



**AUTHORISATION TO ENGAGE IN AN OUTSIDE ACTIVITY, WHETHER GAINFUL OR NOT, OR
CARRY OUT AN ASSIGNMENT OUTSIDE THE COMMUNITIES¹**

(Article 12b of the Staff Regulations and Articles 11, 54 and 81 of the CEOS)

APPLICANT

Name:
 Personnel No:
 Administrative status: ☐ official ☐ temporary agent ☐ contract agent
 Grade:
 Administrative address: Kongens Nytorv 6, 1050 Copenhagen
 Programme:
 Description of duties at the Agency:
 Activity at the Agency is: ☐ full-time ☐ part-time

PLANNED ACTIVITY

Name of the organisation in which activity is to be exercised:

 Address:

Type of activity: ☐ Teaching ☐ Conference ☐ Seminar ☐ Other
 Activity:
 Place in which the activity is to be carried out:
 The activity is to be carried out:
 1. outside normal working hours: ☐ evening ☐ Saturday ☐ Sunday
 2. during normal working hours (give dates and times):.....

Possible conflict of interests

1. Does the organisation have a financial and/or a contractual relationship with the Agency?
☐ YES ☐ NO
 If YES, give details (on a separate sheet of paper if necessary)

2. Is there any direct and/or indirect link between the activity and your duties at the Agency?
☐ YES ☐ NO
 If YES, give details (on a separate sheet of paper if necessary)

Absences

The activity will entail a total absence of working day(s), including travel time.

¹ Commission Decision of 28 April 2004 on outside activities and assignments – Administrative Notice No 85/2004 of 29 June 2004.

Will this absence be covered in its entirety by a request for annual leave/flexi-time?

☐ YES ☐ NO

(if NO) special leave of day(s) is requested.

In the case of an educational activity

Total number of teaching hours to be worked:

i.e. hours/week or hours/month.

Financial arrangements

Will remuneration or compensation be provided for:

1. the activity itself? (total net amount)

2. travel expenses? ☐ YES ☐ NO (if YES, the proposed amount)

3. accommodation/subsistence expenses? ☐ YES ☐ NO

Publication

Will the above activity result in a publication? ☐ YES ☐ NO

If YES, give details of the financial arrangements:

.....

SIGNATURE: DATE:

OPINION OF IMMEDIATE SUPERIOR

Is the activity of benefit to the Agency? ☐ YES ☐ NO

If not, explain why:

.....

Application ☐ approved ☐ not approved

If not approved, give reasons:

.....

NAME: POSITION:

SIGNATURE: DATE:

DECISION OF THE APPOINTING AUTHORITY²

Activity: authorised from to³

² Commission Decision of 28 April 2004 on the exercise of the powers conferred by the Staff Regulations on the Appointing Authority and by the Conditions of employment of other servants on the Authority Empowered to Conclude Contracts of Employment of 5 May 2004 – Administrative Notice No 31/2004 of 5 May 2004.

³ Authorisation is valid only for the period indicated, which may not exceed one year. Any extension beyond one year or any renewal requires a new request to be presented at least two months before the expiry of the period.

NB: the maximum annual ceiling of net remuneration for all external activities combined is €4 500.⁴

refused: give the grounds.....
.....
.....
.....

Special leave is granted for day(s): ☐ **YES** ☐ **NO**

NAME:	POSITION:.....
SIGNATURE:	DATE:

⁴ Article 9 of Commission Decision of 28 April 2004 on external activities and assignments – Administrative Notice No 85/2004 of 29 June 2004 (**NB**: any amount above the maximum net annual remuneration of €4 500 must be declared to the appointing authority, and will be recovered by PMO/2).