Specific arrangements for relocation to the new seat of the EBA

Operations Department/ Human Resources Unit

Staff meeting 8th June 2018
Content

1. Assumptions

2. Specific arrangements
   - Financial and organizational support to relocation
   - Administrative support
   - Working arrangements
   - Participation of teleworking staff in meetings
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 m³/single SM with no children, 50 m³/SM entitled to household allowance +10m³ for every dependent child, max 100m³)
    - **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.