

EN

# 2013

## Social Balance Sheet

at 31 December 2013



EUROPEAN  
COURT  
OF AUDITORS



# 2013 Social Balance Sheet

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## Introduction

### 01

The social balance sheet presents the staffing situation at the Court of Auditors as at 31 December 2013. It consists of a statistical review of the staff, a study of the working conditions and other issues relating to human resources management. Its aim is to make it easier to identify areas where the human resources management policy can be adapted to better suit the needs of the institution.

## The Court's Staff

### Establishment plan and allocation of posts

### 02

The Court's establishment plan in 2013 was slightly larger than in 2012, due to the accession of Croatia. However, the increase in the number of posts due to Croatia's accession was partially offset by the reduction by 9 posts as the first step of implementing the 5 % staff reduction in the period 2013-2017, called for by the European Parliament, Council and Commission. The establishment plan thus comprised 891 permanent and temporary posts authorised in the budget, aggregating all function groups. The allocation of these posts in the period 2009-2013 is shown below in *Table 1*:

Table 1

### Establishment plan of the Court of Auditors 2009-2013 (Permanent and temporary agents)

	2009		2010		2011		2012		2013	
Presidency	21	2,5 %	24	2,5 %	27	3 %	32	3,6 %	31	3,5 %
Audit chambers	525	59,5 %	557	63 %	564	64 %	573	64,6 %	576	64,6 %
Translation service	163	18,5 %	151	17 %	148	16,5 %	143	16,1 %	147	16,5 %
Administrative support	171	19,5 %	157	17,5 %	148	16,5 %	139	15,7 %	137	15,4 %
<b>Total</b>	<b>880</b>	<b>100 %</b>	<b>889</b>	<b>100 %</b>	<b>887</b>	<b>100 %</b>	<b>887</b>	<b>100 %</b>	<b>891</b>	<b>100 %</b>

**03**

As outlined in DEC 17/10, and in the Reviewed HR Policy for 2013-2017, whenever possible, efficiency gains in translation, administration and human resources have been used to transfer posts to audit. Thus, the number of posts allocated to the Secretariat General as a whole (translation and all administrative support directorates) has decreased by 15 % over five years.

- (a) 7 seconded national experts;
- (b) 59 contract staff of which
  - i) 42 in function group I, assigned to logistics and technical tasks, and
  - ii) 17 in function group II and above, assigned to secretarial tasks or translations.
- c) 17 trainees, of whom 11 in the audit Chambers (2 in the Cabinets), 5 in the Secretariat General and 1 at the Presidency. Over the whole year, 91 trainees worked at the Court, 11 of which were from SAls in accession and candidate countries.

**04**

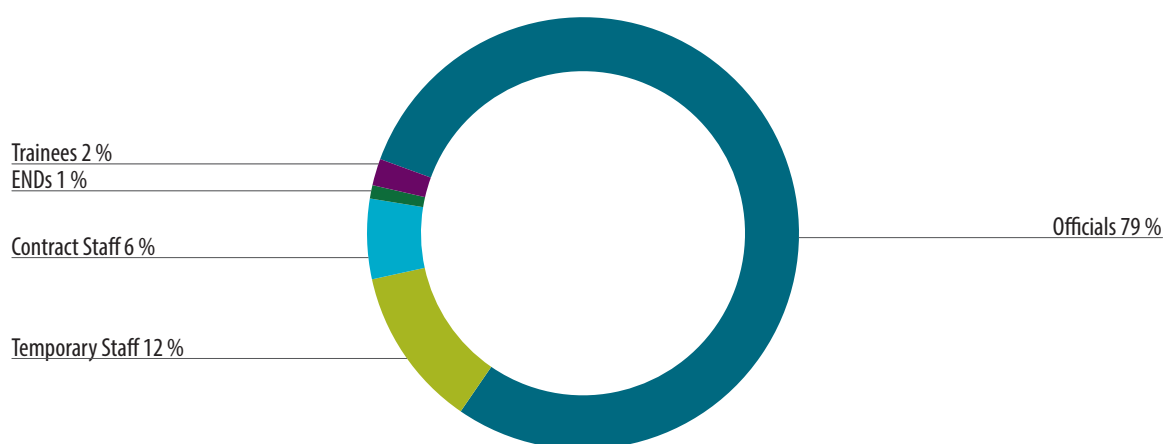
As at 31 December 2013, there were 848 officials and temporary agents in active service at the Court, compared to 836 in 2012.

**Other staff****05**

In addition to permanent and temporary staff, as at 31 December 2013, the following staff were employed by the Court:

**06**

**Graph 1** below shows the repartition of staff working at the Court depending on the type of contract they have (officials, temporary, contract agents, national experts or trainees). The vast majority of the staff is made of officials.

**Graph 1****Workforce by type of contract as at 31 December 2013**

## Vacant posts

### 07

As at 31 December 2013, 31 of the 891 (3,48 %) permanent and temporary posts in the Court were vacant<sup>1</sup>. Just as in 2012, the vacancy rate has remained close to 3 %.

## Gender balance

### 08

As at 31 December 2013, of the 914 staff (848 officials and temporary agents, 59 contract agents and 7 seconded national experts) in active service at the Court, 457 were women. The gender balance at the Court over the last four years has remained stable, as shown in **Table 2** below:

- 1 848 official and temporary staff were in active service, of whom 1 was on secondment in the interest of the service to another European Institution, not paid by the Court; and 13 posts were set aside in anticipation of the staff reduction plan and were not counted as vacant.
- 2 Contract agents in function groups I to III are shown together with AST staff, function group IV and Seconded national experts are shown together with AD staff.

Table 2

### Gender balance at the Court of Auditors 2010-2013

	2010	2011	2012	2013
Men	50 %	50 %	51 %	50 %
Women	50 %	50 %	49 %	50 %

### 09

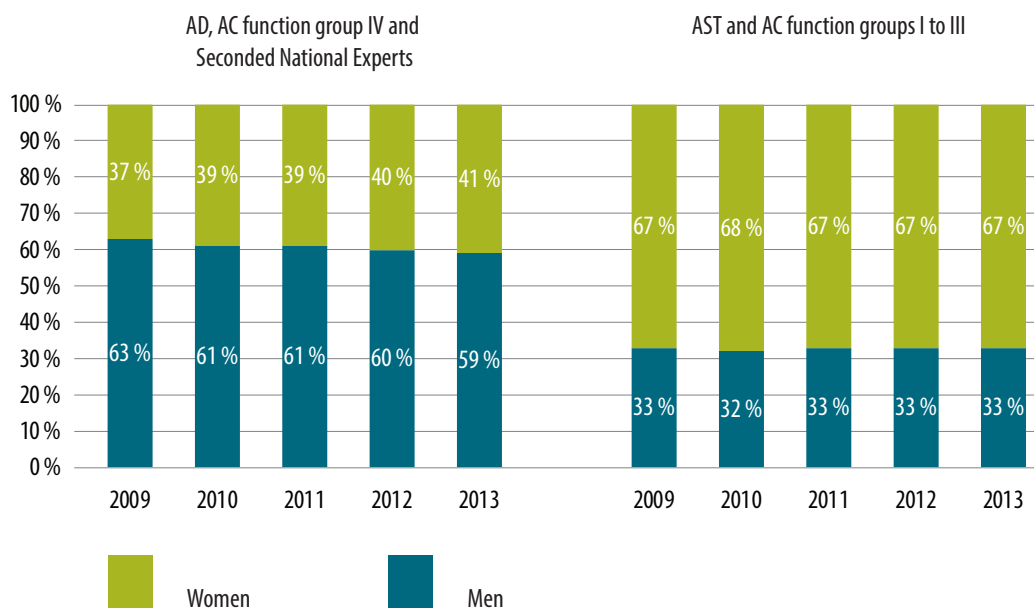
**Graph 2** shows the gender balance at the Court by function group<sup>2</sup>, and the proportion of women in the AD group has increased over the last 5 years. The proportion of men at AST level has remained stable.

### 10

**Graph 3** shows the breakdown at Head of Unit and Director's level. There has been an increase in the number of women occupying a management post since 2006. Women now represent 1/3 of all AD9-16. However, the proportion of women at management level in audit remains lower than in the administration. In the audit chambers, there is no female director, and only 2 of the 24 heads of unit are women. In the Secretariat General, 2 out of 4 directors are women, and so are 16 of the 31 heads of unit.

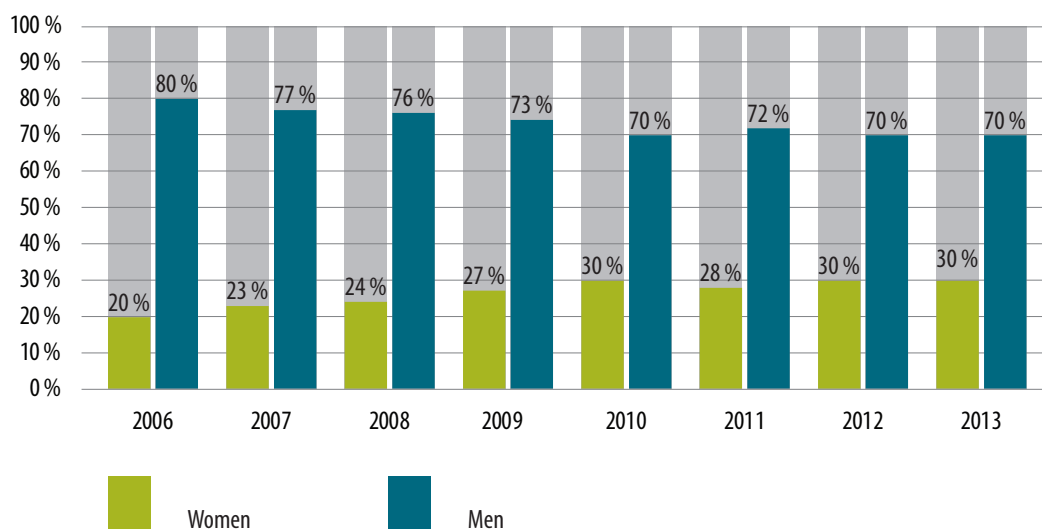
Graph 2

### Gender balance at the Court of Auditors by function group 2010-2013



Graph 3

### Gender balance at management level 2006-2013



### Recruitment, mobility, staff leaving the service

#### Recruitment

##### 11

In 2013, the Court recruited 80 employees: 31 officials, 28 temporary agents and 21 contract agents. As in the previous years, recruitment of auditors from the latest EPSO competitions went on, with 15 auditors recruited from 2009 to 2012 competitions.

#### Internal mobility

##### 12

Following the 2010 decision on internal mobility, a fourth compulsory mobility exercise took place in 2013, which comes in addition to non-compulsory mobility. Overall, during the year 32 agents benefited from internal mobility.

#### Inter-institutional mobility

##### 13

In 2013, 24 agents (22 ADs and 2 ASTs) left the Court by transferring to other institutions. Most went to the Commission (14) or the Parliament (9).

##### 14

6 members of staff from other institutions (6 ADs and 0 ASTs) transferred to the Court.

#### Staff leaving the service

##### 15

In addition to the 24 agents who transferred to other institutions, 14 retired during the year, 1 was granted invalidity leave, 5 temporary agents resigned, and 12 temporary agents reached the end of their contract.

#### Careers

#### Age profile

##### 16

The age profile below (*Graph 4*) of 914 staff in active service at the Court as at 31 December 2013, shows that just over 55 % of staff are aged 44 or less. 27 out of the 69 directors and heads of unit in post are aged 55 or above. This will lead to a renewal of senior management in the coming years.

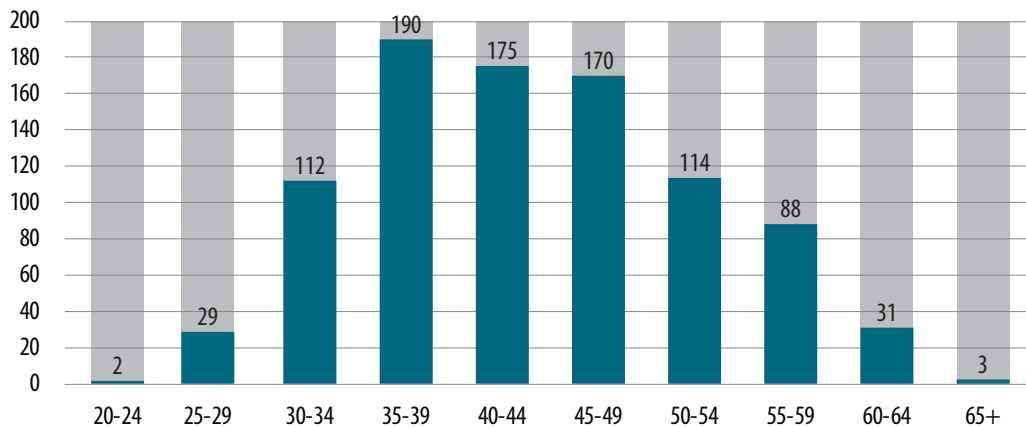
#### Grade profile

##### 17

*Graph 5* shows a high concentration of staff in the AD5 to AD 7 grades, which is a reflection of the recruitments that took place since 2004. Thus, 45 % of AD staff is at AD5 to AD7 grade.

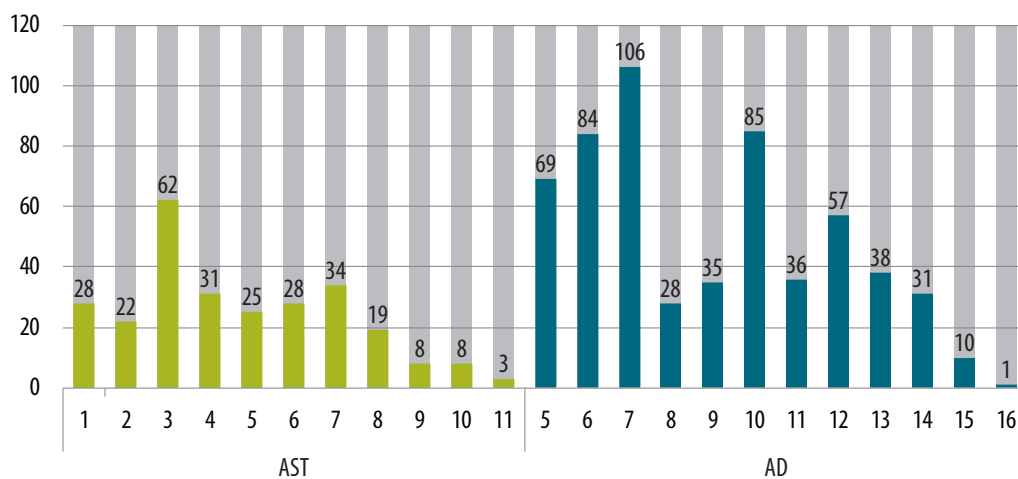
Graph 4

**Age profile (officials, temporary and contract agents, and seconded national experts)**



Graph 5

**Grade profile (officials and temporary agents)**



### Certification procedure

**18**

In 2013, one official attended the certification training.

### Attestation procedure

**19**

The attestation exercise aims to select officials graded in categories C and D before 1 May 2004 to become members of the AST function group without restriction on the level of grading to which they can progress. 1 agent applied and succeeded in the 2012 exercise.

### Performance appraisal system (COMPASS)

**20**

The new Sharepoint based COMPASS 2 system was successfully launched for the 2013 appraisal exercise.

### Promotions

**21**

In 2013, the Appointing Authority, on the basis of the proposals made by the Joint Committee on Promotions, granted a total of 201 promotions, backdated to 1 January 2013. To these, must be added the 20 promotions to AD 13, the 4 promotions to AD 14, and the 1 promotion to AD 15 decided by the Court in 2013.

### Appointment as head of unit and director

**22**

Two new Heads of Units and 1 Director were appointed in 2013.

### Working environment

#### Part-time work

**23**

As at 31 December 2013, 63 members of the Court staff were working part-time, as provided for in article 55a of the Staff regulations.

#### Flexitime

**24**

The flexitime rules remained unchanged in 2013. In December 2013 the Court adopted a new decision regulating the flexitime system in accordance with the new Staff Regulations which entered into force on 1 January 2014.

### Services to staff

#### 25

In 2013, the HR directorate introduced a series of new procedures designed to streamline administrative processes, in line with the annual work programme of the Secretariat General:

- Further implementation of Sysper2 modules (Job Information System, computation of annual travel expenses, child declaration)
- The introduction of a new emergency procedure for staff on mission
- The launch of the MyProfile networking and sharing tool

### Dialogue with staff

#### 26

The Staff Committee is consulted, in accordance with the provisions of the Staff regulations, on draft decisions which have implications for staff. In addition to these formal consultations, the Secretariat General remains in permanent dialogue with the Staff Committee on many issues.

#### 27

In September and December 2013, the President and the Secretary General invited all Court's staff to information sessions on subjects of current interest among which the developments under way in the Court's work in 2013 and its challenges, the new Staff Regulations, and to summarise both internal and external events of the past year.

### Absences due to illness

#### 28

In 2013, 7607 days of absence corroborated by medical certificate were recorded for 506 agents (up from 7937 days for 477 agents in 2012) which represents an average of 8,3 days per member of staff (stable from 2012), After deduction of 5 cases of absences over 200 days due to long-term illness, which accounted for a total of 1317 days, the average is 6,9 days per staff member (7,3 in 2012).

#### 29

Absences without a medical certificate amounted to 1426 days for 546 agents (1463 days for 560 agents in 2012), or an average of 1,6 days per member of staff (same as in 2012).

### Complaints and legal actions

#### 30

In 2013, five complaints were lodged on the basis of article 90(2) of the Staff Regulations. Taking into account the hundreds of files dealt with by the HR directorate during a year, this rate is remarkably low.

#### 31

There were no formal complaints of harassment made under Court Decision No 61-2006 in 2013.

### 32

No disciplinary proceedings were instituted in 2013.

### 33

In 2013, three cases were brought against the Court of Auditors, one before the Civil Service Tribunal, one before the General Court and one appeal against a judgment of the General Court before the Court of Justice.

### 34

Seven judgments were delivered in cases involving the Court of which six were in favour, or very substantially in favour, of the Court.

## Human resources development

### Professional training

### 35

The Court continued supporting continuous professional development of staff through the courses it offered as well as through its financial support for staff involved in programmes of acquisition or maintenance of professional qualifications and diplomas in areas relevant to the Court's mission.

### 36

The Court's staff had an average of 9,6 days of professional training in 2013 (8 in 2012). Language courses represented 46 % of the total number of days devoted to training (52 % in 2012). Excluding languages, auditors devoted on average 6,4 days to professional training in 2013 (5,2 in 2012).

### 37

In 2013, the content of training was further improved and new courses developed to meet audit priorities, including a number of training events on topics related to the financial and economic crisis and specialised trainings on financial and economic governance.



