i>	<i>13</i>	<i>12.25</i>
TOTAL		379	422	396	446	467	467	467
<i>External staff¹¹ for occasional replacement¹²</i>		<i>0.24</i>		<i>7</i>				

¹ Of which 2 sent (and accepted) EU Official offer letters, 8 sent (and accepted) Temporary Agent offer letters, and 12 sent (and accepted) Contract Agent offer letters.

² As authorised for officials and temporary agents (TA) and as estimated for contract agents (CA) and seconded national experts (SNE).

³ Of which 5 sent (and accepted) Temporary Agent offer letters and 2 sent (and accepted) Contract Agent offer letters.

⁴ As authorised for officials and temporary agents (TA) and as estimated for contract agents (CA) and seconded national experts (SNE).

⁵ Figures should not exceed those indicated in the Legislative Financial Statement attached to the founding act (or the revised founding act) minus staff cuts in the context of 5% staff cuts over the period 2013-2017.

⁶ *Ibid.*

⁷ Headcounts

⁸ FTE

⁹ FTE

¹⁰ **Service providers** are contracted by a private company and carry out specialised outsourced tasks of horizontal/support nature, for instance in the area of information technology. At the Commission the following general criteria should be fulfilled: 1) no individual contract with the Commission; 2) on the Commission premises, usually with a PC and desk; 3) administratively followed by the Commission (badge, etc.) and 4) contributing to the value added of the Commission. FTE

¹¹ FTE

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2.2. Establishment plan evolution 2014-2018

¹² For instance replacement due to maternity leave or long sick leave.

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Category and grade	Establishment plan in EU Budget 2014		Modifications in 2014 in application of flexibility rule ¹³		Establishment plan in voted EU Budget 2015		Modifications envisaged in establishment plan 2015 in application of flexibility rule ¹⁴		Establishment plan in Draft EU Budget 2016		Establishment plan 2017		Establishment plan 2018	
	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA	officials	TA
AD 16														
AD 15		1				1				1		1		1
AD 14									1		1		1	
AD 13	11	3			13	4			14	5	14	5	14	5
AD 12	18	9			17	8			16	8	16	8	16	8
AD 11	3	12			5	12			5	19	5	19	5	19
AD 10	7	28			3	30			3	27	3	27	3	27
AD 9	3	12			2	18			1	20	1	20	1	20
AD 8	2	18				20				34		34		34
AD 7		65				57				47		47		47
AD 6		24				30				40		40		40
AD 5		2												
Total AD	44	174			40	180			40	201	40	201	40	201
AST 11	4				3				3		3		3	
AST 10	3				3				3		3		3	
AST 9	3				3				3		3		3	
AST 8					1				1		1		1	
AST 7					1				3		3		3	
AST 6	1				2	2			1	3	1	3	1	3
AST 5	6	7			3	9			1	13	1	13	1	13
AST 4		18				14				11		11		11
AST 3	1	1				1								
AST 2														
AST 1														
Total AST	18	26			16	26			15	27	15	27	15	27
AST/SC6														
AST/SC5														
AST/SC4														
AST/SC3														
AST/SC2														
AST/SC1														
Total AST/SC	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	62	200			56	206			55	228	55	228	55	228

¹³ In line with Article 32 (1) of the framework Financial Regulation, the management board may modify, under certain conditions, the establishment plan by in principle up to 10% of posts authorised.

¹⁴ *Ibid.*

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- 3. Annual staff-related expenditure in 2014, in absolute terms and as a percentage of the overall administrative expenditure**

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	Executed budget 2014 ¹⁵ per source of revenue			Executed budget 2014 ¹⁶ broken down by titles			
	EU Budget (1)	Other sources ¹⁷ (2)	Total (3=1+2)	Title 1 ¹⁸ (4)	Title 2 (5)	Title 3 (6)	Total (7=4+5+6) (7=3)
Salaries & allowances (1)	31,830,482.01		31,830,482.01	31,830,482.01			31,830,482.01
of which establishment plan posts (officials, TA)	24,115,982.01		24,115,982.01	24,115,982.01			24,115,982.01
of which external personnel (CA, SNE and External staff for occasional replacement)	7,714,500.00		7,714,500.00	7,714,500.00			7,714,500.00
of which structural service providers							
Other support/administrative expenditure (2)	11,769,028.00		11,769,028.00	4,660,028.00	7,109,000.00		11,769,028.00
Expenditure related to staff recruitment	547,000.00		547,000.00	547,000.00			547,000.00
Socio-medical infrastructure	1,563,528.00		1,563,528.00	1,563,528.00			1,563,528.00
Training costs	690,000.00		690,000.00	690,000.00			690,000.00
Mission costs	1,800,000.00		1,800,000.00	1,800,000.00			1,800,000.00
Information and publishing	380,000.00		380,000.00		380,000.00		380,000.00
Studies / Surveys / Consultations							
IT costs	3,080,000.00		3,080,000.00		3,080,000.00		3,080,000.00
Experts costs							
Postage / telecommunications	382,000.00		382,000.00		382,000.00		382,000.00
Translation and interpretation costs							
Meetings / Conferences / Receptions / Events	407,000.00		407,000.00		407,000.00		407,000.00
Auditing and evaluation							
Running costs	1,195,000.00		1,195,000.00		1,195,000.00		1,195,000.00
Rental of buildings and associated costs	1,240,000.00		1,240,000.00		1,240,000.00		1,240,000.00
Research and Development / Innovation							
Movable property and associated costs	425,000;00		425,000;00		425,000;00		425,000;00
Other (Traineeships)	59,500.00		59,500.00	59,500.00			59,500.00
% share of salaries, allowances expenditure (1)/(2)	100%						
Other operational costs (3)							

¹⁵ Final executed budget (in commitment appropriations) including carry-overs to 2015, EFTA and third and candidate countries contributions

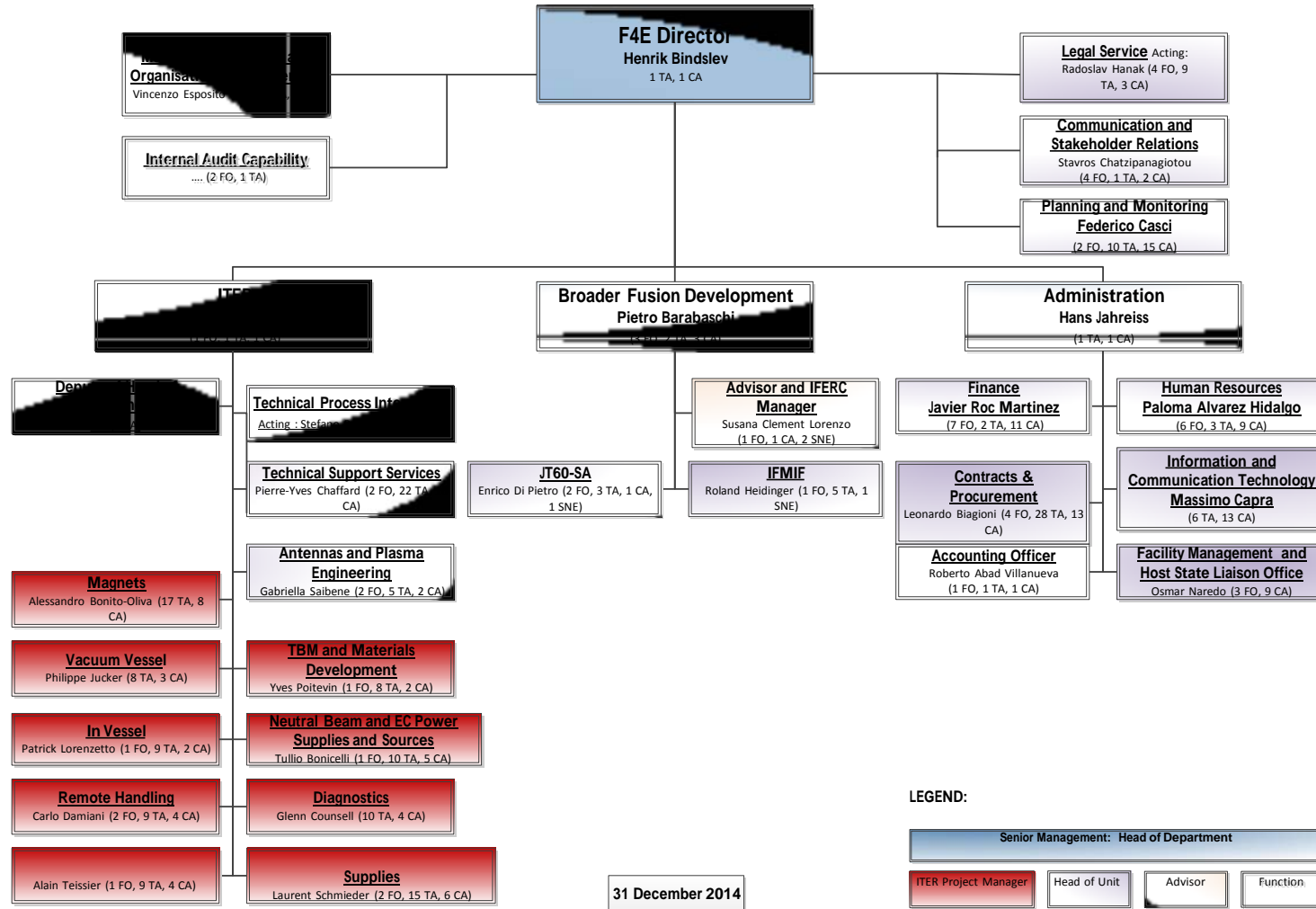
¹⁶ *Ibid.*

¹⁷ Including i.e. fees, charges, industry associations and Member State contributions; if applicable please also specify below the table the sources of contribution

¹⁸ The total of figures presented under columns "Title 1", "Title 2" and "Title 3" should add up and equal the execution on each title of the budget

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4. Organisation and organizational chart at 31.12.2014



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Allocated vacant posts (31.12.14):

- **Director:**
 - o Management System and Organisational Improvement: 1 TA
 - o Legal Service: 1 CA
- **ITER Department: 1 CA**
 - o Deputy to the Head of Department: 1 TA
 - o Technical Process Integration: 1 TA
 - o Antennas and Plasma Engineering: 1 TA, 1 CA
 - o Site and Building and Power Supplies: 2 FO, 1 TA, 1 CA
 - o Magnets: 1 TA
 - o Neutral Beam and EC Power Supplies and Sources: 1 TA
 - o Technical Support Services: 1 CA
- **Broader Fusion Development Department: 1 CA**
 - o Department Office: 1 TA
 - o IFMIF: 1 SNE
- **Administration Department:**
 - o Human Resources: 1 CA
 - o Finance : 1 CA

N.B.: F4E had requested a conversion of 6 FO posts into 6 TA posts in the Financial Statement 2015 (which was then adopted in late 2014) in the context of the budgetary procedure for 2015.

The staff allocation of F4E on 31 December 2014 had therefore pre-emptively taken into account this planned conversion (already authorised by the budgetary authority at that time). This explains why the numbers indicated on the organisational chart differ slightly from those authorised.

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5. Overview of the situation over the years 2016-2018

5.1. Growth of existing tasks

During its meeting of 10-11 December 2013, the Governing Board (GB) of Fusion for Energy (F4E) recognised that, even once all the vacancies have been filled, the ceiling on the number of posts at F4E is creating risks for the costs and schedule, reiterating its support for an increase to the number of temporary and contract agents.

These conclusions stemmed from a paper on staffing needs¹⁹, presented during the GB, which provided a detailed analysis as to why it is essential to increase F4E's staff to a total of 480 in order for the Joint Undertaking to:

- Deliver its in-kind procurement in time with respect to the anticipated revised ITER schedule;
- Follow-up contracts at the appropriate level reducing significantly the technical risks and the risks of cost increase.

To this effect, the GB Chair urged the relevant authorities of the European Commission to support an increased staffing complement for 2015 onwards.

Following a series of exchanges, a reply was received from Mr H. Oettinger (Vice-President of the European Commission and Commissioner for Energy) and Mr J. Dominik (Commissioner for Financial Programming and the Budget) on 23 October 2014 informing the GB Chair that a temporary reinforcement of 24 short-term Contract Agents (from 2015) and 21 short-term Temporary Agents (from 2016) would be granted to F4E under certain conditions:

- 1) The cost of these new posts must be covered through a redeployment of the appropriations foreseen for the running costs in F4E's budget;
- 2) The favourable assessment of the request for additional 21 TA AD6 posts will depend on F4E maintaining the vacancy rate level at no higher than 5.6%;
- 3) These 45 posts will need to be offset before the start of 2020.

¹⁹ F4E(13)-GB28-16.1

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6. Staff policy followed by the agency

6.1. Recruitment policy

No significant modifications in 2014/2015 other than the newly introduced recruitment of short-term Contract Agents and the information on structural service providers. For information on other types of contracts, please see a comprehensive description in the annex.

a. Contract agents

Support staff work under the responsibility of Temporary Agents or EU Officials.

In general, the criteria followed for the publication are the following:

- FG II for office clerk and secretarial tasks;
- FG III for Team/Administrative Assistants and HR/Finance/Budget/ICT/etc. support;
- FG IV for specific functions requiring a higher level of expertise (technical support, CAD Design, Project support management, HR, ICT, Planning and Scheduling, legal, etc.).

F4E concluded a Service Level Agreement (SLA) with the European Personnel Selection Office (EPSO). The aim, among others things, was to use the Contract Agent Selection Tool (CAST) database in order to recruit contract agents, in particular – but not exclusively – for the horizontal and administrative profiles.

However, the SLA agreement has shown its limitations: in relation to administrative posts, most of the candidates included in the EPSO CAST databases are not interested in a post outside Brussels, and very few technical profiles are actually adapted to F4E's needs.

It is important to note that the Contract Agents recruited by F4E that have successfully passed the EPSO written examination would be entitled to obtain an indefinite contract (as mentioned in the dispositions applicable to Contract Agents type 3a regarding the selection procedure) without having to sit again a written exam at F4E.

In 2015 F4E has been authorised a total of 24 non-renewable contracts with a maximum duration of 3 years. Except for their duration these contracts are similar to the already existing long-term CA contracts.

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b. Structural service providers²⁰

Key tasks	Tender procedure	Contract Duration
Project Management Systems support	Open	~4 years (until 02/01/2018)
Business Intelligence Support	Open	4 years (until 20/05/2017)
Microsoft System Support	Joint framework contract of the Commission (DIGIT)	3 years (until 16/06/2017)
Microsoft .Net, SharePoint software development	Open	4 years (until 06/05/2017)
ICT Service Desk, Network Administration	Open	4 years (until 22/07/2017)
EDB Solution design	Open	4 years (until 05/03/2016)

6.2. Benchmarking of the key functions in the agencies

<i>Key functions (examples)</i>	<i>Type of contract (official, TA or CA)</i>	<i>Function group, grade of recruitment (or bottom of the brackets if published in brackets)</i>	<i>Indication whether the function is dedicated to administration support or policy (operational)</i>
CORE FUNCTIONS			
<i>Head of Department (level 2, taking the Director as level 1)</i>	<i>FO/TA</i>	<i>AD 12/13</i>	<i>Administration/policy</i>
<i>Head of Unit/Project Team Manager (level 3, taking the Director as level 1)</i>	<i>FO/TA</i>	<i>From AD 9</i>	<i>Administration/policy</i>
<i>Head of Sector (equivalent to Group/Team Leader at F4E) (level 4, taking the Director as level 1)</i>	<i>FO/TA</i>	<i>From AD 6</i>	<i>Administration/policy</i>
<i>Senior Officer</i>	<i>FO/TA</i>	<i>From AD 9</i>	<i>Administration/policy</i>
<i>Officer</i>	<i>FO/TA</i>	<i>From AD 5</i>	<i>Administration/policy</i>

²⁰ Structural service providers are not employed by the agency.

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<i>Junior Officer</i>	-	-	-
<i>Senior Assistant (equivalent to Assistant at F4E)</i>	<i>FO/TA</i>	<i>From AST 1</i>	<i>Administration/policy</i>
<i>Junior Assistant (equivalent to Assistant at F4E)</i>	<i>FO/TA</i>	<i>From AST 1</i>	<i>Administration</i>
SUPPORT FUNCTIONS			
<i>Head of Administration</i>	<i>TA</i>	<i>AD 13</i>	<i>Administration</i>
<i>Head of Human Resources</i>	<i>FO</i>	<i>AD 12</i>	<i>Administration</i>
<i>Head of Finance</i>	<i>TA</i>	<i>AD 12</i>	<i>Administration</i>
<i>Head of Communication</i>	<i>FO</i>	<i>AD13</i>	<i>Administration</i>
<i>Head of IT</i>	<i>TA</i>	<i>AD 9</i>	<i>Administration</i>
<i>Senior Officer</i>	<i>FO/TA</i>	<i>From AD 9</i>	<i>Administration</i>
<i>Officer</i>	<i>FO/TA</i>	<i>From AD 5</i>	<i>Administration</i>
<i>Junior Officer</i>	-	-	-
<i>Webmaster- Editor</i>	-	-	-
<i>Secretary</i>	<i>CA</i>	<i>FG II</i>	<i>Administration</i>
<i>Mail Clerk (equivalent to Office Clerk at F4E)</i>	<i>Interim/CA</i>	<i>FG II</i>	<i>Administration</i>
SPECIAL FUNCTIONS			
<i>Data Protection Officer</i>	<i>FO</i>	<i>AD 12</i>	<i>Administration</i>
<i>Accounting Officer</i>	<i>FO</i>	<i>AD 7</i>	<i>Administration</i>
<i>Internal Auditor (Acting)</i>	<i>FO</i>	<i>AD 7</i>	<i>Administration</i>
<i>Secretary to the Director (equivalent to Administrative Support Officer at F4E)</i>	<i>CA</i>	<i>III</i>	<i>Administration</i>

6.3. Appraisal of performance and promotion/reclassification.

The appraisal exercise aims at assessing individual performance and identifying training needs through dialogue with the jobholders. It is carried out on a yearly basis (*n*) with the reference period running from 1 January to 31 December of the year prior to the launching of the exercise (*n-1*). The appraisal assesses three main areas of competencies: efficiency, abilities and conduct in the service. The use of languages and the level of responsibility exercised are also to be considered when drafting the appraisal report.

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The promotion/reclassification exercise is based on a comparison of merits of the staff members eligible for promotion/reclassification in each grade. This comparison enables the establishment of a list of staff members to be promoted/reclassified. As of 2013, there are no more promotion/reclassification points and instead, there is an annual promotion/reclassification decision taken by the Director following proposals from the Heads of Departments and recommendations made by the Joint Promotion and Reclassification Committees.

Promotion/reclassification takes place on the 1 January of the year of the exercise (*n*) (or on the first day of the month following that in which the 2 years seniority are acquired).

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Reclassification of temporary staff/promotion of officials

Category and grade	Staff in activity at 1.01.2013		How many staff members were promoted / reclassified in 2014		Average number of years in grade of reclassified/promoted staff members
	officials	TA	officials	TA	
AD 16					
AD 15					
AD 14		1			
AD 13	7	2			
AD 12	11	2	1		5.84
AD 11	2				
AD 10	4	26	1	4	2.40
AD 9	1	13		3	3.57
AD 8		9		2	2.50
AD 7	4	42		16	2.32
AD 6		44		26	2.98
AD 5					
Total AD	29	139	2	51	
AST 11	1				
AST 10	1				
AST 9	1				
AST 8	1				
AST 7	2				
AST 6	1				
AST 5	1		1		3.84
AST 4	3	7		1	3
AST 3	1	14	1	7	2.51
AST 2	2				
AST 1	1				
Total AST	15	21	2	8	
AST/SC6					
AST/SC5					
AST/SC4					
AST/SC3					
AST/SC2					
AST/SC1					
Total AST/SC					
Total	44	160	4	59	

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Reclassification of contract staff

Function Group	Grade	Staff in activity at 1.01.2013	How many staff members were reclassified in 2014	Average number of years in grade of reclassified staff members
CA IV	18			
	17			
	16	5		
	15	5		
	14	26	10	2.76
	13	19	7	2.48
CA III	12			
	11	2		
	10	12	3	2.87
	9	19	7	2.21
	8	8	4	2.38
CA II	7			
	6	2		
	5	14	4	2.92
	4	3	1	2.71
CA I	3			
	2			
	1			
Total		115	36	

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6.4. Gender balance

There is a high level of male interest shown in selection procedures and recruitment which could be explained by the fact that males account for the majority of the workforce in the industry sectors related to the core tasks of the organisation (e.g. engineering). It is however important to note that through the annual monitoring of the gender balance within Fusion for Energy it has become apparent that there is a predominance of female staff members in the administrative units.

F4E is currently working on a diversity policy aimed at analysing, monitoring and correcting gender and geographical imbalances.

These statistics are based upon the number of persons in place on 31.12.2014.

	EU Official		TA		CA	SNE	TOTAL
	AD	AST	AD	AST			
Female	10	11	32	9	78		140
Male	27	6	133	16	64	2	248

6.5. Geographical balance

F4E endeavours to obtain a balanced geographical balance. Nevertheless, this is highly dependent on the nationalities of applicants to the vacancies or calls for expression of interest. The strong representation of Spanish nationals is due to the presence of F4E in the country, and that of certain nationalities is mainly due to the fact that experts in the core tasks of the organisation are more represented in those countries.

Furthermore, F4E is bound to apply equal treatment throughout the publication, selection and recruitment processes. Therefore it cannot limit advertisement to specific European countries in order to correct their under-representation, nor favour nationality over qualification upon selection and recruitment.

For these reasons the publication of new vacancies is broadly advertised throughout the Fusion for Energy²¹ and the EPSO²² websites instead of tailor made for specific countries, and priority has been put on selecting and recruiting the highest level candidates.

These statistics are based upon the number of persons in place on 31.12.2014.

²¹ <http://www.fusionforenergy.europa.eu/careers/vacancies/Default.aspx>

²² http://europa.eu/epso/apply/jobs/temp/index_en.htm

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	EU Official		TA		CA	SNE	TOTAL
	AD	AST	AD	AST			
Belgian	1	1	6	5	8		21
Bulgarian			1		3		4
Czech			2		1		3
Danish			1				1
Dutch		1	3		1		5
British	3		15	2	5		25
Estonian					1		1
Finnish			3				3
French	5	4	41	5	15		70
German	2	1	6	1	8		18
Greek	1	1	3		3		8
Hungarian	2		1	1	2		6
Irish			1	1			2
Italian	13	4	32	3	28	2	82
Lithuanian		1		1	2		4
Maltese	1						1
Peruvian					1		1
Polish			1		3		4
Portuguese		1	4		5		10
Romanian			4	1	4		9
Slovak	1						1
Spanish	8	3	39	5	52		107
Swedish			2				2

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6.6. Mobility (internal mobility, between the agencies and between the agencies and the institutions)

During 2014 three internal mobility calls were published within F4E in order to allow existing F4E staff to apply for various functions. In addition, F4E staff is entitled to apply to F4E external publications and, if selected, may be offered a new contract of employment.

Mobility between the agencies and the institutions

By virtue of the SR, EU Officials can apply to inter-institutional vacancies and be transferred between EU institutions. It should however be noted that only an extremely limited number of positions is published in this manner at Fusion for Energy. Bearing this in mind, and with full respect of the SR and CEOS, the negotiations carried out between DG RTD, HR and the Commission's Trade Unions at the time established a specific procedure for the retransfer of F4E officials to the Commission during the first years of existence of F4E.

7. Schooling

In the absence of a European School in Barcelona and its surroundings, F4E entered into Service Level Agreements with the following international schools to support access to schooling for the children of F4E staff for the direct payment of school fees:

1. [American School of Barcelona](#)
2. [Deutsche Schule Barcelona](#)
3. [Europa International School](#)
4. [Hamelin International School](#)
5. [Istituto Statale Italiano Comprensivo](#)
6. [Saint Paul's School](#)
7. [St. Peter's School](#)
8. [Escoles Pérez Iborra](#)
9. [Lycée Français de Barcelona](#)
10. [École Ferdinand de Lesseps](#)
11. [The British School](#)
12. [Scuola Materna Montessori](#)
13. [Kensington School](#)
14. [Swiss School](#)
15. [École Bel Air Sitges](#)
16. [Highlands School](#)
17. [Agora Sant Cugat](#)
18. [La Miranda](#)
19. [Escoles Betlem](#)

F4E is paying directly the registration and tuition fees as well as the transport costs to the schools with which an agreement has been concluded. For the academic year 2014-15, there are 136 children currently enrolled in the above international schools.

Furthermore, there is a specific agreement with the Col.legi Paideia to cover the needs of a child of one of F4E's staff members.

The Cadarache antenna of F4E uses the services of the [International School Provence-Alpes-Côte d'Azur](#), an 'European Accredited School'. This type of school is created with

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the

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objective to facilitate mobility, provide multilingual and multicultural education and a European diploma for children of staff of the European institutions.

8. State of play of implementing rules adopted by the agencies consistent with its staff policy

- The following implementing rules applying prior to 1st January 2014 to Fusion for Energy were not modified by the new Staff Regulations:

Commission Decision on general implementing provisions for Article 4 of Annex VIII to the Staff Regulations concerning the taking into account, for purposes of calculating pension rights, of periods of activity previously completed by staff before they resume active employment (C(2004) 1364 of 15.04.2004).

Commission Decision on general implementing provisions for Articles 11 and 12 of Annex VIII to the Staff Regulations on transferring pension rights (C((2011) 1278 of 03.03.2011).

Commission Decision on general implementing provisions for Article 22 (4) of Annex XIII to the Staff Regulations (C(2004) 1588 of 28.04.2004) [concerning pension rights].

Commission Decision on general implementing provisions on granting the household allowance by special decision (C(2004) 1364 of 15.04.2004).

Commission Decision on general implementing provisions concerning persons to be treated as dependent children (Article 2(4) of Annex VII to the Staff Regulations) (C(2004) 1364 of 15.04.2004).

Commission Decision on general implementing provisions for giving effect to Articles 67 and 68 of the Staff Regulations and Articles 1, 2 and 3 of Annex VII thereto (C(2004) 1364 of 15.04.2004) [concerning payment of family, household and education allowances to persons having custody of the official's dependent children]

Commission Decision on general implementing provisions for Article 42a of the Staff Regulations concerning parental leave (C(2010) 7572 of 5.11.2010).

Commission Decision on Article 42b of the Staff Regulations concerning family leave (C(2010) 7494 of 5.11.2010).

Commission Decision on general implementing provisions for the reimbursement of medical expenses (C(2007) 3195 of 02.07.07).

Commission Decision on implementing Article 1d (4) of the Staff Regulations (C(2004) 1318 of 7.4.2004) [concerning disability].

Governing Board Decision concerning the appraisal of the Director.

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- Following the entry into force of the amended Staff Regulations, the following European Commission rules apply by analogy to Fusion for Energy since 1st October 2014:

Commission Decision C(2013) 8982 on general implementing provisions for giving effect to Article 7(3) of Annex VII to the Staff Regulations on determining the place of origin

Commission Decision C(2013) on general provisions giving effect to article 8 of Annex VII to the Staff Regulations - Travel expenses

Commission Decision on Article 55a of the Staff Regulations and Annex IVa thereto concerning part-time work

Commission Decision C(2013) 8970 on general implementing provisions concerning the criteria applicable to classification in step on appointment or engagement

Commission Decision C(2013) 9020 on maternity leave and maternity pay for women whose maternity leave begins before the end of their contract (Articles 17 and 91 of CEOS)

Commission Decision C(2013) 9037 on outside activities and assignments

Commission decision C(2013) 8971 on general implementing provisions for the grant of the education allowance

Commission Decision C(2013) 9051 on leave

Commission Decision C(2013) 9032 on living conditions allowance for staff assigned to non EU countries

Commission Decision C(2013) 8990 on reimbursement of officials assigned to non EU countries

Commission Decision C(2013) 9035 on home leave for staff assigned outside the European Union

Commission Decision on rest leave C(2013) 9027 for staff assigned outside the European Union

Commission Decision C(2013) 8979 on types of post and post titles

Commission Decision C(2013) 9022 repealing Commission Decision of 23.11.2006 on the attestation procedure

Commission Decision C(2013) 9039 repealing Commission Decision of 28.04.2004 implementing provisions on the early retirement of officials and temporary agents

- Fusion for Energy also decided to request the following opt-outs (full or partial, depending on the case²³) to the following Commission rules:

²³ The implementing rules marked with (*) are rules for which Fusion for Energy is expecting the model decision that is to be drafted by the Standing Working Party.

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Commission Decision C(2014) 2226 on appraisal of contract agents (*)

Commission Decision C(2014) 2222 on reclassification of contract agents (*)

Commission Decision C(2013) 9028 on policies for the engagement and use of temporary agents (*)

Commission Decision C(2013) 9028 amending Commission Decision C(2004)1597/6 of 28 April 2004 on the maximum duration for the recourse to non-permanent staff in the Commission services

Commission Decision C(2013) 9028 on policies for the engagement and use of contract agents (*)

Commission Decision C(2013) 8985 on appraisal of officials and temporary agents (*)

Commission Decision C(2013) 8968 on promotion of officials (*)

Commission Decision C(2013) 9054 on measures concerning leave on personal grounds for officials and unpaid leave for temporary and contract staff of the European Union (*)

Commission Decision C(2013) 9045 on teleworking

Commission Decision C(2013) 8995 on working hours

Commission Decision C(2013) 9040 on removal expenses

Commission Decision C(2013) 8965 on housing policy for staff assigned outside the European Union

- Following the agreement of the Commission, Fusion for Energy also adopted the following specific implementing rules (submitted prior to 1st January 2014):

Fusion for Energy implementing rules on the policy protecting the dignity of the person and preventing psychological harassment and sexual harassment

Fusion for Energy implementing rules laying down the general provisions for implementing the certification procedure (Article 45a of the Staff Regulations)

Finally, Fusion for Energy submitted last 30th September 2014 for approval to the European Commission its draft implementing rules on middle management, interim (Article 7.2 of the Staff Regulations) and management of sickness and absences. We are currently waiting for the Commission answer.

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Annex

1. The Joint Undertaking's activities

The European Joint Undertaking for ITER and the Development of Fusion Energy (Fusion for Energy or 'F4E) is a Joint Undertaking under the Euratom Treaty established on 19 April 2007 for a period of 35 years by a Decision of the Council of the European Union²⁴. The objectives of F4E are threefold:

- To provide Europe's contribution to ITER, an international scientific and technical project of involving the EU Russia, Japan, China, India, South Korea and the United States that aims to demonstrate fusion as a viable and sustainable source of energy;
- To provide Europe's contribution to an international agreement with Japan (the "Broader Approach") to accelerate the realisation of fusion energy through R&D and developing advanced technologies for future demonstration fusion power reactors;
- To prepare and coordinate a programme of activities in preparation for the construction of a demonstration fusion reactor and related facilities including the International Fusion Materials Irradiation Facility (IFMIF).

The Members of F4E are Euratom (represented by the European Commission), 28 EU Member States and Switzerland as a third country which has concluded cooperation agreements with Euratom in fusion. Each Member sits in the Governing Board (GB) which is the main supervisory body of F4E.

In the period until 2020 during which the ITER project is constructed, F4E is managing approximately EUR 6.6 billion (2008 value). The resources of F4E are provided by contributions from Euratom and the ITER Host State (France) as well as annual membership contributions from the other Members of F4E. In the first five years of its existence, the F4E administrative expenditure amounts to 8-12% of its overall budget.

The seat of F4E is in Barcelona, Spain and following GB decisions on 21 April 2008 and 12 March 2009 respectively, two "antennas" have been established in Garching (Germany) and Cadarache (France). The antenna in Garching is hosting the Broader Approach JT60SA Project EU Home Team; the one in Cadarache hosts the Site and Building and Power Supplies activities.

The Council Decision establishing F4E considers F4E as a Community body and in that context it follows the Staff Regulations (SR) and the Conditions of employment of others servants of the European Communities (CEOS). F4E will adopt general provisions for implementing it in agreement with the Commission (Article 110 of the SR as foreseen by Article 10(2) of the F4E Statutes annexed to the Council Decision establishing F4E).

In the Competitiveness Council Conclusions of July 2010 concerning the ITER project, it was requested *inter alia* that F4E adopt an appropriate organisational structure and processes for F4E which meet the demands of the ITER project, adopt and implement monitoring and controlling systems in accordance to industrial standards. Since 2010 the implementation of these requests, including a major reorganisation of F4E has been an ongoing activity.

²⁴ Council Decision (Euratom) n° 198/2007 of 27.03.2007

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2. Recruitment Policy

Introduction

The F4E personnel structure consists of professional staff (EU Officials and Temporary Agents), as well as support staff (Contract Agents).

The tasks related to the overall mission of F4E require highly specialised profiles especially in the core areas related to the ITER and Broader Approach projects. To some extent this is also true for all the staff working in the Administration department since the complexity of the Project and the amount of capital involved are very high.

The AD profiles – Officials and Temporary Agents – correspond principally to technical staff, administrators, legal officers, financial officers (senior and junior²⁵), senior and junior contract managers, procurement experts to be able to develop the tasks assigned, etc.

Most of F4E support staff consists of Contract Agents (mainly within Function groups III and IV). The positions required for the FG III support profiles are, amongst others, Clerk/Administrative Support, Administrative Assistant, Information Technology/Financial/Budget/Accounting/Human Resources/ Support Assistants, etc. who work under the supervision of Temporary Agents or Officials.

FG IV profiles correspond to specialised technical staff (Technical support/Design support Officer and Project Management support staff) and include qualified support specialists in administrative fields such as Publications and Information, IT, Planning and Scheduling, Legal support Officer, etc.

Contract duration

Fusion for Energy relies on: (i) long term employments and (ii) short term employments. Staff members should be engaged on posts on long term or short term employment depending on the type and duration of tasks (long term employment for permanent tasks, short term employment for tasks of a limited duration – i.e. to cover peaks in workload on a limited period). Up until now F4E has only used the conditions of the long-term assignment.

EU Officials on long term employment

As mentioned previously, F4E Officials are transferred from another EU institution (mainly the European Commission).

Temporary Agents on long term employment

The first contract being offered to the newly recruited is a 5 year renewable contract. It is foreseen to make them renewable once for a further period of 5 years, eventually followed by an offer for an indefinite period contract as foreseen in the CEOS for a 2a contract type (2f from 1st of January 2014).

Temporary Agents on short term employment

A few of the above mentioned Temporary Agent contracts could be limited to a period of 5 years (or 5 years plus one extension), along the lines of the different phases of the ITER project (construction, exploitation, decommissioning).

²⁵ Please note that the job titles provided throughout this section are the ones in force in 2013 and do not take into account the modifications introduced by Annex IA of the new Staff Regulations.

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The type of positions may be affected by considerations which are being analysed in relation to the ITER construction work and the activities that F4E will have to deliver in its second phase.

Currently only the Director's contract is foreseen for 5 years with the possibility of only one extension of 5 years (short term employment). However, 25 TA AD6 short-term posts are foreseen for a minimum of 3 years from 2015 to cover the needs of the peak period of the ITER construction phase.

Contract Agents on long term employment

The first contract being offered has a duration of 3 years, can then be renewed once for 4 years, and can be followed by an indefinite contract in conformity with the rules set out by Article 85 of the CEOS.

The majority of Contract Agent posts will be under this rule, as support positions will remain needed for the entire lifetime of F4E.

Contract Agents on short term employment

Few of the Contract Agent contracts could be foreseen to be short term for the same reasons that apply to the Temporary Agents. Only a small amount of activities carried out by support staff is focused on the first years of the construction/design phase, and therefore these positions might not be needed on a long term basis.

Seconded National Experts

Seconded National Experts (SNEs) are recruited for an initial period of two years, renewable for another period of two years (up to a total of four years) in accordance to the GB's decision. SNEs are paid by the seconding organisation and receive a daily allowance from F4E.

Selection procedures

F4E applies by analogy the General Implementing Provisions (GIP) on the Procedure governing the Engagement and use of Temporary Agents as well as the General Implementing Provisions on the Procedures governing the Engagement and use of Contract Agents (GIP) in the agencies. For the selection of Officials, F4E applies by analogy the rules applied by the Commission.

Agencies are currently awaiting the finalisation of new Implementing Rules related to the engagement and use of TAs and CAs.

Following the EPSO verification exercises carried out, the transitional measures applied to the selection procedures in F4E finalised and selection procedures including written tests were put in place as of 1 April 2013, as agreed with the Commission services.

In terms of advertising, following the adoption of the Council decision establishing F4E in March 2007, F4E has been publishing its vacant posts on the career opportunities section of F4E's website as well as on the EPSO site²⁶.

Since 2007, a total of 290 selections have been launched: 146 positions for Temporary Agents, 61 positions for Officials, 78 positions for Contract Agents and 5 internal calls for expression of interest.

a) Selection of Established Officials

²⁶ http://europa.eu/epso/apply/jobs/temp/index_en.htm

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Vacant permanent posts intended to be occupied by already established Officials and/or candidates on reserve lists, are filled in conformity with the Staff Regulations. Interviews are conducted by an Interview Panel (composed by a representative of the administration and a representative of the concerned department) using pre-defined criteria stipulated in the corresponding vacancy notice and a standard evaluation grid based on the before mentioned criteria.

Since 2007, F4E has launched 61 publications following to a large extent the criteria below:

- AD 5/6 for junior profiles;
- AD 5/9 for profiles not predefined as junior or senior, in order to allow for a larger offer of candidates;
- AD 9/11-12 for more senior profiles, but non-management positions;
- AST 3/11 – AST 5/11 for assistant profiles with non-predefined profile, in order to allow for a larger base of candidates;
- Sometimes other career brackets have been introduced depending on the type of profile sought (AST 3-5 or AST 9-11).

The Heads of Department at F4E are middle-management staff in conformity with the model Implementing Rules to be applied by the agencies on middle-management staff. However, for internal organisational reasons they are considered as an intermediate step between the Director (senior management) and the Heads of Unit (Project managers in the ITER Department).

The Implementing Rules to be adopted according to Article 110 of the SR on middle-management staff will include the grading adapted to the situation of F4E staff. As indicated in the different MSPPs, F4E counts with several FO of AD 13 grades who can legitimately expect a posting as middle-managers.

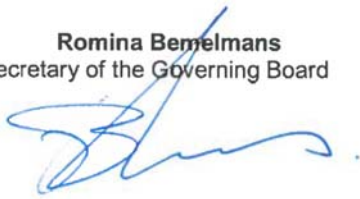
b) Selection of Temporary Agents

Since 2007, F4E has launched 146 selections, following the criteria below:

- AD5/AD6 for junior profiles (technical and administrative);
- AD9 for senior profiles (technical/scientific experts, group leaders depending on the group and functions to be developed);
- AD 13 for Heads of Department in the new organisational structure.
- AST3 for the assistant positions (technical and administrative).

The posts of Heads of Unit/Project Team Managers below the Head of Department range between AD9 and AD12 grades, in accordance with the middle-management decision to be adopted by F4E.

Romina Bemelmans
Secretary of the Governing Board



Joaquín Sanchez
Acting Chair of the Governing Board

