



# Specific arrangements for relocation to the new seat of the EBA

Operations Department/ Human Resources Unit

Staff meeting 8<sup>th</sup> June 2018

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# 1. Assumptions

- Paris to become the new seat of the EBA as of 29 March 2019
- No office space available for staff use in London after 29/03/2019
- Paris - place of employment of all EBA staff with effect from 1 April 2019
- Relocation transition period: 29 March 2019 until 31 August 2019

## 2. Specific arrangements

- Financial and organizational support to relocation
  - **Installation allowance** – full entitlement to be paid as an advance payment regardless of remaining duration of the contract; any overpayment to be recovered
  
  - **Removal company** tendered by EBA - removal of households to be invoiced to and paid directly by EBA; removal can also be arranged privately and reimbursed  
in both cases the ceilings under SR apply considering:
    - volume** (40 m<sup>3</sup>/single SM with no children, 50 m<sup>3</sup>/SM entitled to household allowance +10m<sup>3</sup> for every dependent child, max 100m<sup>3</sup>)
    - distance**
    - insurance cost**
  
  - **Special leave** of maximum 2 days will be provided to staff relocating to Paris/France

## □ Administrative support

- **Renewals of employment contracts** due in 2019 and in Q1 2020 to be considered, decided and communicated to staff before 31 December 2018
- **EBA education contribution** to be paid to schools in the United Kingdom by the EBA until the end of the school year 2018/2019
- **EBA nursery/pre-school contribution** to be paid by EBA until 31 August 2019 (the end of relocation transition period)
- **From 1 September 2019** - children of EBA staff studying elsewhere than in France are entitled to education allowance in accordance with the Staff Regulations
- **Enrolment/entry fees** to schools in Paris/France will be paid by the EBA

- **EBA Education contribution** thresholds for 2018/2019 for schools in the UK :

Primary schools:           £ 14,210

Secondary schools:       £ 18,420

**in Paris/France** (applicable to costs incurred after the relocation date, decision to be adopted following the adoption of legislation changing the seat of the EBA):

Primary schools:           14.505 EUR

Secondary schools:       16.933 EUR

- **EBA Nursery/pre-school contribution** threshold for 2017/2018 for nurseries in the UK :

£1,300 monthly

## □ Working arrangements

- EBA to introduce **occasional teleworking policy** with effect on the day following its adoption – 1 July 2018 subject to the adoption of Decision on telework by the MB:
  - Occasional teleworking to be approved on a case-by-case basis
  - Maximum 30 days of teleworking per staff member per calendar year
  - Minimum presence in the office: 3 days per week
- **Specific conditions** for occasional teleworking during the period from **1 January 2019 until 31 December 2019**
  - Occasional teleworking to be approved on a case-by-case basis
  - **Maximum 45 days** of teleworking per staff member per calendar year
  - **Minimum presence** in the office during relocation transition period from 1 April 2019 until 31 August 2019: **5 days in any two-week period**
  - More detailed guidelines for managers and staff to be provided

## □ Participation of teleworking staff in meetings

- Meetings to be arranged using Telco or Video conference facilities
- If physical presence in meetings in Paris is required – teleworking staff member to bear the cost of travel and accommodation
- Participation of teleworking staff in meetings organised elsewhere than in the EBA offices in Paris - cost to be borne by the EBA based on the lower of either:
  - a. the lowest theoretical cost of the mission as estimated by EBA as if the mission were to start and end in its seat in Paris, or
  - b. the actual cost for the mission starting and ending at the staff member's place of teleworking and travelling by the most cost-effective means and route.



## Update on further action in cooperation with CPR

- **Second presentation/workshop** taking into account the new EBA's location and covering some additional topics will take place **on 27 June 2018**
- Spouses/partners are welcome (registration with reception to be made by 25 June cob at latest)
- **Individual consultations with CPR advisers** to take place on
  - 28-29 June 2018
  - 5-6 July 2018
  - 13-14 September 2018 (for staff not available in June and July)
- Invitations to register for the consultations to follow
- EBA to organise **informal monthly information sessions** about various aspects of life in Paris with expatriates who used to live in Paris. The sessions to be facilitated by French Embassy in London.