



FUSION FOR ENERGY

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

DECISION OF THE GOVERNING BOARD ON THE STAFF POLICY PLAN

THE GOVERNING BOARD OF FUSION FOR ENERGY,

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

Whereas:

- (1) The Director should, in accordance with Article 8(4)(c) of the Statutes, draw up and regularly update the staff policy plan;
- (2) The Governing Board should adopt the staff policy plan.

HAS ADOPTED THIS DECISION:

Article 1

The staff policy plan annexed to this Decision is hereby adopted.

Article 3

This Decision shall have immediate effect.

Done at Barcelona, 4 December 2008

For the Governing Board

Carlos Varandas

Chair of the Governing Board

¹ O.J. L 90 , 30.03.2007, p. 58.

CFD

MULTI ANNUAL STAFF POLICY PLAN OF FUSION FOR ENERGY (2010-2012)

TABLE OF CONTENTS

1 CURRENT STATUS OF FUSION FOR ENERGY 4

1.1 GENERAL INFORMATION ON FUSION FOR ENERGY 4

1.1.1 TASKS OF FUSION FOR ENERGY 5

1.1.2 POSTS FILLED AT 31.12. 2008 (ACTUAL GRADES) AND FIGURES OF CAREER DEVELOPMENT..... 7

1.1.3 CURRENT ANNUAL STAFF-RELATED EXPENDITURE..... 8

1.1.4 ORGANISATIONAL STRUCTURE..... 9

Director 9

Office of the Director 9

Internal Audit..... 10

ITER Department 10

Broader Fusion Development Department..... 11

Contracts and Procurement Department 12

Resources Department..... 13

1.2 GENERAL PRESENTATION OF THE STAFF POLICY 16

1.2.1 TYPE OF STAFF, EMPLOYMENT AND DURATION OF EMPLOYMENT..... 16

1.2.2 TYPE AND NUMBER OF POSTS, JOB TITLES, DURATION OF EMPLOYMENT, GRADE CORRESPONDING TO THE TASKS AND FUNCTIONS (EXPLANATION OF TABLE I OF THE ANNEX) 18

1.2.3 RECRUITMENT POLICY IN REGARD TO THE DIFFERENT TYPES OF EMPLOYMENT 18

A) SELECTION OF ESTABLISHED OFFICIALS..... 19

C) SELECTION OF CONTRACT AGENTS 20

1.2.4 CAREER PROFILES IN REGARD TO THE DIFFERENT TYPES OF EMPLOYMENT..... 21

1.2.5 STATISTICS AND GENERAL ORIENTATIONS TO PROMOTE EQUAL OPPORTUNITIES 21

1.2.6 STATISTICS ON GEOGRAPHICAL BALANCE 22

1.2.7 MOBILITY POLICY IN REGARDS TO THE DIFFERENT TYPES OF EMPLOYMENT 23

2 - OVERVIEW OF THE SITUATION OVER NEXT THREE YEARS..... 23

2.1 TURNOVER DUE TO RETIREMENT OR TERMINATION OF EMPLOYMENT 23

2.1.1 TURNOVER IN THE AGENCY BECAUSE OF RETIREMENT 23

2.1.2 TURNOVER IN THE AGENCY BECAUSE OF TERMINATION OF EMPLOYMENT 23

2.2 CAREER DEVELOPMENT IN F4E..... 23

2.3 WORKLOAD 24

2.4 CONSEQUENCES OF POINTS 1., 2. AND 3. ON THE NUMBER OF STAFF IN THE AGENCY FOR THE NEXT 3 YEARS 24

2.4.1 CORRESPONDING TO THE PDB TO BE TRANSMITTED TO THE BUDGETARY AUTHORITY FOR 2010..... 25

2.4.2 INDICATIVE PRELIMINARY DRAFT BUDGET N+1 & N+2..... 25

3. ADJUSTMENT OF THE ESTABLISHMENT PLAN FOLLOWING THE STAFF POLICY AND THE EVOLUTION FORESEEN FOR THE NEXT 3 YEARS 25

4. SCHOOLING..... 27

5. IMPLEMENTING RULES CONSISTENT WITH F4E'S STAFF POLICY 27

CONCLUSION..... 27

ANNEX..... 28



I - STAFF POLICY = TYPE AND LEVEL OF EMPLOYMENT CORRESPONDING TO THE TASKS AND THE FUNCTIONS 28

I - STAFF POLICY = TYPE AND LEVEL OF EMPLOYMENT CORRESPONDING TO THE TASKS AND THE FUNCTIONS 29

II. – ADAPTATIONS TO THE ESTABLISHMENT PLAN IN THE FIRST YEAR (N) AND INDICATIVE ADAPTATIONS IN THE FOLLOWING YEARS (N+1 AND N+2)..... 32

II.1 ADJUSTMENTS TO THE ESTABLISHMENT PLAN IN THE YEAR 2009 AND 2010 32

II.2 ADJUSTMENTS TO THE ESTABLISHMENT PLAN IN THE FIRST YEAR 2010 AND 2011 ... 33

II.3 ADJUSTMENTS TO THE ESTABLISHMENT PLAN IN THE YEAR 2012..... 34

1 CURRENT STATUS OF FUSION FOR ENERGY

Fusion for Energy was established on 19th April 2007 but only really started its activities on 1st of October 2007, the date upon which the Director took up his duties and could, therefore start to appoint the staff.

By the end of 2007, apart from the Director, four persons were appointed as Fusion for Energy staff. The bulk of the recruitments have taken place during 2008, whereupon F4E has grown to 101 staff – as per the establishment plan- as specified in the annex.

Fusion for Energy became financially autonomous from the Commission on 16th March 2008. The last of the four Heads of Department, the most senior management level below the Director, was appointed on 1st October 2008.

Taking all these elements into account, Fusion for Energy is still in a start-up phase, growing up in staff every month and, in parallel, establishing a policy and comprehensive system to manage its human resources.

1.1 GENERAL INFORMATION ON FUSION FOR ENERGY

The long term goal of the European fusion programme is the joint creation of economically viable demonstration reactors, and, as its first priority, the construction and operation of ITER (*"the way"*) – a major experimental device designed to demonstrate the scientific and technological feasibility of fusion as a large scale source of energy with favourable safety and environmental features.

The European Joint Undertaking for ITER and the Development of Fusion Energy ('Fusion for Energy' – 'F4E') is a legal entity in the form of a Joint Undertaking created under the Euratom Treaty by a Decision of the Council of the European Union².

Its objectives are:

- to provide the contribution of Euratom to the ITER Organisation, in accordance with the ITER Agreement; F4E shall discharge the obligations of Euratom to the ITER Organisation, in particular to: provide components, equipment, materials and other resources to the ITER Organisation, manage procurement arrangements vis-à-vis the ITER Organisation and especially associated quality assurance procedures; prepare for and coordinate Euratom's participation in the scientific and technical exploitation of the ITER Project; provide Euratom's financial contribution to the ITER Organisation; provide arrangements to make human resources available for the ITER Organisation, etc. It should be noted that the construction, exploitation and dismantling of the reactor is the task of the ITER International Organisation;
- to provide the contribution of Euratom to the "Broader Approach" activities with Japan for the rapid realisation of fusion energy, in accordance with the Broader Approach International Agreement with Japan". 'Fusion for Energy' shall discharge Euratom's obligations for the implementation of Broader Approach (BA) Activities, in particular: provide components, equipment, materials and other resources, provide the Euratom's

² Council Decision (Euratom) n° 198/2007 of 27.03.2007

financial contribution, provide arrangements to make human resources available for BA Activities, etc.;

- to prepare and coordinate a programme of research, development and design activities other than ITER and Broader Approach activities, in preparation for the construction of a demonstration fusion reactor and related facilities including the International Fusion Materials Irradiation Facility (IFMIF).

F4E was established for a period of 35 years from 19th April 2007 and is located in Barcelona, Spain.

Its Members are the following:

- Euratom, represented by the European Commission;
- Member States of Euratom;
- Third countries which have concluded cooperation agreements with Euratom in fusion that associate their respective research programmes with the Euratom programmes and which have expressed their wish to become Members.

The current Members are therefore the 27 Member States of the European Union, Euratom and Switzerland as a third country. Each Member sits in the Governing Board – the main body which supervises F4E.

F4E will manage approximately € 4 billion in the first 10 years of its existence. The Council Decision establishing the Joint Undertaking considers F4E as a Community body under Article 1a (2) of the Staff Regulations (SR), and in that context it has to follow the Staff Regulations and the Conditions of employment of others servants of the European Communities (CEOS)

F4E is applying the Staff Regulations of Officials of the European Communities and the CEOS and will adopt general provisions for implementing it in agreement with the Commission (Article 110 of the SR).

F4E will be financed primarily from the Euratom Research Framework Programme. Other contributions will come from France (being the host state to ITER), voluntary contributions for Broader Approach activities and membership contributions from its members other than Euratom. The sum of these annual membership contributions will not exceed 10% of the administrative costs of F4E and is calculated on the basis of the proportionate participation of each Member in the Euratom fusion programme. In the first five years of its existence, the administrative expenditure of Fusion for Energy is estimated at approximately 8-12% of its overall budget.

1.1.1 TASKS OF FUSION FOR ENERGY

The tasks of F4E are as follows:

- (a) to oversee the preparation of the ITER project site;

- (b) to provide components, equipment, materials and other resources to the ITER Organisation;
- (c) to manage procurement arrangements vis-à-vis the ITER Organisation and, in particular, associated quality assurance procedures;
- (d) to prepare and coordinate Euratom's participation in the scientific and technical exploitation of the ITER Project;
- (e) to coordinate scientific and technological research and development activities in support of Euratom's contribution to the ITER Organisation;
- (f) to provide Euratom's financial contribution to the ITER Organisation;
- (g) to arrange to make human resources available for the ITER Organisation;
- (h) to interface with the ITER Organisation and carry out any other activities in furtherance of the ITER Agreement;
- (i) to provide components, equipment, materials and other resources for Broader Approach Activities;
- (j) to prepare and coordinate Euratom's participation in the implementation of Broader Approach Activities;
- (k) to coordinate scientific and technological research and development activities;
- (l) to provide the Euratom's financial contribution to Broader Approach Activities;
- (m) to arrange to make human resources available for Broader Approach Activities;
- (n) to carry out any other activities necessary for meeting Euratom's obligations in furtherance of the Broader Approach Agreement with Japan.
- (o) to prepare and coordinate a programme of research, development and design activities other than ITER and Broader Approach Activities, in preparation for the construction of a demonstration fusion reactor and related facilities, including the IFMIF;
- (p) to carry out any other activities in furtherance of the overall objectives set out in points (a), (b) and (c), including activities to raise public awareness of the Joint Undertaking and its mission.

1.1.2 POSTS FILLED AT 31.12. 2008 (ACTUAL GRADES) AND FIGURES OF CAREER DEVELOPMENT.

Category and grade	Year 2008							
	Establishment plan 2008		promotion / reclassification in 2008		Actually filled 31.12.2008		vacancy notices published externally	
	perm	temp	perm	temp	perm	temp	perm	temp
AD 16								
AD 15								
AD 14		1				1		
AD 13	1							
AD 12	8				10	3		
AD 11	12				8		1	
AD 10	14				1			
AD 9	10	24			3	22	1	2
AD 8	4				1			
AD 7						1		1
AD 6	2	35			1	31	1	11
AD 5					2	2		1
Total AD	51	60	0	0	26	60	3	15
AST 11								
AST 10	1				1			
AST 9					1			
AST 8	1							
AST 7					2			
AST 6	1				2			
AST 5	1							
AST 4	1				1			
AST 3	2	25		5	1	6		3
AST 2	1							
AST 1	1				1			
Total AST	9	25	0	0	9	6	0	3
Total	60	85	0	0	35	66	3	18
Total of staff	145		0		101		21	

1.1.3 CURRENT ANNUAL STAFF-RELATED EXPENDITURE

F4E is financially autonomous since 16/03/2008.

Before its (the) autonomy, the F4E budget was implemented directly by the EU Research Budget according to Art. 51 of the Euratom Treaty and on a specific request of the F4E Governing Board.

An administrative budget of 1 M€ was implemented by the EC, mainly for the recruitments, the meetings of the Executive Committee and studies relating to the IT management system.

At the date of the financial autonomy, the outstanding amount of the commitments managed by the EC have been transferred to the F4E accounting system.

Based on the implementation of the administrative budget on 31st October; the forecast of the execution of the 2008 Budget is the following:

(Euro)

Budget execution 31 October 2008 (including the amount directly implemented by the Commission)

Heading	Budget	Total Forecast	% Execution 31/12/2008 (Forecast)
TITLE 1	17.542.000,00	12.471.728,19	71,1%
CH 11 - STAFF IN THE ESTABLISHMENT PLAN EXPENDITURE	9.721.000,00	6.708.816,39	69,0%
CH 12 - EXTERNAL STAFF EXPENDITURE (CA AND SNE)	3.015.000,00	2.063.945,16	68,5%
CH 13 - MISSIONS AND DUTY TRAVEL	2.106.000,00	1.186.131,04	56,3%
CH 14 - MISCELLANEOUS EXPENDITURE ON STAFF RECRUITMENT	1.721.000,00	1.645.190,40	95,6%
CH 15 - REPRESENTATION	20.000,00	20.000,00	100,0%
CH 16 - TRAINING	194.000,00	116.240,00	59,9%
CH 17 - OTHER STAFF MANAGEMENT EXPENDITURE	765.000,00	731.405,20	95,6%

For 2008, the staff expenditure budget will be spent according to the execution and our forecast. The expenditure appears to stay in line with the adopted budget with a final expenditure of around 71% for Title 1.

The implementation of the Title 1 budget will be well below the initial forecast, due in particular to the progressive recruitment of staff, limited training in this installation phase and an overgenerous budget for missions in this first year of F4E.



1.1.4 ORGANISATIONAL STRUCTURE

Director

The F4E Director leads the organisation and takes overall responsibility for the European contributions to ITER and the Broader Approach Agreement with Japan and in the longer term coordinating a programme of activities in preparation for DEMO.

The Director is the Chief Executive Officer responsible for the day-to-day management of F4E and its legal representative. He also defines the organisational structure and appoints and manages the staff working for Fusion for Energy. The Director's responsibilities include:

- ensuring the achievement of the organisation's objectives in accordance to its mission and its annual and multi-annual Work Programmes, its Project Plan, Resource Estimates Plan and Budget;
- organising, directing and supervising the staff and exercising in respect of the staff the powers devolved on the appointing authority;
- day-to-day decision-making and, in particular, the awarding of procurement contracts according to the relevant procedures;
- appointing and supervising the Joint Undertaking's staff and fostering a good team spirit and working environment;
- establishing effective contacts with representatives of all the stakeholders (the European Commission, the ITER International Organisation, other stakeholders);
- communicating with the public in relation to all matters within the mission of the Joint Undertaking.
- carrying out other activities as may be necessary and make other proposals to the Governing Board in furtherance of the objectives of the Joint Undertaking.

Office of the Director

The Office of the Director provides assistance and support to the Director in the execution of his tasks and for the coordination of the activities of F4E. In particular, the Office of the Director supports the Director for:

- the internal management and organisation;
- the provision of a secretariat for the F4E bodies and committees;
- the provision of legal analysis and advice;
- quality management;
- the provision of analysis and advice on project control, financial matters, institutional relations and political matters.

Internal Audit

The main tasks of the Internal Audit are to:

- provide internal auditing and advisory services on dealing with risks through issuing independent opinions on the quality of management and control systems;
- define the most appropriate procedures and methods in relation to auditing;
- assess the suitability and effectiveness of internal management systems and the performance of departments in implementing programmes;
- assess the efficiency and effectiveness of internal control and audit systems applicable to every budgetary implementation operation;
- follow-up and review corrective measures taken by the management resulting from audits;
- submit to the Director and the Governing Board an annual internal audit report.

ITER Department

The ITER Department provides the core technical functions for the procurement of the items and services that form the European in-kind contribution to ITER. The main areas for which a core of expertise is necessary to adequately prepare and follow-up the procurements are:

- Site and Buildings
- Magnets
- Vacuum Vessel
- In-Vessel
- Vacuum & Tritium Plant
- Cryoplant
- Test Blanket Modules
- Remote Handling
- Heating & Current Drive Systems
- Diagnostics
- Safety

The Head of the ITER Department is assisted in his functions by the Project Office with expertise in the areas of project management, configuration control, QA, planning and scheduling. The main functions of the ITER Department are to:

- negotiate with ITER, in conjunction with the Contracts and Procurement Department, the content of the Procurement Arrangement;
- review with ITER the need of additional design support for reaching the Build-to-Print level for relevant components;
- analyse designs from a risk assessment point of view to propose modifications that could conduct to either possible cost savings or to a reduction of risk;

- support ITER in the preparation of the technical specifications of the “build-to-print” components;
- support design and R&D activities for the development of components and systems related to the EU in-kind contribution to ITER;
- provide inputs to the Contracts and Procurement Department on cost estimates, commitments and cash flow;
- collaborate with the Contracts and Procurement Department in making cost estimates, issuing tenders, evaluating offers, and the follow-up of contracts-;
- provide QA support in all ITER-related activities, and follow the technical evolution of the procurements according to procedures agreed with ITER.
- monitor the scheduling of the different procurements and their interaction with the overall ITER and site schedule;
- provide periodic reporting on the status of advancement of projects, and in terms of earned value, budgetary updates and forecast;
- continue the follow-up, until completion, of the technology contracts launched previously under EFDA;
- contribute to the Work Programme, Project Plan, Resource Estimates Plan, the Budget and Annual Report.

Broader Fusion Development Department

The main tasks of the Broader Fusion Development Department are to develop and contribute to the implementation of the Broader Approach (BA) and DEMO activities, as well as to provide regular updates and forecast on these domains. More specifically, it shall:

- prepare and coordinate the Euratom’s participation in the implementation of BA Activities including the financial contribution;
- coordinate scientific and technological research and development activities with the Japanese Domestic Agency and the Euratom’s participant countries;
- coordinate the in-kind contributions by the Euratom participant countries for components, equipment, materials and other resources for BA activities;
- where necessary, provide components, equipment, materials and other resources for BA Activities;
- where necessary, arrange to make human resources available for BA Activities;
- where applicable, develop, design, analyse and draft the technical specifications for the procurement of \components;
- prepare and/or approve Procurement Arrangements with the Japanese Domestic Agency;

- prepare the corresponding back to back Arrangements with the participating European countries;
- monitor the execution of the back to back Arrangements and approve the attribution of credits in Europe according to the BA procurement allocation;
- monitor the scheduling of the different procurements and their interaction with the overall Broader Approach schedule;
- ensure the technical follow-up of contracts, analyse and evaluate reports and deliverables in accordance with the regulations and contractual provisions
- provide periodic reporting on the status of advancement of projects, earned value, budgetary updates and forecast;
- provide a contribution for the establishment of the organisation's Work Programme, Project Plan, Resource Estimates Plan and Budget;
- provide a contribution for the Annual Report and all other reports to be presented to the Governing Board.

Contracts and Procurement Department

The Contracts and Procurement Department (C/P-D) has an important role in preparing, launching and controlling the implementation of the operational contracts needed by F4E. In particular its tasks will be:

- to manage, together with the ITER Department, all in-kind procurements within the scope of EU contribution to the ITER and Broader Approach projects;
- to establish the procurement strategies needed for the definition of the calls for tenders and review Procurement Arrangements with ITER;
- to organise and issue calls for tenders for procurement and calls for proposals for grants and supervise their evaluation;
- to be responsible for the financial and contractual management of the procurements and grants under the operational budget;
- to be responsible for the implementing rules for operational procurements and develop the necessary internal guidelines;
- to manage the network of Industrial Liaison Officers and organise suppliers days, workshops and other events as necessary;
- to conduct market surveys and to establish an estimation of costs (commitments and payments) for the contracts in collaboration with the ITER Department;
- to develop and implement rules for Intellectual Property Rights, Dissemination of Information and Industrial Policy;
- to provide legal support when needed for the contracting consequences (including IPR)

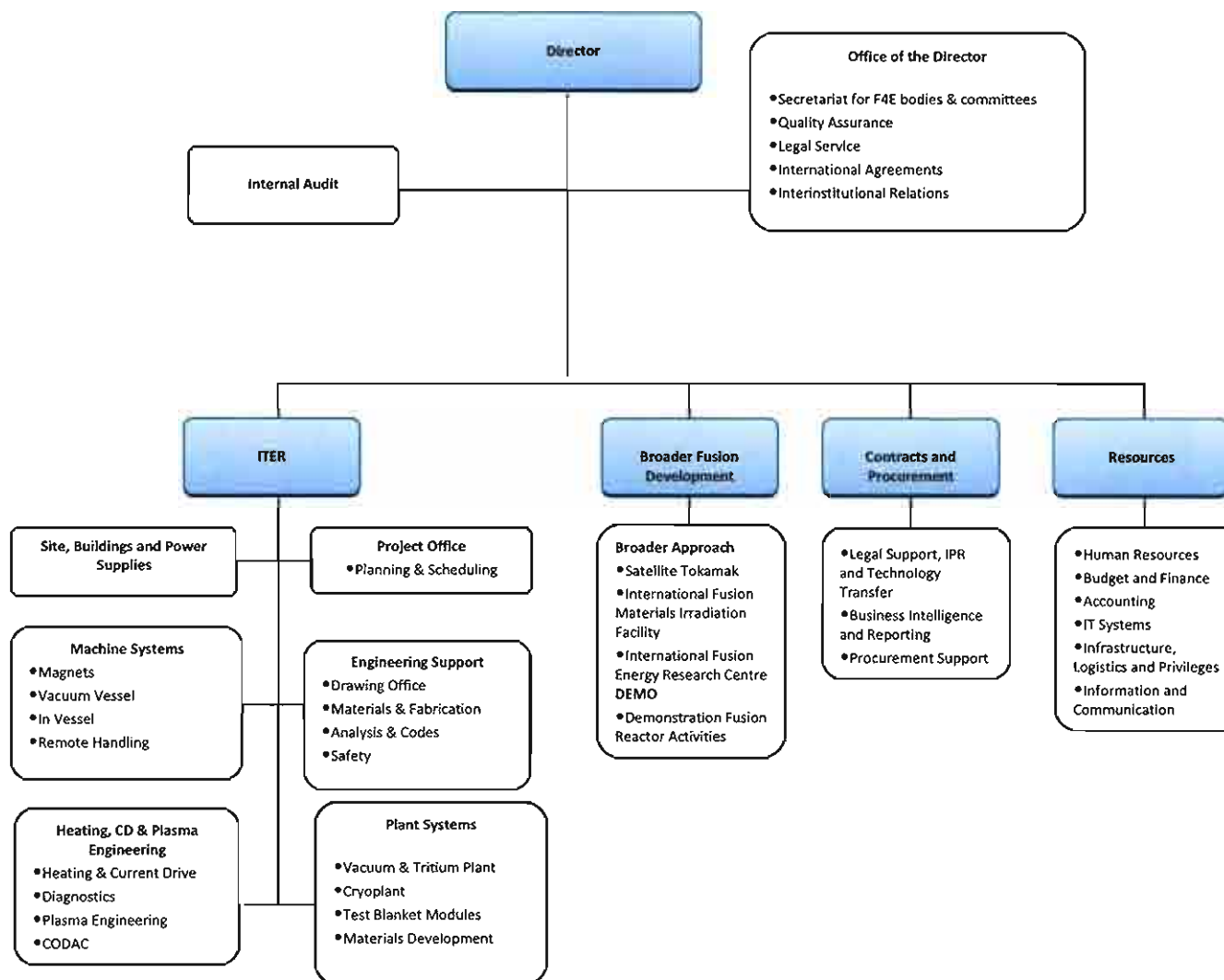
- provide a contribution for the establishment of the organisation's Work Programme, Project Plan, Resource Estimates Plan, Budget and Annual Report;

Resources Department

The Resources Department manages the overall resources of F4E as well as the related policies. In particular its tasks will be:

- to prepare and coordinate the annual budget of F4E and monitors its execution;
- to coordinate and establish the financial circuits, the manual of procedures and the organisation of the relevant financial training;
- to prepare the Resource Estimates Plan and ensures coherence with the Work Programmes and the Project Plan;
- to manage, execute and authorise the Administrative expenditure of F4E;
- to make payments, collect revenues, recovers amounts receivable and manages the treasury;
- to keep, prepare and present the accounts, implements the accounting rules & methods;
- to prepare and launch the procurements for administrative contracts and the contractual and financial management of such contracts;
- to manage the human resources of F4E, including the follow-up of the establishment plan and its related financial aspects (publication, recruitments, etc.);
- to manage all the HR related procedures stemming from the Staff Regulations and the Implementing Rules supervises and monitors the human resources' policy within F4E;
- to manage the relationship with the F4E Host State and the Privileges for the organisation and its staff in application of the Host Agreement with Spain;
- to manage the interaction, follow-up and application of the recommendation(s) of the Internal Audit and Court of Auditors;
- to manages relations with the European Commission, Parliament, Court of Auditors, Ombudsman.) and the inter-agency network on matters under the Department's remit;
-
- to host and supports the accounting service and act as the Central Financial Service of F4E, as such, it:
 - drafts the regulatory framework applicable to the budget of Fusion for Energy (in particular the Financial Regulation and the Implementing Rules);
 - proposes the framework of the Internal Control Standards and promotes a sound internal control and risk management culture inside F4E.;

- informs and advises all departments on sound financial and budgetary management and procedures;
 - supports users of the common financial management and accounting systems by managing the day-to-day operation of the systems.
- to contribute to the Annual Activity Report exercise and any other reports such as the Project Plan, the Resource Estimates Plan and the Budget;
 - to maintain and develop the IT equipment, software and applications necessary for the good execution of the tasks entrusted to F4E and its mission;
 - to provide logistical support for office management, communal areas, office moves and ensure the security of the persons and goods within F4E;
 - to ensure a proper infrastructure for F4E and follows up with the Host State, the provision of the F4E building;
 - to implement an information and communication policy and provide the tools for internal and external communication of F4E (intranet, website).



1.2 GENERAL PRESENTATION OF THE STAFF POLICY

The F4E personnel structure consists of established Officials (on permanent posts) and of other servants (on temporary posts), as well as support staff (Contract Agents), as foreseen in the F4E Establishment Plan approved by the Budgetary Authority for 2008 and 2009.

This personnel structure ensures:

- the fulfilment of the legal obligations of Euratom which have been discharged to F4E;
- the successful implementation of this project of critical importance both for the European Union and the world;
- the high-level scientific and technical capacity of the organisation;
- the accountability of the project in relation to both the European citizens and the European Institutions;
- the proper use of the European taxpayers' money and other contributions.

In principle, all functions and tasks to be carried out by F4E will have a permanent nature but will be limited to the duration of the Joint Undertaking. Should some tasks be of a limited duration, the appropriate type of contract to be foreseen will be decided on a case by case basis.

1.2.1 TYPE OF STAFF, EMPLOYMENT AND DURATION OF EMPLOYMENT

The tasks related to the overall mission of F4E require highly specialised scientific and technical profiles. F4E requires very qualified staff for all of its departments, specially in the core areas related to the ITER and BA projects, but this is however applicable also for all the staff working in the Contracts and Procurement department since the complexity of the projects and the amount of capital involved are very high. The same applies for the Resources Department, where a limited number of staff has to cover the full range of activities related to all the resources of the organisation.

Since the appointment of the Director in October 2007, around 64 selections (39 positions for Temporary Agents, 12 for Officials and 13 for Contract Agents) have been launched to cover all the posts related above. (including the selection that were published in November 2008.

The AD profiles – Officials and Temporary Agents - correspond, in conformity with the SR, to principal technical and scientific staff, administrators, principal administrators, legal officers, financial officers (senior and junior), senior and junior contract managers, procurement experts, financial assistants, human resources assistants, etc. to be able to develop the tasks assigned.

Most of F4E support staff consists of Contract Agents (mainly within Function groups II and III).

The positions required are: Secretary/administrative Clerk/administrative Support, Information Technology Support, Financial/Budget/Accounting Assistant, Human Resources Assistant, Logistical Assistant, Information Technology Assistant, Planning and Scheduling Assistant. The AC profiles correspond to a large extend to secretarial support, but also include specialised staff for the planning and scheduling in particular, tasks which are developed under the supervision of Temporary Agents or Officials.

Contracts awarded in Function groups I and IV are expected to be a minority. FG I are reserved to Administrative and Logistical Support Agents, while Function Group IV agents are qualified specialists in a specific field (Publications and information Officer, Information Technology Officer and Planning and Scheduling Officer).

- Officials / Temporary Agents on long term employment

As mentioned previously, Fusion for Energy Officials are transferred from another EU institution (mainly the European Commission). In the majority, they occupy technical posts, but they are also assigned to the Resources and Contracts and Procurement departments.

In what regards Temporary Agents, the first contract being offered to the newly recruited is a 5 years 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.

- Temporary Agents on short term employment

Few of the above mentioned Temporary Agents 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 as explained above (construction, exploitation, decommissioning).

It is not yet possible to define precisely which type of contracts, if any, would be affected by these considerations, as the ITER Organisation is also in the start-up period of operations. The situation should be clarified in the mid-term.

The Director's contract is foreseen for 5 years with the possibility of an extension of 5 years (short term employment).

- Contract Agents on long term employment

The first contract being offered is a 3 years contract. This contract can be renewed once for one year and then followed by an indefinite contract in conformity with the rules set out by article 85 of the CEOS.

The vast majority of the Contract Agent posts will be under this rule, as support positions will remain needed for the 35 years of duration of the project.

- Contract Agents on short term employment

Few (if any) of the Contract Agent contracts are foreseen to be short term for the same reasons that apply to some Temporary Agents. Indeed, a small amount of activities carried out by support staff is focused on the first years of the construction/design phase, and therefore this part of the staff might not be needed on a long terms basis.

CE

Number of Contract Agents			
	2008 <i>(actually filled at the date of adopting this document)</i>	2009 <i>(envisaged)</i>	2010 <i>(envisaged)</i>
GF IV	10	20	25
GF III	10	25	35
GF II	15	50	65
GF I	2	5	5

- Contract Agents on long term employment

For 2008, there were 37 recruitments (40 if we include the 3 CA who have changed statue) and around 20 are foreseen in the next few weeks. The positions to be filled in are mainly for the Secretarial and Administrative positions (see point 1.2.1).

1.2.2 TYPE AND NUMBER OF POSTS, JOB TITLES, DURATION OF EMPLOYMENT, GRADE CORRESPONDING TO THE TASKS AND FUNCTIONS (EXPLANATION OF TABLE I OF THE ANNEX)

1.2.3 RECRUITMENT POLICY IN REGARD TO THE DIFFERENT TYPES OF EMPLOYMENT

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.

However, for the selection procedures launched up to now, taking into account the urgency to fulfil posts that are crucial for the start-up of the organisation and, thus, the respect of the commitments deriving from the ITER international agreement, it has been decided to derogate from the requirement of written tests. The Joint Undertaking will, nevertheless, discuss with its staff representatives and the competent services in the Commission how to remedy to this situation a posteriori. In any case, Contract Agents should pass a written test before obtaining an indefinite contract.

While no written tests are organised in the context of the current selection procedures, the Selection Committee invites the candidates who best match the criteria laid down in the vacancy notice to an interview. The contents of the interview shall follow those proposed for written tests to the maximum extent.

Equally, the absence of a F4E staff committee does not yet allow meeting the requirements laid down on the GIP concerning the composition of the Selection Committees. Fully respecting the ratio of the provision, at present the selection committees for open positions are composed of a chairman, a member from the Administration and a member of the relevant service and, if necessary, an advisor in the speciality.

F4E can nevertheless guarantee that the selection procedures are conducted in a transparent and objective manner, ensuring a fair and equal treatment to all candidates as to ensure the recruitment of staff possessing a high level of competences, efficiency and integrity.

F4E is currently discussing with the European Personnel Selection Office (EPSO) about several topics needed to improve the content and the service to be provided by EPSO. The signature of the Service Level agreement with EPSO will help to remediate some of the problems encountered by F4E selections (shortage of candidates, larger basis for recruiting candidates, etc)

After the adoption of the Council decision establishing F4E in March 2007, F4E has been publishing its vacant posts (Temporary Agents, Permanent Posts and Contract Agents positions) on the job opportunities section of 'Fusion for Energys website (and previously to the existence of its own website, on the Energy page of the Europa server) as well as on the EPSO site (link in the agencies page). At the same time, the jobs are advertised in the European Commission site under the "Divers" section.

The Governing Board as well as the Executive Committee are informed on the publications so they can disclose the information and F4E can count on a wide geographical basis for recruitments.

a) Selection of Established Officials

Vacant permanent posts intended to be occupied by established Officials and/or "lauréats de concours", are filled in full respect with the Staff Regulations. Recruitment interviews are conducted by a panel (composed by analogy to the ones related to TA position) using pre-defined criteria and a standard evaluation grid.

Since the appointment of the Director in October 2007, F4E has launched 12 publications following to a large extent the criteria below:

- AD5/6 for junior profiles
- AD5/9 for profiles not predefined as junior or senior, in order to allow for a larger offer of candidates
- AD9/10 for more senior profiles but non management position
- AD11/12 for Heads of department – management posts
- AST 3/11 for assistant profiles with non predefined profile, in order to allow for a larger base of candidates

Officials have also been recruited on the basis the call for expression of interests launched by the Human Resources unit of DG RTD (RTD.R.1) in January 2007. The purpose of this exercise was to constitute reserve lists, per profile, of Commission Officials interested in joining the Joint Undertaking.

Following his formal appointment, the Director approved the reserve lists and these were used to recruit several successful candidates.

b) Selection of Temporary Agents

Since the appointment of the Director in October 2007, F4E has launched 39 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 12 for Heads of Department
- AD 12 for Heads of Division within the ITER department, taking into account the nature of the functions to be exercised.
- AST3 for the assistant positions (technical and administrative)

c) Selection of Contract Agents

Support staff, working under the responsibility of Temporary Agents or Officials, are employed by the F4E as Contract Agents.

To provide the organisation with a minimum level of administrative and support staff in a start-up phase of the agency, in June 2007, F4E launched a call for expressions of interest for Contract agents. This call followed the principles laid down in the model decision of the above-mentioned provisions; 11 profiles were identified and drafted, comprising all the major areas where support staff is typically employed: IT, HR, Financial assistants, secretarial staff, etc. (see point 1.2.1 for a detail of the profiles).

To complete F4E needs in this area and in particular in the technical areas and for support staff, 13 procedures for the selection of Contract Agents have been launched; in general, the criteria followed for the publication are the following:

- GF II for secretarial tasks
- GF III for team assistants
- GF III and IV for specific technical functions (IT, planning and scheduling notably)

Given the rapid recruitment of statutory staff and the shortage of support staff, a second selection procedure based on the call for expression of interest launched in 2007 – for the profile of secretarial support- was launched. The procedure set for the first selection batch (and explained in the previous SPP) was followed: candidates who were included in the database following the first call for expression of interests for this specific profile were considered; the Resources Department verified that the essential criteria defined in the call were respected. Selection panels (composed of a chairman, a member of the service/department recruiting and a member in replacement of the staff committee) were appointed by the Director of the Joint Undertaking and proceeded then to interview the pre-selected candidates.

Confronted with the absence of successful candidates wishing to join F4E after the selection procedures, and facing the rapid increase of staff, F4E has launched a selection for secretarial support (FG II) at the end of September 2008; the selection procedure is ongoing. F4E counts on establishing a reserve list of successful candidates which will allow for recruitment up to the end of 2009.

It is important to note that F4E wishes to take into consideration the success of an EPSO test (CAST). This would mean 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 pass the F4E written exam.

F4E is also reflecting on the possibility of launching an open call for expression of interest for the recruitment of Contract Agents. This will allow F4E to constitute a database of candidates in order to fill the support posts according to its needs. The same selection and recruitment procedures as defined in the implementing rules for the recruitment of Contract Agents (3a) will be applicable.

1.2.4 CAREER PROFILES IN REGARD TO THE DIFFERENT TYPES OF EMPLOYMENT

F4E has not yet adopted the implementing rules regarding evaluation and promotion. It intends however to apply the common models agreed on by the Commission and the other Agencies.

The appraisal has been carried out for all the newly recruited staff within the context of the probationary report exercise.

Within the context of the negotiations with the Commission Trade Unions aiming at establishing the conditions of employment for the whole fusion programme, and in agreement with the Commission Directorate General for Personnel and Administration, the particular situation of evaluation and promotion concerning Officials of F4E transferred from the European Commission will be examined at a later stage. Indeed, the importance of agreeing on a system allowing recognising the evaluation and promotion situation of the Officials in case of an eventual (re)transfer to the Commission has been agreed upon.

Taking into account that the transfer of Officials from the Commission to F4E started in March 2008 and the annual promotion exercise, the Joint Undertaking will launch the first evaluation and promotion system at the beginning of 2009, in order to allow for promotion in 2009.

As agreed with the Commission for this first promotion exercise, F4E will build on the situation of the official transferred to F4E at the end of the year and the thresholds, time span and averages for promotion in the different grades set by the Commission will attempted to be followed while adapting them to the specific situation of the Joint Undertaking.

1.2.5 STATISTICS AND GENERAL ORIENTATIONS TO PROMOTE EQUAL OPPORTUNITIES

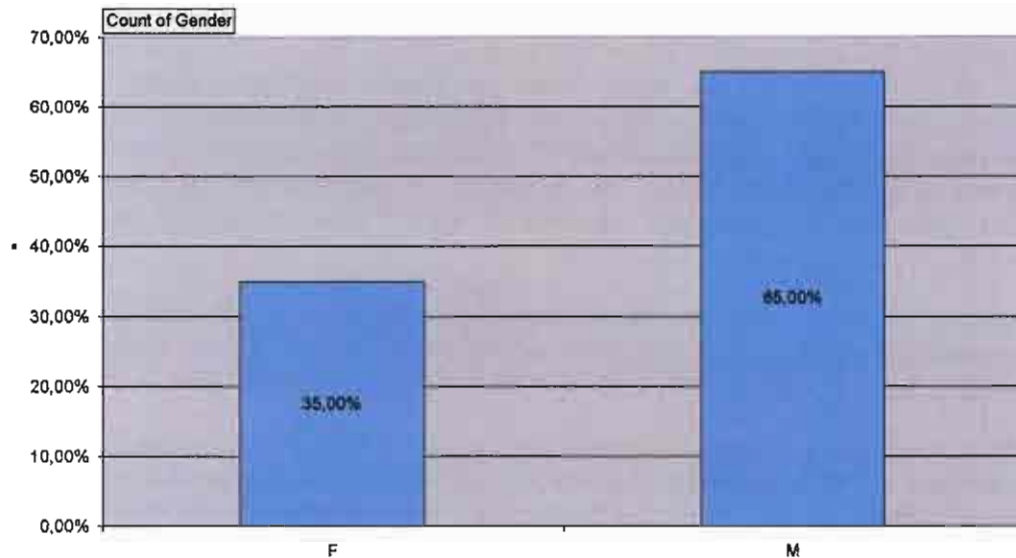
An important issue to be dealt with is the equal treatment and equal opportunities policy of F4E. It will be developed in line with the Commission's policy for these issues. Parental leave, part-time and flexitime will be important elements of that strategy.

First results based upon the selection procedures and recruitment show nevertheless the predominance of male presence, explained undoubtedly by the core tasks of the organisation which are within a domain predominantly male.

These statistics are based upon the number of persons recruited until now and in the process of being recruited until the end of the year 2008. They comprise Officials, Temporary Agents and Contract Agents (Cf. 1.1.2).

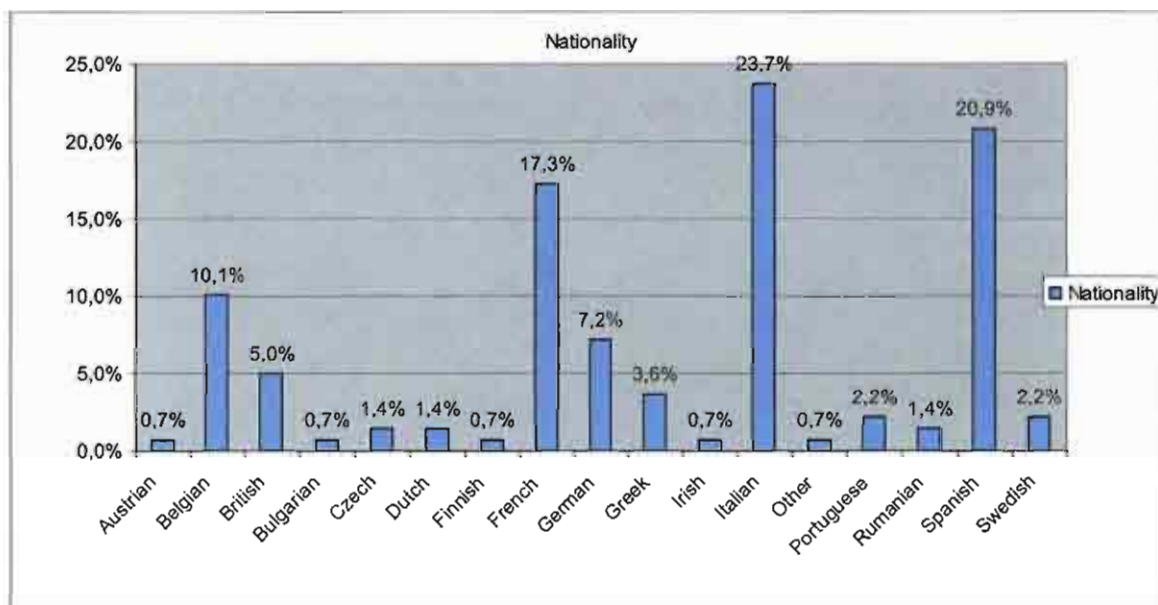


Total gender



1.2.6 STATISTICS ON GEOGRAPHICAL BALANCE

F4E applies the Staff Regulations and CEOS and will endeavour to obtain a representatives geographical balance. F4E is nevertheless dependent on this matter as to the nationality of applicants when publishing a call for expression of interests or a post. It is nevertheless already evident that there is a deficit of applications of certain nationalities of the Member States.



These statistics are based upon the number of persons recruited until now and in the process of being recruited until the end of the year. They comprise Officials, Temporary Agents and Contract Agents. (Cf. 1.1.2).



1.2.7 MOBILITY POLICY IN REGARDS TO THE DIFFERENT TYPES OF EMPLOYMENT

Mobility within the agency has not yet been defined but F4E will ensure it within the limits imposed by the extremely specialised tasks assigned to it. While F4E is still at a growing phase, the first priority is to occupy all the posts allowed by the establishment plan, according to the profiles needed and the priorities set.

For the reasons exposed above, F4E has not and does not foresee in the short term to open the vacant posts internally.

Mobility between agencies (Interagency Jobmarket)

F4E will aim to ensure that all the conditions required to participate in the Interagency Job Market are met.

Mobility between the agencies and the institutions

For established EC Officials the Staff Regulations will apply; EC Officials can therefore apply to vacancies within any EU institution and be transferred within any EU institution.

2 - OVERVIEW OF THE SITUATION OVER NEXT THREE YEARS

2.1 TURNOVER DUE TO RETIREMENT OR TERMINATION OF EMPLOYMENT

2.1.1 TURNOVER IN THE AGENCY BECAUSE OF RETIREMENT

Not applicable.

2.1.2 TURNOVER IN THE AGENCY BECAUSE OF TERMINATION OF EMPLOYMENT

Due to the recent start of operations, the first Temporary Agent contracts will come to an end in 2012. The first Contract Agent contracts will come to an end in December 2011. The first TA contracts will come to and end in November 2012. Turnover because of termination of employment is therefore not an issue at this stage.

It is difficult to anticipate, but as explained above, it is the Joint Undertaking's intention to renew the contracts as foreseen – if all the conditions and performance criteria are still met- taking into account that all the tasks linked to these contracts will have to be executed beyond 2010.

2.2 CAREER DEVELOPMENT IN F4E

As explained in point 1.2.4, no implementing rules on this matter have been adopted yet. Fusion for Energy will in any case respect the criteria laid down by the Staff Regulations and CEOS on this subject, as well and the model Implementing Rules agreed between DG ADMIN and the agencies.

Given the current ramp-up strategy for the personnel structure, and the minimum requirements for the first promotion, the first promotion exercise for Officials will intervene in 2009; for Temporary Agents and Contract Agents the reclassification exercise would intervene later.

2.3 WORKLOAD

At its meeting of 4th December 2008, the Governing Board of Fusion for Energy adopted 3 important documents setting out the activities and workload of Fusion for Energy. These include:

- The Resource Estimates Plan;
- The Work Programme for 2009;
- The Budget for 2009.

In relation to the staffing needs of the Joint Undertaking for the next 5 years, an ad-hoc group comprising the Chairs and Vice-Chairs of the F4E Governing Board, Executive Committee and Technical Advisory Panel was constituted to examine the staffing needs for F4E and provided a report which was endorsed by the Governing Board at its meeting of 8th July 2008. This report will serve as the basis for the planning of the staffing requests of Fusion for Energy for the 5 years to come and may be reviewed as necessary.

This report is appended to the current SPP as it provides a detailed analysis of the mission, workload and staffing needs of Fusion for Energy.

2.4 CONSEQUENCES OF POINTS 1., 2. AND 3. ON THE NUMBER OF STAFF IN THE AGENCY FOR THE NEXT 3 YEARS

For F4E it will be extremely difficult, to respect the 20% of the recruitment of the temporary agent in the grades AD9-AD12 limit laid down in Article 31 of the Staff Regulations, especially during the first years for the following reasons:

For the temporary posts, the grading will have to be sufficiently high to offer appropriate market conditions needed to attract the very qualified Temporary Agents to be recruited at the beginning of the establishment of the agency to cover all the sector of the project.

In the second phase and when the organisation structure will be stabilised, all recruitment of temporary agent will be done in the lower grades. It is expected that the situation regarding the grades of F4E staff can be normalised over the coming years and in principle over the period of 5 years as laid down in Article 31.

There is a very limited market in Europe with people with the appropriate profile and therefore it will be particularly complicated to find suitable candidates to occupy the F4E temporary posts; besides this, candidates will tend to have a more senior profile in specific areas.

As the discussions on the final distribution of responsibilities between the ITER IO and the domestic agencies are not finalised yet, it is very difficult to provide accurate information on the specific needs. More information, based on different possible scenarios, is to be found in the enclosed draft report on staffing needs.

For all these reasons, F4E reached an agreement with DG ADMIN when proposing the establishment plan 2008 and 2009, F4E has published Temporary Agent non-management positions at AD 5 and AD6 grades and, to a lesser extent, specific posts AD9. In this scenario, F4E staff will have an above average high level grade profile.

For the positions of Head of Department, two of them have been occupied by Officials at an AD 12 level, one of them has been fulfilled by a Temporary Agent (AD12 level), and the fourth one has not been published yet but should follow the same grading.

2.4.1 CORRESPONDING TO THE PDB TO BE TRANSMITTED TO THE BUDGETARY AUTHORITY FOR 2010.

(Euro)

Title I Staff Expenditure	Budget 2008 Executed	Budget 2009	Request of the agency	PDB 2010	% PDB 2010 / Budget 2009
1.1. Salaries & allowances	8.772.762	20.218.000	21.750.000	21.750.000	+7.6%
1.2. Expenditure relating to Staff recruitment	1.645.190	1.219.000	800.000	800.000	-34.4%
1.3. Mission Expenses	1.186.131	1.627.000	1.870.000	1.875.000	+15.2%
1.4. Socio-medical infrastructure	731.405	119.000	150.000	150.000	+26.1%
1.4.2. Professional development (PO, TA, CA)	116.240	351.000	400.000	400.000	+14.0%
1.7. Receptions and Events	20.000	20.000	25.000	25.000	+25.0%
Total	12.471.728	23.554.000	25.025.000	25.000.000	25.025.000

Notes: The execution of Budget 2008 includes the credits paid by the Commission during the first trimester of the year. Figures for the PDB are still subject to fine adjustments.

2.4.2 INDICATIVE PRELIMINARY DRAFT BUDGET N+1 & N+2

Following the report on the staffing needs approved in July 2008, as well as on the PDB transmitted to the budgetary authority, the forecast is estimated to 35 posts for 2010 and 5 for 2011. At this stage no additional posts foreseen for 2012.

Revenue from the European Community for administrative expenditures is enclosed in the Research Framework Programme for Euratom. There is no direct impact on the financial framework 2008-2012.

3. ADJUSTMENT OF THE ESTABLISHMENT PLAN FOLLOWING THE STAFF POLICY AND THE EVOLUTION FORESEEN FOR THE NEXT 3 YEARS

Following the staff policy as defined in point 1 and the evolution for the next 3 years as foreseen in point 2:

- the establishment plan for year N will be drawn up as presented in the Preliminary Draft Budget;
- the establishment plan for years N+1 and N+2 will show indicative numbers of posts and grades and will be subject every year to possible adjustments to the evolution and situation of F4E.

This information, as explained in the tables, is a forecast based on assumptions and thus cannot be 100 % accurate.

It should be noted that this forecast is based on the current status of ITER (regarding its structure, programming, design, etc.) and the information available at this stage. Depending on the progress of ITER these scenarios are subject to change.

Considering the responsibilities assumed by F4E in discharging Euratom's obligations under the ITER and Broader Approach Agreements, F4E is responsible to its Governing Board for the work it contracts. It must therefore be in a position to exert these responsibilities and to that effect must "attract specialised scientific and technical staff of the highest calibre"³ commensurate with its responsibilities.

Experience from procurement in large public procurement institutions, including at CERN and JET, has demonstrated that to minimise risks of cost increases and delays, the provision of an adequate number of qualified staff for the technical and administrative follow up of contracts is necessary and essential. Furthermore, this will also be beneficial in the medium to long term since the personnel costs are relatively low in comparison to the cost of industrial contracts that their expertise will help reduce.

It is further anticipated that the ITER Organization (IO) will delegate the Domestic Agencies' (DA) responsibilities to contract out major design activities also in the case of "build-to-print" components.

The proposed staffing plan may accommodate this request in the interest of the ITER Project, if it is assumed that:

- EU research organisations can provide a significant design and R&D contribution in particular in the areas of diagnostics, TBM and Heating & Current Drive (CD).
- Engineering Design Contracts are placed with specialised economic operators to support F4E in the preparation of design and technical specifications.

In the case that the main assumptions given above are not true, the staffing level in both the following scenarios will have to be revisited and reinforced accordingly.

In addition, this assessment assumes that F4E will not be in charge of the transportation of the ITER components (both the EU ones and those manufactured by the partners) to the ITER site. If this task, instead of being carried out by IO, will be assigned to F4E, the staff will need to be increased accordingly.

It is as well important to note that, although in other Community bodies the amount of high level and specialised staff is limited, it is extremely important to allow F4E to employ a sufficient number of senior and experienced staff with important scientific and technical expertise in fusion development, as well as in the management of such scientific and technological projects. As a consequence, F4E should be able to offer contracts and positions commensurate with the high level of expertise expected to be possessed by the appropriate candidates, in particular those coming from industry.

As a consequence from the above, and as explained in point 2.4, it will be necessary to publish additional posts and at higher grades than the average grades.

³ Cf. whereas (15) of the Council Decision establishing the European Joint Undertaking for ITER

4. SCHOOLING

The number of staff working in F4E as well as the impossibility to know at this stage, or in the near future, the magnitude of the schooling needs, does not seem to justify the request to the Spanish Authorities aiming at the establishment of a European School.

Nevertheless, there seems to be grounds to start discussions on the possibility of setting up European sections in national or international schools, in cooperation with the European Schools system, following the Parma or the Dunshaughlin examples. Discussions have already started with DG ADMIN and the national competent authorities on this subject.

Another possibility to explore, in full conformity with the guidelines laid down by DG ADMIN, be the conclusion of service contracts between F4E and the surrounding international schools to have a certain number of places reserved for the children of the staff of F4E, for which F4E would pay fees to the school after negotiating the amount. These arrangements would have to comply with the requirements of the Financial Regulation as regards public contracts.

5. IMPLEMENTING RULES CONSISTENT WITH F4E'S STAFF POLICY

At this stage, the implementing rules for the setting up of a staff committee has been agreed by the Commission and adopted by the Governing Board. A general assembly of the staff will be held on 11 December to establish the electoral committee and to set the date for the staff committee elections.

The first set of implementing rules (mainly those to be applied by analogy) will be sent for approval to the Commission before the end of the year. The other implementing rules will follow in 2009.

It is worth observing nevertheless that F4E already applies by anticipation the rules to be adopted afterwards, while awaiting its formal adoption.

CONCLUSION

Without having completed yet a full year of functioning (recruitments, financial autonomy), it is possible to confirm that F4E is advancing rapidly in setting up all the structures and procedures needed as regards a personnel policy.

The needs and requirements for F4E as well as for the ITER Organisation may need to be adapted once both organisations become fully operational. Adjustments could be needed regarding job profiles and – within the limits of the available budget – the categories and grades of the Establishment Plan. In this respect, the first years of the existence of F4E will determine the Staff Policy for the longer term.



ANNEX

I - Staff Policy = type and level of employment corresponding to the tasks and the functions

Organisation	Number of staff employed
Director & Director 's office	8
Internal Audit	0
ITER Department	66
Broader Fusion Development Department	8
Contracts and Procurement Department	20
Resources Department	43
Total	145

I - Staff Policy = type and level of employment corresponding to the tasks and the functions

Organisation	Functions/Job title	Status	Functions Group	Grade	Number staff
Director & Director 's office	Director	TA	AD	14	1
Director & Director 's office	Secretary of the Director	CA	II	4	1
Director & Director 's office	Secretary to the Board/Committee	FO	AD	11	1
Director & Director 's office	International Agreements	FO	AD	11	1
Director & Director 's office	Advisor, Political Issues	FO	AD	9	1
Director & Director 's office	Quality Assurance	TA	AD	9	1
Director & Director 's office	Legal Advisor	TA	AD	6	1
Director & Director 's office	Secretary of the office	CA	II	5	1
				Total	8
Internal Audit	Intyernal Auditor	FO	AD	10	0
Internal Audit	Internal Auditor Officer	FO	AD	5	0
				Total	0
Organisation	Functions/Job title	Status	Functions Group	Grade	Number staff
ITER Department	Head of Department	TA	AD	12	0
ITER Department	Advisor	FO	AD	12	1
ITER Department	Head of Division	TA	AD	9	2
ITER Department	Head of Division	FO	AD	12	1
ITER Department	Head of Division	TA	AD	12	2
ITER Department	Head of Division	FO	AD	11	1
ITER Department	Group Leader	FO	AD	12	5
ITER Department	Group Leader	TA	AD	9	4
ITER Department	Technical Officer	FO	AD	11	3
ITER Department	Technical Officer	TA	AD	9	12
ITER Department	Technical Officer	TA	AD	6	17
ITER Department	Technical Officer	TA	AD	5	1
ITER Department	Technical Officer	FO	AST	10	1
ITER Department	Technical Officer	TA	AST	3	1
ITER Department	Chief Engineer	END			1
ITER Department	Technical Officer	END			2
ITER Department	Technical Officer Assistant	CA	IV	13	1
ITER Department	Technical Officer Assistant	CA	IV	14	1
ITER Department	CAD	CA	IV	14	1
ITER Department	CAD	CA	IV	16	1
ITER Department	CAD	CA	III	9	1
ITER Department	Secretary	FO	AST	1	1
ITER Department	Secretary	CA	II	5	5



ITER Department	Secretary	CA	II	4	1
				Total	66

Organisation	Functions/Job title	Status	Functions Group	Grade	Number staff
Broader Fusion Development Department	Head of Department	FO	AD	12	1
Broader Fusion Development Department	Technical Advisor	FO	AD	12	1
Broader Fusion Development Department	Technical Officer	FO	AD	10	1
Broader Fusion Development Department	Technical Officer	TA	AD	9	1
Broader Fusion Development Department	Technical Officer	TA	AD	6	1
Broader Fusion Development Department	Technical Officer	END			2
Broader Fusion Development Department	Information technology	CA	III	8	1
				Total	8

Organisation	Functions/Job title	Status	Functions Group	Grade	Number staff
Contracts and Procurement Department	Head of Department	TA	AD	12	1
Contracts and Procurement Department	Legal Officer	FO	AD	11	1
Contracts and Procurement Department	Legal Officer	FO	AD	9	2
Contracts and Procurement Department	Legal Officer	TA	AD	9	1
Contracts and Procurement Department	Legal Officer	TA	AD	6	4
Contracts and Procurement Department	Procurement Officer	TA	AD	6	4
Contracts and Procurement Department	Procurement Officer	FO	AD	5	1
Contracts and Procurement Department	Procurement Officer	END			2
Contracts and Procurement Department	Financial Assistant	FO	AST	6	1
Contracts and Procurement Department	Financial Assistant	FO	AST	3	1
Contracts and Procurement Department	Financial Assistant	TA	AST	3	1
Contracts and Procurement Department	Secretary	CA	II	4	1
				Total	20

Organisation	Functions/Job title	Status	Functions Group	Grade	Number staff
Resources Department	Head of Department	FO	AD	12	1
Resources Department	Group Leader	FO	AD	8	1
Resources Department	Group Leader	FO	AD	11	1
Resources Department	Group Leader	TA	AD	9	1
Resources Department	Group Leader	FO	AST	7	1
Resources Department	Group Leader	TA	AD	7	1
Resources Department	Accounting Officer	FO	AD	6	1
Resources Department	Accounting Assistant	TA	AST	3	1
Resources Department	Financial Officer Contract & Procurement	TA	AD	6	1
Resources Department	Financial Assistant	FO	AST	7	1
Resources Department	Financial Assistant	TA	AST	3	1

Resources Departement	Financial Assistant	CA	III	8	3
Resources Departement	Financial Support	CA	II	4	1
Resources Departement	Security Officer	FO	AST	6	1
Resources Departement	Administrative Assistant	FO	AST	4	1
Resources Departement	Administrative Assistant	CA	III	8	1
Resources Departement	Assistant Logistical Support	CA	III	9	2
Resources Departement	HR Officer	TA	AD	6	1
Resources Departement	HR Officer	FO	AD	5	1
Resources Departement	HR & Budget Assistant	FO	AST	9	1
Resources Departement	HR Assistant	TA	AST	3	1
Resources Departement	HR Support Officer	CA	IV	14	1
Resources Departement	HR Assistant	CA	II	4	1
Resources Departement	HR Assistant	CA	II	5	1
Resources Departement	HR Assistant	CA	III	8	1
Resources Departement	IT Management Systems	CA	IV	13	4
Resources Departement	IT Management Systems	CA	IV	14	1
Resources Departement	IT Officer	TA	AD	6	1
Resources Departement	Database Administrator	TA	AD	6	1
Resources Departement	IT Assistant	TA	AST	3	1
Resources Departement	IT Assistant	CA	III	8	1
Resources Departement	IT Support	CA	II	4	1
Resources Departement	Information Officer	TA	AD	5	1
Resources Departement	Secretary	CA	II	4	2
Resources Departement	Clerk	CA	I	1	2
				Total	43

II. – Adaptations to the establishment plan in the first year (N) and indicative adaptations in the following years (N+1 and N+2)

II.1 Adjustments to the establishment plan in the year 2009 and 2010

Grade	Year 2009						Year 2010											
	Staff			Establishment plan			Staff evolution						Organisational evolution			Establishment Plan		
	Employed on 31.12 2008 (current grade)			authorised			Promotion / Career advancement			Turn-over			New posts (per grade)			Requested (Provisional Draft Budget)		
	Officials	TA_LT	TA_ST	PERM	TEMP	TOTAL	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16					0										0	0	0	
AD15					0										0	0	0	
AD14		1			1										0	0	0	
AD13				1	1		1								1	0	1	
AD12	10	3		8	8	16	2								2	0	2	
AD11	8			12		12									0	0	0	
AD10	1			4	10	14		10							0	10	10	
AD9	3	22		10	38	48									0	0	0	
AD8	1			4		4		2							0	2	2	
AD7		1			10	10		10							0	10	10	
AD6	1	31		2	47	49		5					3		0	8	8	
AD5	2	2			4	4									0	0	0	
Total AD	26	60	0	41	119	160	3	27	0	0	0	0	0	3	0	3	30	33
AST11				1		1	1								1	0	1	
AST10	1			1		1	1								1	0	1	
AST9	1			1		1	1								1	0	1	
AST8						0	2								2	0	2	
AST7	2			1		1	-1								-1	0	-1	
AST6	2			1		1									0	0	0	
AST5				6		6		2							0	2	2	
AST4	1			2		2		3							0	3	3	
AST3	1	6		1	25	26		-7							0	-7	-7	
AST2						0									0	0	0	
AST1	1					0									0	0	0	
Total AST	9	6	0	14	25	39	4	-2	0	0	0	0	0	0	4	-2	2	
Overall Total	35	66	0	55	144	199	7	0	0	0	0	0	0	3	0	7	28	35

II.2 Adjustments to the establishment plan in the first year 2010 and 2011

Grade	Year N+1 (2010)			Year N+2 (2011)											
	Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Provisional planning			Promotion / Career advancement			Turn-over			New posts			Provisional planning		
	Perm	Temp	Total	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16	0	0	0										0	0	0
AD15	0	0	0		1								0	1	1
AD14	0	1	1		-1								0	0	0
AD13	2	1	3										2	1	3
AD12	10	8	18	2									12	8	20
AD11	12	0	12	-2	2								10	2	12
AD10	4	20	24		-2								4	18	22
AD9	10	38	48										10	38	48
AD8	4	2	6										4	2	6
AD7	0	20	20		5								0	25	25
AD6	2	55	57		-5						5		2	55	57
AD5	0	4	4										0	4	4
Total AD	44	149	193	0	0	0	0	0	0	0	5	0	44	154	198
AST11	2	0	2										2	0	2
AST10	2	0	2										2	0	2
AST9	2	0	2										2	0	2
AST8	2	0	2										2	0	2
AST7	0	0	0										0	0	0
AST6	1	0	1	2									3	0	3
AST5	6	2	8										6	2	8
AST4	2	3	5	-1									1	3	4
AST3	1	18	19	-1									0	18	18
AST2	0	0	0										0	0	0
AST1	0	0	0										0	0	0
Total AST	18	23	41	0	0	0	0	0	0	0	0	0	18	23	41
Total	62	172	234	0	0	0	0	0	0	0	5	0	62	177	239



II.3 Adjustments to the establishment plan in the year 2012

Grade	Year 2011			Year 2012											
	Establishment Plan			Staff evolution						Organisational evolution			Establishment Plan		
	Provisional planning			Promotion / Career advancement in global figures			Turn-over in global figures			New posts (per grade)			Provisional planning		
	Perm	Temp	Total	Officials	TA - LT	TA - ST	Officials	TA - LT	TA - ST	Perm	Temp - LT	Temp - ST	Perm	Temp	Total
AD16	0	0	0										0	0	0
AD15	0	1	1										0	1	1
AD14	0	0	0										0	0	0
AD13	2	1	3										2	1	3
AD12	12	8	20										12	8	20
AD11	10	2	12										10	2	12
AD10	4	18	22										4	18	22
AD9	10	38	48										10	38	48
AD8	4	2	6										4	2	6
AD7	0	25	25										0	25	25
AD6	2	55	57										2	55	57
AD5	0	4	4										0	4	4
Total AD	44	154	198	0	0	0	0	0	0	0	0	0	44	154	198
AST11	2	0	2										2	0	2
AST10	2	0	2										2	0	2
AST9	2	0	2										2	0	2
AST8	2	0	2										2	0	2
AST7	0	0	0										0	0	0
AST6	3	0	3										3	0	3
AST5	6	2	8										6	2	8
AST4	1	3	4										1	3	4
AST3	0	18	18										0	18	18
AST2	0	0	0										0	0	0
AST1	0	0	0										0	0	0
Total AST	18	23	41	0	0	0	0	0	0	0	0	0	18	23	41
Total	62	177	239	0	0	0	0	0	0	0	0	0	62	177	239