

**DELEGATION OF THE POWERS OF THE APPOINTING AUTHORITY
AND OF THE AUTHORITY EMPOWERED TO CONCLUDE
CONTRACTS OF EMPLOYMENT (AECE)**

BUREAU DECISION

OF 13 JANUARY 2014

THE BUREAU OF THE EUROPEAN PARLIAMENT,

- having regard to Rule 23(6) of Parliament's Rules of Procedure,
- having regard to the Staff Regulations of Officials of the European Union¹ (hereinafter referred to as 'the Staff Regulations'), in particular Article 2 thereof,
- having regard to the Conditions of Employment of Other Servants of the European Union¹ (hereinafter referred to as 'the CEOS'), in particular Article 6 thereof,
- whereas, due to the adoption of the Regulation of 22 October 2013 amending the Staff Regulations and the CEOS, the Bureau decision of 3 May 2004 on delegating the powers conferred under the Staff Regulations on the appointing authority and under the CEOS on the authority authorised to conclude contracts of employment (hereinafter referred to as 'the AECE') needs to be amended,

HAS DECIDED AS FOLLOWS

Article 1

The powers conferred under the Staff Regulations on the appointing authority and under the CEOS on the AECE shall be exercised in accordance with the conditions set out by this decision and by the annex thereto, which is an integral part thereof.

Article 2

The Bureau shall determine staff policy and shall instruct the Secretary-General to adopt the requisite implementing measures.

Article 3

The powers conferred under the Staff Regulations on the appointing authority and under the CEOS on the AECE in respect of officials, the temporary staff referred to in Article 2(a) and (b) of the CEOS, the contract staff referred to in Articles 3a and 3b of the CEOS and the accredited

¹ As last amended by Regulation (EU, Euratom) No 1023/2013 of the European Parliament and of the Council.

parliamentary assistants referred to in Article 5a of the CEOS are described in the table annexed to this decision, by subject matter, by competent authority and by level of responsibility.

Article 4

The powers conferred on the AECE under the CEOS in respect of the temporary staff referred to in Article 2(c) of the CEOS shall be exercised:

- by the authority designated by each political group, or, where no express decision has been taken by a political group in this connection, the chairman of the group concerned;
- by Parliament's Secretary-General in respect of staff recruited in order to perform duties for Parliament's non-attached Members;
- in the event of a political group being dissolved, by the Secretary-General;
- by way of derogation from the previous indents and with a view to uniform application of the Staff Regulations, by the competent authority of the Directorate-General for Personnel (hereinafter referred to as 'DG PERS') as regards: 1) decisions relating to salaries and allowances forming part of the individual entitlements; 2) the transfer to the Community scheme of pension rights acquired under national schemes and the establishment of pension entitlements and allowances associated with termination of service, and 3) decisions taken under the sickness and accident insurance schemes, as set out in Part VIII 'Financial arrangements and social security entitlements' of the annex attached to this decision.

Article 5

As regards the auxiliary conference interpreters recruited under Article 90 of the CEOS, the powers conferred on the AECE under the CEOS shall be exercised by the Director-General for Interpretation and Conferences and, in his absence, by his delegate.

Article 6

The Secretary-General shall exercise the powers conferred on the AECE under the CEOS for all decisions concerning the special advisers referred to in Article 5 of the CEOS.

Article 7

Decisions on requests submitted pursuant to Articles 25 and 90(1) of the Staff Regulations and Articles 11, 46, 81, 117, 124 and 138 of the CEOS shall be the responsibility of the appointing authority/AECE competent to adopt the measure requested.

Article 8

1. Decisions on complaints lodged pursuant to Article 90(2) of the Staff Regulations by officials and pursuant to Articles 46, 117, 124 and 138 of the CEOS by temporary staff, by contract staff, by special advisers and by accredited parliamentary assistants against decisions taken by an authority of Parliament's Secretariat shall be the responsibility of:
 - the Bureau, in the case of decisions adopted by the Bureau or by the President;
 - the President, in the case of decisions adopted by the Secretary-General;
 - the Secretary-General, in the case of decisions adopted by the other authorities.
2. Decisions on complaints lodged pursuant to Article 46 of the CEOS by the temporary staff referred to in Article 2(c) of the CEOS against decisions adopted by the competent authorities of the political groups shall be the responsibility of the authority designated by each political group. Where no express decision has been taken by a political group in that connection, decisions on such complaints shall be the responsibility of the Bureau of the group concerned.

Article 9

1. The appointing authorities/AECES designated by means of this decision may delegate, for a limited period, the exercise of the powers conferred on them to a lower-ranking appointing authority/AECE or, failing that, to an official in grade AD 16, AD 15 or AD 14 (director).
2. When a post falls vacant, or in cases where an appointing authority/AECE which has not availed itself of the option referred to in paragraph 1 is prevented from acting, powers shall be exercised by the next higher appointing authority/AECE, unless that authority decides to delegate them to any of the authorities designated in paragraph 1.
3. The Secretary-General shall be authorised to modify the allocation of the appointing-authority/AECE powers delegated to:
 - the Director-General of Personnel,
 - the other directors-general,
 - the Director of the Directorate for Human Resources Development of DG PERS,
 - the Director of the Directorate for Administrative Management of DG PERS,
 - the Director of the Directorate for Management of Support and Social Services of DG PERS,
 - the heads of the competent units,as they appear in this decision.
4. Any other modification to this decision shall be the subject of a new decision by the Bureau.

Article 10

Without prejudice to Article 9(2) of this decision, the Director-General of Personnel shall exercise the powers conferred on the appointing authority and the AECE which are not referred to in this decision.

Article 11

This decision cancels and replaces the Bureau decision of 3 May 2004 and shall come into force on 1 January 2014.

Annex: Table

Exercise of the powers conferred on the Appointing Authority by the Staff Regulations and on the Authority Empowered to conclude Contracts of Employment (AECE) by the CEOS

OFFICIALS, TEMPORARY STAFF REFERRED TO IN ARTICLE 2(a) AND 2(b) OF THE CONDITIONS OF EMPLOYMENT OF OTHER SERVANTS, CONTRACT STAFF AND ACCREDITED PARLIAMENTARY ASSISTANTS

Legend:*AD = administrator**AST = assistant**AST/SC = secretaries and clerks**CS= contract staff**APA = accredited parliamentary assistant***I – FILLING OF VACANT POSTS**

Subject	Articles in the Staff Regulations (and the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
Decision on the filling of a post and on publication of the vacancy notice	Article 4(2) (CEOS: Article 9)		AD16 – AD14 (Director)	AD14 (other than Director) – AD5		AST, AST/SC				

<p>Procedure for the filling of a vacant post:</p> <ul style="list-style-type: none"> - consideration of the possibility of promotion / appointment in accordance with Article 45a / transfer - consideration of the possibility of interinstitutional transfer - consideration of the possibility of appointing a successful candidate in a competition - consideration of the possibility of holding an internal competition and opening it to contract staff - open competition - recruitment procedure other than by competition 	<p>Article 29(1)(a)</p> <p>Article 29(1)(b)</p> <p>Article 29(1)(c)</p> <p>Article 29(1)(d) and last para. CEOS: Article 82(7)</p> <p>Article 29(1), the two paragraphs following point (d)</p> <p>Article 29(2)</p>		AD16 – AD14 (Director)	AD14 (other than Director) – AD5		AST, AST/SC				
<p>Adoption of:</p> <ul style="list-style-type: none"> - the notice of competition - the notice of recruitment (other than by competition) 	<p>Annex III: Article 1(1)</p> <p>Article 29(2)</p>		AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD 5	AST, AST/SC				
Drawing up of the application form for a competition	Annex III: Article 2(1)								Competitions and Selection Procedures Unit: AD, AST, AST/SC	
Appointment of the chair and members of selection boards and selection committees	<p>Article 30(1)</p> <p>Article 29(2)</p> <p>Annex III: Article 3</p>		AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD5	AST, AST/SC				

Drawing up of lists of candidates admitted to competitions	Annex III: Article 4								Competitions and Selection Procedures Unit: AD, AST, AST/SC	
Reception of the selection board's list of suitable candidates and report	Annex III: Article 5			AD14 (other than Director) – AD 13	AD12 – AD 5	AST, AST/SC				
Transfer following secondment	Article 8	AD16 – AD14 (Director)		AD14 (other than Director) – AD 13	AD12 – AD5	AST, AST/SC				

II – RECRUITMENT

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (<i>appointing authority for staff in his/her Office</i>)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
Assessment of a staff member's personal interest such as to impair his/her independence or any other conflict of interest	Article 11(3) CEOS: Article 11, para 1, Articles 81 and 127									
Appointment of officials (and engagement of temporary staff, contract staff and accredited parliamentary assistants)	Article 1a(1), Article 30(2) and Article 7(1) CEOS: Article 1, para 1, Article 2(a) and 2(b); 3a and 3b; 5a; Article 8, paras 1, and 2; Article 9, Article 85, Article 130	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD5					Recruitment and Transfers Unit: AST, AST/SC, CS, APA	
and assignment to post	Article 7(1) CEOS: Articles 9 and 10, para 1									
Appointment of heads of units	(Article 7(1))			AD14 –AD9						
Derogation from requirement of being a national of a Member State	Article 28(a) CEOS: Article 12(2)(a), Articles 82(3a) and 128(2a)	AD16 – AD14 Director		AD14 (other than Director) – AD5 AST, AST/SC					Recruitment and Transfers Unit: CS, APA	
Medical examination on recruitment	Article 28(e), Article 33 CEOS Article 12(2)(d), Article 13, Article 82(3)(d), Articles 83, 128(2)(d) and 129								Medical Service: AD, AST, AST/SC, CS, APA	

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Additional seniority in step at recruitment and validation of the classification of contract staff	Article 32 CEOS: Article 15(1), para 1 CEOS: Articles 80, 82(4), 86 and 89, para 1								Recruitment and Transfers Unit: AD, AST, AST/SC, CS	
Probationary period extension establishment	Article 34(1), para 2, and (3), para 2 CEOS: Article 14(1), para 2, and (3), paras 2 and 4, Article 84, paras 1 and 2 and (3), paras 2 and 4 Article 34(1), para 1					AD, AST, AST/SC			Recruitment and Transfers Unit: CS	
assignment to another department for the remainder of the probationary period	Article 34(2), para 2 last sentence CEOS: Article 14(2), para 2, last sentence, Article 84(2), para 2, last sentence	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD5	AST, AST/SC				Recruitment and Transfers Unit: CS	
Five-year deferment of admission to guaranteed benefits in respect of invalidity or death	Annex VIII: Article 1(1) CEOS: Article 32 and Article 100							AD, AST, AST/SC, CS, APA		

III – CAREER DEVELOPMENT

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary- General	Director- General for Personnel	Director for Human Resources Development	Director for Admini- strative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director- General of the DG concerned
Classification of agents in service on 31 December 2013 in the types of posts referred to in Articles 30(1) and 31(1) of Annex XIII	Annex XIII, Article 30(2) to 4 and Article 31(2) and 3 CEOS: Annex I, Article 1(1), sentence before last			AD, AST						
Transfer within EP - without a post falling vacant (including reassignment following restructuration) - with a post falling vacant	Article 7(1) CEOS: Article 10, para 1 Article 7(1), Article 29(1)(a)(i) CEOS: Article 10, para 1	AD16 – AD14 (Director)	AD14 (other than Director) –AD 13	AD12 – AD5					Staff Management and Careers Unit: AST, AST/SC Recruitment and Transfers Unit: AST, AST/SC	
Temporary posting	Article 7(2)	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD5						
Confirmation of appointment to a management post	Article 44, para 2 CEOS: Article 20(4)			AD16 – AD9						
Attestation of ability to work in a third language	Article 45(2) CEOS: Articles 16, para 1, and 85(3)				AD, AST, AST/SC, CS					

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Promotion of officials and assignment of temporary staff members to higher-grade posts	Article 45(1) CEOS: Article 10, para 3, Article 15(1), para 2, Article 16, para 1, and Article 87(3)	to AD14 (Director), AD15 or AD16	to AD 13 or AD14 (other than Director) –AD 13	to AD6 – AD12	AST, AST/SC				Staff Management and Careers Unit: CS	
Change of function group: Appointment decision Adoption of the list of applicants for and officials entitled to take part in certification procedure	Article 29(1)(a)(ii), Article 45a(1) Article 45a(2)			AST11 – AST5 to AD		AST11 – AST5				
Secondment in the interests of the service and reinstatement	Article 38	AD16 – AD14 (Director)		AD14 (other than Director) – AD5		AST, AST/SC				
Secondment at official's own request	Article 39(a)	AD16 – AD15 – AD14 (Director)		AD14 (other than Director) – AD5		AST, AST/SC				

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Leave on personal grounds, granting, extension: - for a period not exceeding six months (including extension)	Article 15(1) and (2), Article 40(4)(a) and (4)(b) CEOS: Article 11, para 1, Article 17, paras 1 and 3, Articles 81, 91 and 127			AD16 – AD13					Staff Management and Careers Unit: APA	AD12 – AD5, AST, AST/SC, CS
- for a total period exceeding six months	Article 15(1) and 2 and Article 40(4)(a) and (4)(b) CEOS: Article 11, para 1, Article 17, para 1 and 3, Articles 81, 91 and 127		AD16 – AD14 (Director)	AD14 (other than Director) – AD 13					Staff Management and Careers Unit: AD12 – AD5, AST, AST/SC, CS, APA	

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Reinstatement: - at the end of a period of leave on personal grounds of less than or equal to six months and assessment of any personal interest which could undermine the staff member's independence or any other conflict of interest	Article 40(4)(d) CEOS: Article 11, para 1, Article 17, paras 1 and 3, Articles 81 and 91 Article 11, para 3 CEOS: Article 11, para 1, Articles 81 and 127			AD16 – AD13					Staff Management and Careers Unit: AD12 to AD5, AST, AST/SC CS, APA	
- at the end of secondment on request - at the end of a period of leave on personal ground of more than six months and assessment of any personal interest which could undermine the staff member's independence or any other conflict of interest - after assignment to non-active status - where the staff member ceases to satisfy requirements for an invalidity pension	Article 39(b) and (f) Article 40(4)(d) CEOS: Article 11, para 1, Article 17, paras 1 and 3, Article 81 and 91 Article 11, para 3 CEOS: Article 11, para 1, Articles 81 and 127 Article 41(3), para 2 CEOS: Article 16, para 1 Annex VIII: Article 14, para 2	AD16 – AD 14 (Director)		AD14 (other than Director) – AD 13	AD12 – AD5	AST, AST/SC			Staff Management and Careers Unit: CS, APA	

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Decisions on types of posts to be abolished and assignment of non-active status to staff concerned	Article 41(2), paras 2, 3 and 4 CEOS: Article 16, para 1	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD5, AST, AST/SC						
Leave for military and national service	Article 42 CEOS: Articles 16, para 1, 18, 91, 131(5)								Staff Management and Careers Unit AD, AST, AST/SC, CS, APA	
Parental leave	Article 42a, CEOS: Articles 16, para 1, 91 and 131(5)			AD16 – AD14 (Director)					Staff Management and Careers Unit: APA	AD14 (other than Director) – AD5, AST, AST/SC, CS
Family leave	Article 42b, CEOS: Articles 16, para 1, 91 and 131(5)			AD16 – AD14 (Director)					Staff Management and Careers Unit: APA	AD14 (other than Director) – AD5 AST, AST/SC, CS
Leave in the interests of the service and reinstatement	Article 42c	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD5, AST, AST/SC						
Suspension of advancement by one step	Article 44, para 1 CEOS: Article 20(4), Article 92	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD5	AST, AST/SC				Staff Management and Careers Unit CS	
Downgrading for incompetence	Article 51	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD5	AST, AST/SC					

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Working beyond the age of 66 (65 for staff in service before 1 January 2014)	Article 52, para 2 and, para 3 – Annex XIII: Article 23(1) CEOS: Articles 47(a), 119 and 139(1)(b) Annex I: Article 1(1), last sentence	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD5					Staff Management and Careers Unit: AST, AST/SC, Recruitment and Transfers Unit: CS, APA	

IV – TERMINATION OF SERVICE

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (<i>appointing authority for staff in his/her Office</i>)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
Dismissal during or at the end of the probationary period and termination of the contract of a temporary staff member, a contract staff member or an accredited parliamentary assistant	Article 34(2), para 2, last sentence and (3), para 3 CEOS: Article 14(2), para 2, last sentence and (3), para 3 and 4, Article 47(b)(ii) and (iii) and (c) and Articles 48, 49, 50, Article 84(2), para 2, last sentence, and (3), paras 3 and 4, Article 119, Article 139(1)(c), (d) and (e), (3), para 1, and (3a)	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13-	AD12 – AD5	AST, AST/SC				Recruitment and Transfers Unit: CS, APA	
Resignation at official's own request	Article 48			AD16 – AD5					Staff Management and Careers Unit: AST, AST/SC	
Compulsory resignation	Article 49	AD16 – AD14 (Director)		AD14 (other than Director) – AD5, AST, AST/SC						
Retirement in the interests of the service	Article 50, paras 1 and 2	AD16 – AD14 (Director)								

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
Dismissal for incompetence	Article 51	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD 5	AST, AST/SC					
Normal or early retirement	Article 52 Annex VIII: Article 9, para 1 Annex XIII Articles 21, 22(1) and 23(1) and (2) CEOS: Article 47(a), Article 119 and 139(1)(b) Annex I: Article 1(1), second and last sentences			AD16 – AD13	AD12 – AD5	AST, AST/SC			Recruitment and Transfers Unit: CS, APA	
Retirement on the grounds of invalidity and provision of an invalidity allowance	Articles 53 and 78(1) Annex VIII: Article 13(1) and 14(1) CEOS: Article 33(1), paras 1 and 5, and (2), Article 101(1), para 1, and (4), Article 102(1) and (2), Article 135			AD16 – AD13	AD12-AD5			AST, AST/SC	Recruitment and Transfers Unit: CS, APA	
Decision to have a recipient of an invalidity pension medically examined	Annex VIII: Article 15 CEOS: Article 33(3), para 1, 102(3), para 1, and 135							AD, AST, AST/SC, CS, APA		

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Honorary rank	Article 54	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD 5	AST, AST/SC					

V- RIGHTS AND OBLIGATIONS

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary- General	Director- General for Personnel	Director for Human Resources Development	Director for Admini- strative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director- General of the DG concerned
Authorisation to accept an honour, decoration, favour, gift or payment	Article 11, para 2 CEOS: Articles 11, para 1, 81 and 127					AD, AST, AST/SC, CS, APA				
Assessment of a staff member's personal interest such as to impair his/her independence	Article 11a CEOS: Articles 11, para 1, 81 and 127				AD, AST, AST/SC, CS, APA					
Authorisation to engage in an outside activity or to carry out an assignment outside the Communities	Article 12b, Article 40(1a) CEOS: Article 11, para 1, Article 17, paras 1 and 2, Articles 81, 91 and 127					AD, AST, AST/SC, CS, APA				
Consideration of gainful employment of spouse	Article 13 CEOS: Articles 11, para 1, 81 and 127					AD, AST, AST/SC, CS, APA				
Consideration of the situation of an official elected to public office	Article 15 CEOS: Articles 11, para 1, 81 and 127			AD, AST, AST/SC, CS, APA						
Control over occupation engaged in after leaving the service	Article 16 CEOS: Articles 11, para 1, 81 and 127					AD, AST, AST/SC, CS, APA				

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Permission to publish matter dealing with the work of the Communities	Article 17a CEOS: Articles 11, para 1, 81 and 127					AD, AST, AST/SC, CS, APA				
Permission to disclose in legal proceedings information acquired by reason of duties	Article 19, para 1 CEOS: Articles 11, para 1, 81 and 127			AD, AST, AST/SC, CS, APA						
Provision of information where privileges and immunities are in dispute	Article 23, para 2 CEOS: Articles 11, para 1, 81 and 127						AD, AST, AST/SC, CS, APA			
Special decision to issue laissez-passer to officials in grades other than AD 16 to AD 12	Article 23, para 3 CEOS: Articles 11, para 1, 81 and 127						AD11 – AD5, AST, AST/SC, CS, APA			
Assistance for officials and compensation for damage suffered	Article 24 CEOS: Articles 11, para 1, 81 and 127				AD, AST, AST/SC, CS, APA					

VI – DISCIPLINARY MATTERS

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary- General	Director- General for Personnel	Director for Human Resources Development	Director for Admini- strative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director- General of the DG concerned
Notification of personal liability in the event of serious misconduct and making good the damage suffered	Article 22, para 2 CEOS: Articles 11, para 2, 81 and 127	AD16 – AD14 (Director)	AD14 (other than Director) – AD 13	AD12 – AD5	AST, AST/SC, CS, APA					
Decision to open an administrative investigation	Article 86(2) and Annex IX, Article 2(1) and (2) CEOS: Articles 50a, 76, 119 and 139(3)			AD16 – AD5	AST, AST/SC, CS, APA					
Prior hearing	Annex IX, Article 3, para 1 and Article 11 CEOS: Articles 50a, 119 and 139(3)			AD16 – AD14 (Director)	AD14 (other than Director) – AD 5, AST, AST/SC, CS, APA					
Decision on whether or not to open disciplinary proceedings	Annex IX: Article 3 and Article 11 CEOS: Articles 50a, 119 and 139(3)		AD16 – AD14 (Director)	AD 14 (other than Director) – AD5	AST, AST/SC, CS, APA					
Disciplinary measures without consulting the Disciplinary Board (written warning and reprimand)	Annex IX: Article 9(1)(a) and (b) and Article 11 CEOS: Articles 50a, 119 and 139(3)		AD16 –AD14 (Director)	AD 14 (other than Director) – AD5	AST, AST/SC, CS, APA					

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Referral to the Disciplinary Board	Annex IX: Article 12 CEOS: Articles 50a, 119 and 139(3)		AD16 –AD14 (Director)	AD 14 (other than Director) – AD5	AST, AST/SC, CS, APA					
Withdrawal of case from the Board, following acknowledgement of misconduct	Annex IX: Article 14 CEOS: Articles 50a, 119 and 139(3)		AD16 – AD14 (Director)	AD14 (other than Director) – AD5	AST, AST/SC, CS, APA					
Hearing after consulting the Disciplinary Board	Annex IX: Article 22, para 1 CEOS: Articles 50a, 119 and 139(3)		AD16 – AD14 (Director)	AD14 (other than Director) – AD5	AST, AST/SC, CS, APA					
Disciplinary measures after consulting the Disciplinary Board	Annex IX: Article 9 and Article 22 CEOS: Articles 49, 50, 50a, 119 and 139(3)		AD16 – AD14 (Director)	AD 14 (other than Director) – AD5	AST, AST/SC, CS, APA					
Reopening of proceedings in the event of new facts	Annex IX: Article 28 CEOS: Articles 50a, 119 and 139(3)		AD16 – AD14 (Director)	AD 14 (other than Director) – AD5	AST, AST/SC, CS, APA					
Suspension for misconduct	Annex IX: Article 23 CEOS: Articles 49(1), para 2, 50(2), para 2, 50a, 119 and 139(3)		AD16 – AD14 (Director)	AD 14 (other than Director) – AD5	AST, AST/SC, CS, APA					

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Deletion of disciplinary decision from an official's file	Annex IX: Article 27 CEOS: Articles 50a, 119 and 139(3)		AD16 – AD14 (Director)		AD14 (other than Director) – AD 5, AST, AST/SC, CS, APA					

VII – WORKING CONDITIONS

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (<i>appointing authority for staff in his/her Office</i>)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
Fixing of the working week	Article 55 (2) CEOS: Articles 16, para 1, 91			AD, AST, AST/SC, CS						
Fixing of special working hours	Article 55(2) CEOS: Articles 16, para 1, 91			AD, AST, AST/SC, CS						
Adoption of measures for adjustment of working time	Article 55(4) CEOS: Articles 16, para 1, 91			AD, AST, AST/SC, CS						
Procedure for authorising work at night, on Sundays or on public holidays	Article 56, para 1 and 56a CEOS: Articles 16, para 1, 91			AD, AST, AST/SC, CS						
Rules governing standby duty at the place of work or at home	Article 55(3) and 56b CEOS: Articles 16, para 1, 91			AD, AST, AST/SC, CS						
Decision on introducing shiftwork	Article 56a, para 1 CEOS: Articles 16, para 1, 91			AD, AST, AST/SC, CS						
Decision determining disability, taken on a case-by-case basis	Article 1d(4), para 1 CEOS: Article 10(1), Article 80(4) and Article 128(1)							AD, AST, AST/SC, CS, APA		

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
Decision on reasonable accommodation, taken on a case-by-case basis	Article 1d(4), para 3 CEOS: Article 10(1), Article 80(4) and Article 128(1)							AD, AST, AST/SC, CS, APA		
Decisions on part-time working, renewal and withdrawal of authorisation before expiry of the period involved	Article 55a except for (2)(d) Annex IVa Annex XIII: Articles 31(6) and (7) CEOS: Articles 16, para 1, 91 and 131(5) Annex: Article 1, second sentence			AD16 –AD14 (Director)					Staff Management and Careers Unit: APA	AD14 (other than Director) – AD5, AST, AST/SC, CS
	Article 55a(2)(d) Annex IVa CEOS: Article 16, para 1, 91 and 131(5)								Staff Management and Careers Unit: AD, AST, AST/SC, CS, APA	
Authorisation to share post	Article 55b, para 1			AD, AST, AST/SC						
Authorisation for special leave and associated travelling time	Article 57, para 2 and Annex V: Article 6 CEOS: Article 16, para 1, Article 91 and Article 131(5)								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS, APA	
Assessment of the exceptional nature of work for which special leave may be granted	Annex V: Article 6, second-before-last, paragraph			AD, AST, AST/SC, CS						

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary- General	Director- General for Personnel	Director for Human Resources Development	Director for Admini- strative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director- General of the DG concerned
Supplementary leave so staff can visit their home country	Annex V: Article 7 CEOS: Article 16, para 1, Article 91 and Article 131(5)								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS, APA	
Check on medical certificates and establishment of unauthorised absence	Article 59(1), para 2, (2), (3) and Article 60, para 1 CEOS: Article 16, para 1, Article 91 and Article 131(5)							AD, AST, AST/SC CS, APA		
Check on absences for illness and establishment of unauthorised absences	Article 59(1), para 2, 3, 4, 5 and (3) and Article 60, para 1 CEOS: Article 16, para 1, Article 91 and Article 131(5)							AD, AST, AST/SC, CS, APA		
Establishment of other irregular absences	Article 60, para 1 CEOS: Article 16, para 1, Article 91, Article 131(5)								Individual Entitlements and Payroll Unit APA	AD, AST, AST/SC, CS
Sick leave	Article 59 (5) CEOS: Article 16, para 1, Article 91, Article 131(5)							AD, AST, AST/SC, CS, APA		
Sick leave without pay for members of temporary or contract staff and accredited parliamentary assistants	CEOS: Article 16, para 3, Article 91, Article 131(5)							AD, AST, AST/SC CS, APA		

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary- General	Director- General for Personnel	Director for Human Resources Development	Director for Admini- strative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director- General of the DG concerned
Annual medical examination: compulsory nature and fixing of the maximum refundable amount	Article 59(6) CEOS: Article 16, para 1, Article 91, Article 131(5)							AD, AST, AST/SC, CS, APA		
Authorisation to spend sick leave outside the place of employment	Article 60, para 2 CEOS: Article 16, para 1, Article 91, Article 131(5)							AD, AST, AST/SC, CS, APA		
Adoption of list of public holidays and office closing days	Article 61 CEOS: Article 16, para 1, Article 91, Article 131(5)			AD, AST, AST/SC, CS, APA						

VIII – FINANCIAL ARRANGEMENTS AND SOCIAL SECURITY ENTITLEMENTS

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary- General	Director- General for Personnel	Director for Human Resources Development	Director for Admini- strative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director- General of the DG concerned
Decision on granting flat-rate allowance on overtime	Article 56, para 3 Annex VI: Article 3 Annex XIII: Article 31(5) CEOS: Article 16, para 1, and Article 91 Annex I: Article 1(1), sentence before last		for the members of his/her Office	for the members of his/her Office			AST4 – AST1, AST/SC, CS			
Decision on granting compensatory leave or remuneration for uncompensated overtime	Article 56, para 3 Annex VI: Article 1 Annex XIII Article 31(5) CEOS: Article 16, para 1, and Article 91 Annex I: Article 1(1), sentence before last									AST4 – AST1, AST/SC, CS
Decision on a case-by-case basis on granting an allowance for work at night or on Sundays or public holidays and for shiftwork	Article 56a, para 1 CEOS: Article 16, para 1						AD, AST, AST/SC			
Decision on a case-by-case basis on granting an allowance for standby duty at place of work or at home	Article 56b, para 1 CEOS: Article 16, para 1						AD, AST, AST/SC			

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
Decision on a case-by-case basis to award family allowances for - staff in active employment	Article 67 (CEOS: Article 20(2)) and Annex VII: Articles 1 to 3 (CEOS: Articles 21 and 92), Article 74 (CEOS: Article 29 and Article 132)								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS, APA	
Staff receiving the allowance under Articles 41, 42c and 50 of the Staff Regulations	Article 68, 67 and Annex VII: Article 1 to 3								Pensions and Social Insurance Unit AD, AST, AST/SC , CS	
- recipients of a retirement, invalidity or survivor's pension	Article 81, 67 and Annex VII: Articles 1 to 3 CEOS: Article 33(1), para 6, Article 36, para 2, Article 37, para 7, Article 39(3), Article 101(5), Article 105, para 2, Article 106(7), Article 109(3) and Article 135								Pensions and Social Insurance Unit AD, AST, AST/SC , CS, APA	

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary- General	Director- General for Personnel	Director for Human Resources Development	Director for Admini- strative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director- General of the DG concerned
- double allowance for a disabled dependent child or a dependent child suffering from a long illness, involving the staff member in heavy expenditure	Article 67(3) CEOS: Article 20(2), Article 92 and Article 132								Individual Entitlements and Payroll Unit: staff in active employment AD, AST, AST/SC , CS, APA Pensions and Social Insurance Unit: retired staff including staff who have taken early retirement AD, AST, AST/SC CS, APA	
Decision on a case-by-case basis on granting of allowances and reimbursement of expenses or other financial entitlements: - travel expenses on taking up appointment, transfer or leaving the service:	Article 71 Annex VII: Article 7(1), (2) and (3) CEOS: Article 22 and Article 92								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS	

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
- determination of place of origin and/or subsequent changes	Article 71 Annex VII: Article 7 (4) CEOS: Articles 22 and 92 Annex XIII Article 20(3), para 2, second sentence								Individual Entitlements and Payroll Unit staff in active employment AD, AST, AST/SC, CS, Pensions and Social Insurance Unit retired staff AD, AST	
- reimbursement of removal expenses	Article 71 Annex VII: Article 9 CEOS: Articles 23 and 92								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS	
- installation and resettlement allowances	Annex VII: Article 5 and 6 CEOS: Articles 24, 92 and 132a								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS, APA	
- temporary daily subsistence allowances	Annex VII: Article 10 CEOS: Articles 25 and 92								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS	

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
- expatriation and foreign residence allowances:	Article 69 Annex VII: Article 4 CEOS: Articles 20(2), 21, 92 and 132								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS, APA	
- reimbursement of annual travel expenses:	Article 71 Annex VII: Article 8(1) and (4) CEOS: Articles 26 and 92								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS	
(a) determination of persons entitled										
(b) determination of amount	Article 71 Annex VII Article 8(1), para 3 and 4, (2), (3) and (4) CEOS: Articles 26 and 92								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS	
- birth allowance	Article 74 CEOS: Articles 29, 97 and 135								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS, APA	
- reimbursement of cost of transporting remains	Article 75 CEOS: Article 29, 97 and 135								Social Services Unit AD, AST, AST/SC, CS, APA	

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary- General	Director- General for Personnel	Director for Human Resources Development	Director for Admini- strative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director- General of the DG concerned
<p>Decision on a case-by-case basis on the granting or removal of fixed-rate allowances to cover expenses incurred in connection with the performance of duties</p> <p>- fixed rate allowance by reason of duties</p> <p>- travel allowance</p>	<p>Annex VII: Article 14, Article 15</p> <p>CEOS: Articles 22 and 92</p>		<p>for the members of his/her Office</p>	<p>for the members of his/her Office and AD16- AD15s Directors- General</p>	<p>AD15 and AD14 Directors</p>		<p>AD 14 – (other than Director)- AD5, AST, AST/SC, CS (except for members of Private Offices)</p>			

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary- General	Director- General for Personnel	Director for Human Resources Development	Director for Admini- strative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director- General of the DG concerned
Decisions on a case-by-case basis relating to staff posted to a non-EU country:									Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS	
- accommodation or reimbursement of rent	Annex X: Article 5(1) and Article 23									
- payment of all or part of the remuneration in the currency of the country of employment or in another currency	Annex X: Article 12									
- education allowance	Annex X: Article 15									
- change of residence at the place of employment (reimbursement of removal expenses and other expenses)	Annex X: Article 17									
- reimbursement of hotel expenses or the cost of renting temporary accommodation and payment of daily allowances in the event of a delay or another problem in making accommodation available	Annex X: Article 18									
- reimbursement of removal expenses, the transport of personal effects and storage of furniture and personal effects	Annex X: Article 21									

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
Mission expenses:	Annex VII: Article 11 to 13 CEOS: Articles 22, 92 and 132									
- payment of an advance in the case of a mission of less than 24 hours' duration in a country using the same currency as that used in the place of employment	Annex VII: Article 11(2) last sentence								Missions Unit: AD, AST, AST/SC, CS, APA	
- reimbursement of travel expenses by sea	Annex VII: Article 12(3)								Missions Unit: AD, AST, AST/SC, CS, APA	
- granting of an allowance per kilometre covered where a private car is used for missions	Annex VII: Article 12 (4), para 2								Missions Unit: AD, AST, AST/SC, CS, APA	
- fixing the scale for daily allowances and ceilings for accommodation costs for missions outside the European territory of the Member States	Annex VII: Article 13(2)(b)			AD, AST, AST/SC, CS, APA						
- fixing of the flat-rate sums for reimbursement of accommodation costs in the institutions' principal places of work	Annex VII: Article 13 (4)			AD, AST, AST/SC, CS						
Transfer of emoluments	Annex VII: Article 17(2) CEOS: Articles 27 and 92								Individual Entitlements and Payroll Unit AD, AST, AST/SC, CS	

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary- General	Director- General for Personnel	Director for Human Resources Development	Director for Admini- strative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director- General of the DG concerned
Decisions on a case-by-case basis concerning sickness insurance cover (recognition of serious illness and continuing cover in specific cases)	Article 72(1) sentence before last (CEOS: Articles 28, 95 and 135) Article 40(3), para 2 first sentence (CEOS: Article 17, para 6) Annex IV: Article 1 (4)								Pensions and Social Insurance Unit AD, AST, AST/SC, CS, APA	
Decisions concerning insurance against accidents and occupational disease	Article 73 (CEOS: Articles 28, 95 and 135) Article 40(3), para 2 first sentence (CEOS: Article 17, para 6)								Pensions and Social Insurance Unit AD, AST, AST/SC, CS, APA	
Gifts, loans or advances against salary	Article 76 CEOS: Articles 30, 98 and 135								Social Services Unit AD, AST, AST/SC, CS, APA	
Decision on a case-by-case basis to increase the surviving spouse's pension in the event of serious illness	Article 76a								Social Services Unit AD, AST AST/SC	

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
Pensions, invalidity allowances, severance grant, allowances under Articles 41, 42c and 50 of the Staff Regulations, transfer of pension rights, unemployment allowance for temporary staff Transfer of pension rights Severance grants	Article 40(3), para 2, Article 41(3) (except for para 2), Article 42c, paras 5, 7, 8 and 9, Article 50, para 3 to 8, Articles 77 to 84 Annex IV Annex VIII (except for Article 1 and Article 14, para 2) CEOS: Articles 17, para 7, 28a, 33 (except for (1), para 5, and (3), para 1), 34, 36, 37, 38, 39, 40, 42, 43, 44, 96, 101 (except for (4)), 103, 104, 105, 106, 107, 108, 109, 110, 112, 113, 114, 135 and 136								Pensions and Social Insurance Unit AD, AST, AST/SC, CS, APA	
Recovery of undue payment	Article 85, CEOS: Articles 45, 116 and 137						AD, AST, AST/SC, CS, APA			

IX – **BODIES PROVIDED FOR IN THE STAFF REGULATIONS**

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (<i>appointing authority for staff in his/her Office</i>)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
Staff Committee	Article 9(1a), first indent, and (3) CEOS: Article 7, paras 1 and 2									
Fixing of a term of office of less than three years	Annex II: Article 1, para 1, second sentence			AD, AST, AST/SC, CS						
Decision on adoption of conditions of election by referendum	Annex II: Article 1, para 2, second sentence			AD, AST, AST/SC, CS						
Consultation and setting of deadlines	Article 10a				AD, AST, AST/SC, CS					
Joint Committee:	Article 9(1)(a), second indent, and (4) CEOS: Article 7, para 3									
- appointment of chair and members	Annex II: Article 2, para 1			AD, AST, AST/SC						
- consultation										
- setting deadlines	Article 9(4) CEOS: Article 7, para 3					AD, AST, AST/SC, CS				
	Article 10a					AD, AST, AST/SC				
Common joint committee:	Article 9(1a)									

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
- appointment of members - consultation	Annex II: Article 2, para 2			AD, AST, AST/SC						
	Annex II: Article 3a, para 1 and 4				AD, AST, AST/SC					
Disciplinary Board:	Article 9(1)(a) third indent									
- appointment of chair and secretary - drawing up list of members	Annex IX: Article 5 and 7			AD, AST, AST/SC						
	Annex IX: Articles 5 and 6			AD, AST, AST/SC						
Invalidity Committee:	Article 9(1)(b)									
- appointment of doctors and functioning of the Invalidity Committee - consultation	Annex II: section 3 Article 7, 8 and 9 CEOS: Articles 33(2), 101(1) and 135							AD, AST, AST/SC, CS, APA		
	Article 59(4) CEOS: Articles 16, para 1, 91 and 131(5)			AD16 – AD13				AD12 – AD5, AST, AST/SC, CS, APA		
Reports Committee:	Article 9(1)(a), fifth indent									
- appointment of members - consultation	Annex II: section 4 Article 10, para 1			AD, AST, AST/SC						
	Article 9(5)					AD/AST, AST/SC, CS				

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary-General	Director-General for Personnel	Director for Human Resources Development	Director for Administrative Management	Director for Management of Support and Social Services	Head of the unit responsible in DG PERS	Director-General of the DG concerned
Staff Regulations Committee:	Article 10									
- appointment of members	Article 10, para 1			AD, AST, AST/SC						
consultation – setting of deadlines	Articles 10, para 2, last sentence, and 10a				AD, AST, AST/SC, CS					
Medical committee dealing with appeals against decisions to defer for five years eligibility for benefits in respect of invalidity or death	Annex VIII Article 1(1), para 2 CEOS: Article 32, para 2, Article 100, para 2 and Article 135							AD, AST, AST/SC, CS, APA		
Medical committee dealing with appeals against decisions to declare officials physically unfit to perform their duties: appointment of members	Article 33, para 2 CEOS: Article 13, para 2, Article 83, para 2, 129(2)							AD, AST, AST/SC, CS, APA		
Joint Advisory Committee on professional incompetence	Article 9(6) and Article 51									
- appointment of members	Annex II, Article 12			AD, AST, AST/SC						
- consultation	Article 51(1)(b)				AD, AST, AST/SC					

X – REQUESTS AND APPEALS

Subject	Articles of the Staff Regulations (and of the CEOS)	Authorising authority responsible
Requests	Article 25, para 1 and Article 90(1) CEOS: Article 11, para 1, Articles 46, 117 and 138	Decisions on requests submitted pursuant to these articles are the responsibility of the appointing authority competent to adopt the measure requested. The Secretary-General is the appointing authority competent to take decisions on requests relating to measures not explicitly provided for by this decision.

Subject	Articles of the Staff Regulations (and of the CEOS)	Bureau	President (appointing authority for staff in his/her Office)	Secretary-General	Political groups bureaus
Complaints	Article 90(2) CEOS: Articles 46, 117 and 138	For decisions adopted by the Bureau or by the President	For decisions adopted by the Secretary-General	For decisions adopted by the other authorities	By default, for decisions taken in respect of temporary staff by the political groups or another appointing authority expressly designated by the political group